



E-GOVERNANCE POLICY

Sharadchandra Mahavidyalaya, Shiradhon implements e-governance in various aspects of functioning including administration, finance & accounts, admissions, examination, library, teaching, etc. for which the following policies and procedures have been framed:


i. Administration : The college has biometric to record and track Attendance of staff. The administrative Office uses advanced Excel and File Management System tools for maintaining an effective database. The Administrative staff is provided regular and adequate training to help them keep abreast with the new technology. The college email ID is regularly checked for communication with various government bodies. It is directly observed by the Principal to solve the complaint received on the email.

ii. Finance and Accounts: The accounts office uses advanced Excel and File Management System tools for maintaining financial records effectively and efficiently. Appropriate security measures are taken for maintaining confidentiality of the transactions. The college conducts training of the existing staff and ensures that the software are updated regularly. The College also utilizes the Mahadbt portal for students' scholarship and bamu.digitaluniversity portal for students' admission and examination fee management.

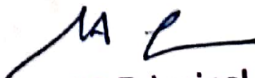
iii. Students Admission and Support: The College follows a transparent strategy for the admission process which is reinforced by the code of ethics and conduct. All the admission related affairs are managed through the admission portal including update on the number of students applying for each course, fee submission, withdrawals etc. The college also supports students by enrolling NSS volunteers.

iv. Examination: The College follows an online system where students can view their result at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

v. Website: The College has a website that reflects the mission, aims and objectives, information related to faculty, infrastructure, courses offered, various activities, important notices etc. Under the e-governance policy, College has constituted a website committee that takes care of the college website and ensures a speedy update of the latest notices/activities.


Co-Ordinator
IQAC, Sharadchandra
Mahavidyalaya, Shiradhon




I/C Principal
Sharadchandra Mahavidyalaya
Shiradhon Tq.Kallam