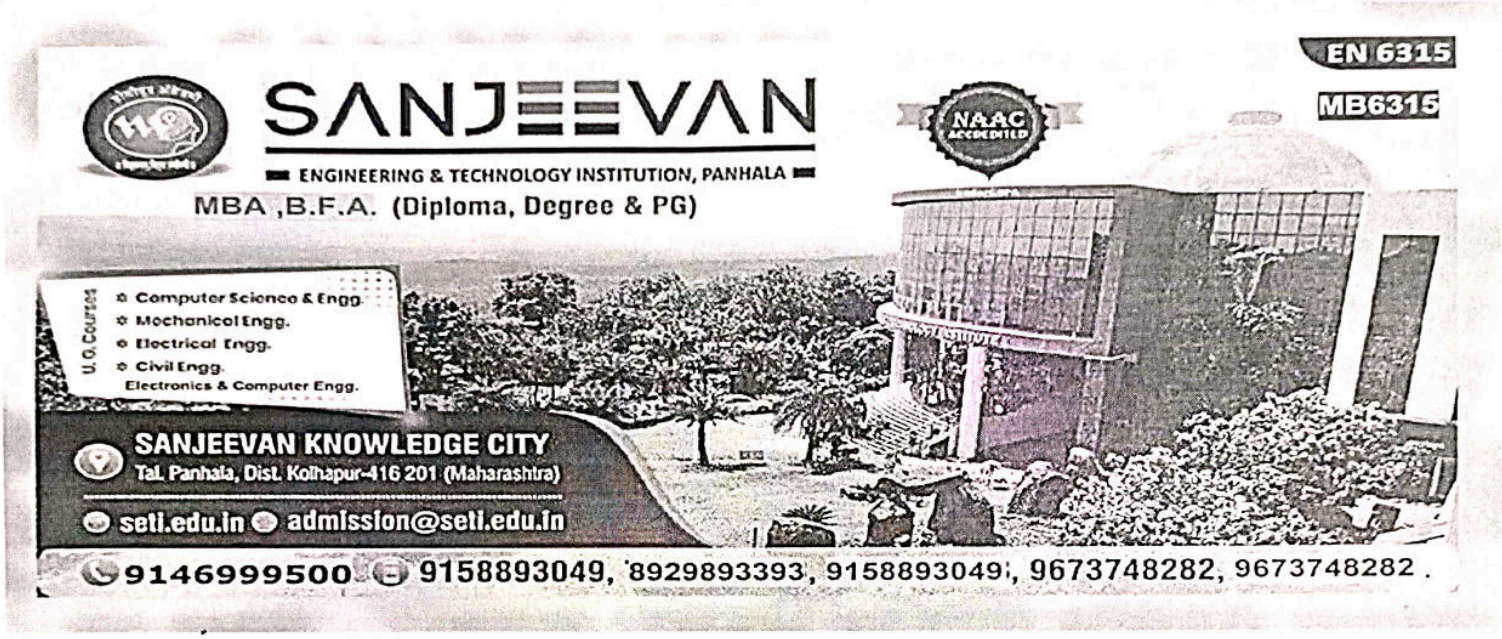
DTE Code : EN6315

HOLY-WOOD ACADEMY'S
SANJEEVAN
ENGINEERING & TECHNOLOGY INSTITUTE, PANHALA
Sanjeevan Knowledge City, Somwar Peth-Injole, Panhala, Tal. Panhala, Dist. Kolhapur
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Approved By AICTE, New Delhi Recognized by Govt. of Maharashtra & DTE
Permanent Affiliation by Dr. Babasaheb Ambedkar Technological University, Raigad



E-GOVERNANCE POLICY

SANJEEVAN ENGG. & TECH. INSTITUTE PANHALA

PRINCIPAL
Sanjeevan Engg. & Tech. Institute
Somwar Peth, Panhala, Dist. Kolhapur

Date: 01.08.2022

PREAMBLE

SETI E-governance envisages with the sole vision of enhancing the system of governance for development of the institute by leveraging new and cutting edge technologies.
The broad areas of e-governance are in the area of examinations, admissions, day to day operations of departments, academics, placements, management information systems and stake holder's inclusion ina staged manner. It aims at planning and facilitating any infrastructure for the deployment of cutting edge applications and deployment of solutions for seamless administration of the institute.

Vision:
To enhance the system of governance for the overall development of the institute by leveraging technologies

Mission:
Deploy new solutions and ideas in various departments of the Institute for seamless data access enabling better decision making.

Objectives

1. Implementation of E-governance in various functioning of the institution
2. Achieving efficiency in our 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
7. To maintain the Data on a secure environment.
8. Making the institution visible globally

Policy:

1. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
2. Institution to embrace e-governance for the seamless access of data for better decision making at various levels of the organization.

Area of Implementation:

1. Website & Social Media
2. Student Administration including Hostels
3. Academics
4. Internal & External Examinations
5. Communication System
6. Finance & Accounts
7. Library
8. Payment Systems

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9. Placements

E-governance in following areas: For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

1. **Website & Social Media:** The website of the college to be continuously updated taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices etc. should be made easily available. Website is hosted & deployed by a third party on a secure platform. Along with it, training should be given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updating at the college level. Important information & achievements will be posted in the Social Media.
2. **Student Administration Including Hostels:** Institution to process admissions for programs, hostel, transport etc. using a suitable ERP Solution. Students also must be able to obtain transfer certificates, bonafied certificates, etc. on an online mode.
3. **Academics:** Institution to manage student academics using a suitable ERP Solution with Real time communication to parents with respect to Student Progress.
4. **Internal & External Examinations:** As per the directions of the University, it is mandatory to handle examination in online manner. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution. Examination coordinator needs to supervise the entire process of examination under the guidance of the Principal of the college. Regular updates of Students Internal Performance to be maintained and communicated to the parents.
5. **Communication:** Regular updates about student to be communicated with respect to Student on Fees, college updates & other academic matters.
6. **Finance & Accounts:** For ease of maintaining accounts & Finance suitable Accounting & Finance Software package to be implemented.
7. **Library:** Entire Library System with respect to Issue, reference to be automated and Staff & Students to access the library resource in & outside the campus. Access to e-journals & E-resources to be provided within the campus.
8. **Payments:** Parents & Staff to make payments using Debit/Credit Card & UPI Platforms.
9. **Placements:** Placement to maintain student info & provide access to placement information on their fingertips.

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