

**Yavatmal Zilla Vikas Samiti, Yavatmal's**  
**Smt. Nankibai Wadhvani Kala Mahavidyalaya,**  
**Yavatmal**

Permanently Affiliated to Sant Gadge Baba Amravati University,  
Amravati



**Policy Document on**  
**E-Governance**

*[Signature]*  
**Principal**  
**Smt. Nankibai Wadhvani**  
Smt. Nankibai Wadhvani  
Kala Mahavidyalaya  
Yavatmal 445001

*[Signature]*  
**Principal**  
**Smt. Nankibai Wadhvani**  
**Kala Mahavidyalaya**  
Yavatmal 445001

# Policy Document on E-Governance

Title of the Policy: E-Governance policy

It is heartening to note that Smt. Nankibai Wadhvani Kala Mahavidyalaya has embarked upon the systematic way of implementing E-Governance in different areas of operation. The introduction of E-Governance in college is one such concept that can empower the governing bodies to administer, and control over the structure, processing and delivery of information and develop the educational plan in the institute and serve various stakeholders in a much better ways.

Object:

1. Implementation of E-governance in various functioning of the institution
2. Achieving efficiency in our functioning
3. Reducing the processing time
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:


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. The institution has already started with e-governance in some aspects of functioning like library, accounts, etc. But, now we have resolved to implement e-governance in more areas and with this aim in view we have drafted this policy framework.


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Kala Mahavidyalaya  
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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 college reserves the right to implement e-governance even in the areas not enlisted herewith.

1. **Website:** The website of the college needs to be revamped 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 to the outsiders. For this purpose, a separate service provider may be engaged for the college. 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 up-dation at the college level.
2. **Student Admission & Support:** The College has decided to process all admissions and support facilities through software. For this purpose, a software vendor will be searched to provide the software for student admission and support. The Principal of the college is given the authority to take appropriate decisions and identify the persons responsible for implementation of this aspect of the policy.
3. **Finance & Accounts:** For ease of maintaining accounts, the college is already using Tally software. But, with new accounting methods and compliances, it has become necessary to procure other software as well. Accordingly, requirements should be assessed by the Principal by discussion with accountant and other accounts staff and accordingly new software may be purchased. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and up-dation of the existing software may be done online.
4. **Administration:** To provide a hassle free, convenient and cheap process, maximum of the administration of the society should be handled with ICT based technology. Facilities should be provided for online leave management of employees, e copy of salary certificates, internal communication between the employees etc. Students also must be able to obtain maximum services like transfer certificates, bonafide certificates, etc. in online mode.
5. **Examination:** 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

  
Principal  
Smt. Nankibal Wadhwan  
Kala Mahavidyalaya  
Yavatmal 445001

  
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Smt. Nankibal Wadhwan  
Kala Mahavidyalaya  
Yavatmal 445001

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. College Examination Officer needs to supervise the entire process of examination under the guidance of the Principal of the college.

  
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Kala Mahavidyalaya  
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