



Shri Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist- Ahmednagar

E-GOVERNANCE POLICY

S. S. G. M. College, Kopargaon believes in bringing e-governance in all the possible administrative, financial and other services. It has also enhanced the use of technology in teaching-learning. The e-governance policy facilitates the IT policy of the institution.

➤ **Scope**

Scope of the policy extends to the following areas.

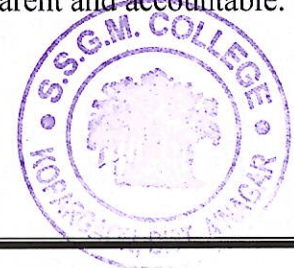
- Administration
- Student admission
- Library Services
- Account and Finance
- ICT Infrastructure
- Examination

➤ **Objectives**

- To provide ICT facilities to students and faculty.
- To provide quick and easy access to the information.
- To provide transparency in all functions of the college.
- To create paperless work in the institution.
- To make campus Wi-Fi enabled.
- To establish fully automated process of administration, finance and accounts, student support such as admission, library and examination.

➤ **Policy**

The college has decided to implement e-governance in all areas of operation which includes administration, student admission, feedback, library services, finance and accounts, teaching-learning and evaluation process, support service centres etc. The policy is framed to make each and every function of college transparent and accountable.



➤ **College website as a source of information**

The college website will be the key point for information to the stakeholders, which will reflect the functioning of the institution. The website will provide all information about activities, important notices, courses offered, admissions, circulars, IQAC, NAAC, departments, support services and upcoming events. The college has website maintenance committee to maintain and update the website regularly. The college always seeks to showcase its remarkable achievements and activities through the website.

➤ **Student Admissions**

The admission portal is made available on college website for transparent admission process. It is strengthened by ethical practices and regulations of Savitribai Phule Pune University, Pune. The guidelines for admission process are to be displayed on the website including schedule of admission, counselling sessions, etc.

➤ **Finance and Accounts**

- The office continues to maintain its account through Tally software.
- The attendance management system for administrative and teaching staff is done through e-time track Lite software to trace the attendance record.
- Administrative staff use advanced excel and file management system tools to maintain effective database.
- Administrative staff should be provided with adequate and proper training to cope up with new technologies.

➤ **Examination**

The college use online system for examination provided by Savitribai Phule Pune University, Pune. The semester examination process is regulated by the university and thus e-governance policy of the affiliating university is accepted in this regard. The university examination forms are uploaded on university web portal. The students can seek their examination hall tickets as well as result from the online portal. All the examination related services and issues are addressed through the online examination portal maintained by the affiliating university SPPU, Pune.



➤ **Hardware and Software Infrastructure**

- The college persists for adequate number of computers and internet facility for staff and students.
- More computers and printers to be made available for staff.
- Multimedia devices and projectors to be provided in classrooms, laboratories, seminar hall, conference hall, etc.
- Infrastructure should be complemented by scanners, printers, interactive boards, etc.
- Office automation with MS office, Antivirus should be purchased and updated regularly.




Principal
S.S.G.M. College
Kopergaon