



Sarvodaya Shikshan Mandal's  
**SARDAR PATEL MAHAVIDYALAYA, CHANDRAPUR**

**E-GOVERNANCE POLICY**

**Scope**

The scope of the policy extends in following areas in the institute:

- General administration
- Student admission
- Library
- Accounts and Finance
- ICT Infrastructure

**Objective**

1. Implementation of E- governance in various functioning of the institution
2. Achieving efficiency in day today functioning
3. Promoting transparency and accountability
4. Achieving paperless administration of the institution
5. Facilitating online internal and external communication between various entities of the institution.
6. Providing easy access to information

**Policy:**

The college will implement e-governance in all areas of functioning like administration, admission, library, accounts and teaching etc. The framework and designing of the policy will make every function transparent and accountable.

The college implements the e governance policy in following areas:

**Website:** The website will work as an information centre reflecting about courses offered, important notices, faculties, admission process and its deadlines. A professional web designer as service provider will be appointed to make the website attractive and informative. A separate website committee will be formed of the faculties who has been trained for maintaining and updating the website. The website will act as a connecting link between the college and outside world. Through this website the college strive to show its achievements and information.

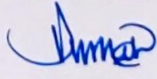
**Admission:** A transparent, easy and quick approach to admission process is followed and its information and deadlines are displayed on website. The admission process is carried out as per the regulations and guidelines of the Gondwana University, Gadchiroli. The college will exhibit the prospectus brochure provided with guidelines and procedure for admission process. An admission portal to be used to manage number of students applying for the course, online fees submission and cancellation of admission will be managed through this portal. At college a separate software will work for verification of data on the basis of Online application and this process will be verified and admission will be confirmed by admission committees of various streams.

**Accounts:** The office continues to maintain its accounts on Tally. Latest versions of the software to be purchased and used by the college. The advanced features help the staff to maintain financial records effectively and efficiently. Profit, loss and balance sheet are generated through this software. Appropriate security measures should be taken to maintain the confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The college uses software from Mastersoft ERP Private Limited which provides latest version from time to time. This software under centralised college management software provides the module of payroll management system module, Accounting management module. Through these modules Accounts section of the college work.

**Library:** The college continues to maintain its academic excellence through maintaining well versed and stocked library. The college will add more and more e learning resources for the benefit of teachers and students. The college should continue to subscribe to new journals and books regularly. The college collects the recommendations from teachers and students for the same. The Library to install fully automated version of the software for easy to use -Graphical user interface, Unicode support with multilingual search. The objective of the software to provide easy and quick access to books, journals and subscribed magazines etc.

  
**Coördinator**  
Internal Quality Assurance Cell,  
Sardar Patel Mahavidyalaya,  
Chandrapur



  
**Principal**  
Sardar Patel Mahavidyalaya  
Chandrapur