



Shri Gajanan Shikshan Sanstha's
SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING
SHEGAON – 444203, DIST. BULDHANA (MAHARASHTRA STATE),
INDIA

"Recognized by A.I.C.T.E., New Delhi" Affiliated to Sant Gadge Baba Amravati University, Amravati
"Approved by the D.T.E., M.S. Mumbai"

Ph +918669638081/82
Website- www.ssgmce.ac.in

Email- principal@ssgmce.ac.in,
registrar@ssgmce.ac.in

E- Governance Policy

Policy Statement

"Shri Sant Gajanan Maharaj College of Engineering has developed an E-Governance Policy to introduce electronic governance practices across its operations, transactions, and services. The main aim is to enhance operational efficiency, foster transparency, and promote accountability within the institution. This policy will govern the activities of the Administration, Finance and Accounts, Student Admission and Support, and Examination departments, ensuring that e-governance principles are integrated into their workflows."

Objectives:

- **Enhancing Efficiency:** Streamlining processes and utilizing digital solutions to expedite operations within the institution.
- **Promoting Transparency:** Ensuring that information and decision-making processes are easily accessible and understandable to all stakeholders.
- **Fostering Accountability:** Establishing mechanisms to hold individuals and departments responsible for their actions and decisions.
- **Including the goal of going paperless** aligns with modern trends in e-governance and emphasizes the institution's commitment to environmental sustainability and efficiency through digitalization.
- **Enhancing Stakeholder Engagement:** Encouraging active participation and feedback from all stakeholders in the governance processes of the institution.

Action Plan

- **Academic Audit:** The software will provide the academic audit to the faculties in their login based on the data submitted
- **Class Test Audit:** Similar to academic audit the Class Test Audit will be provided by the software.
- **Student Clearance:** The manual process of the departmental dues clearance will be converted to online in SIS-ERP software
- **Student Leave Process:** The Student Leave Process, which currently relies on manual methods, will be upgraded to an online system integrated within the SIS-ERP software.



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- Digital messaging services like SMS, Mails will be put to maximum use for real time information sharing with parents, students and staff in relation to absentee intimation, academic performance, holidays and other required information.
- Student Fees: The students fees record (recorded in SAP) will be shown in the student's SIS login
- The Administration shall use e mail service in its communication with Governing Body members as well as the teaching and non-teaching staff.
- Lecture Plan: The faculty will create the lecture plans in his login and the same will also be shown in student's login.
- Regularly publish administrative information including notices and circulars on the website and digital displays at all strategic locations.
- Feedback Forms: All types of feedback forms like students feedback, faculty feedbacks, employers feedbacks will be taken by online method.
- Faculty Profile:
 - All staff members shall use Biometric attendance.
 - CCTV Cameras will be installed at various places of need.
- Use of LMS (office 365)

The Institute is committed to ongoing reviews and updates of the approved policy, ensuring its effective implementation remains a priority.




PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.