



SHIVAJIRAO S. JONDHLE POLYTECHNIC, ASANGAON

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President

Ms. GEETA
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Principal

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E-GOVERNANCE POLICY

Purpose

The purpose of this policy is to establish guidelines and procedures for the effective implementation of e-governance initiatives at SSJP. E-governance aims to enhance administrative efficiency, transparency, and accessibility of information and services to all stakeholders.

E-governance will be implemented in all elements of the college's operations, including the library, accounting, admissions, administration, and teaching. Every function is created and framed in such a way that it is transparent and accountable.

Objective

- To streamline and automate administrative processes for improved efficiency.
- To enhance transparency and accountability in college operations.
- To provide easy and online access to information and services for students, faculty, and staff.
- To foster a digital culture within the college community.

Scope of the Policy

The scope of this policy extends to the following areas:

➤ Administration

- To streamline the process and ensure convenience, efficiency, and a paperless environment.
- Adequate training will be provided to administrative staff to keep them updated on the latest technology.

➤ Accounts and Finance

To optimize work processes, an in-house Tally, ERP software has been developed to monitor fee payments for each student. Additionally, the software is designed to facilitate staff salary

calculations and address taxation requirements. Payments/transactions will be through online mode such as NEFT, RTGS, Bank Transfers, UPI, etc

➤ **Student Admission**

- a. Facilitating online admission processes for newly admitted students, including application submission, document verification, and fee payment etc.
- b. The students' data, including all information like name, contact details, Department, Identity No. etc are maintained through software.

➤ **Examination**

The final theory examinations are being conducted in the institute using Shri PES Version 1.6 Polytechnic Theory Examination Software, as per the guidelines prescribed by MSBTE. The software facilitates secure, systematic, and transparent management of examination activities including seating arrangement, attendance, and report generation.

➤ **Library**

To ensure the seamless operation of book data, the college utilizes E-Granthalaya Library management software. This software enhances the efficiency and timeliness of daily tasks with minimal manpower and in a shortened timeframe.

➤ **Website**

The website committee, consisting of an overall coordinator and departmental coordinators, is tasked with the ongoing development, administration, and maintenance of the website. Each departmental coordinator is responsible for gathering information and forwarding it to the overall coordinator for regular updates and additions to the website.

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