

Policy Document on e- Governance



OFFICE OF THE PRINCIPAL

CHAITANYA SCIENCE AND ARTS COLLEGE

PAMGARH, DISTT.- JANJGIR CHAMPA (C.G.) 495554

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E-GOVERNANCE POLICY

Effect from: 21/11/2021

POLICY DETAILS

The provided facilities encompass:

- Ensuring rapid administration
- Decentralization to achieve functional efficiency.
- Fostering transparency and accountability.

PROCEDURES

1. Administration and Finance Management:


- Utilize the Orrbit ERP software for managing administrative work.
- Ensure continuous usage and periodic renewal for the efficient utilization of the software.
- Maintain confidentiality of financial records of students within the software to ensure episodic intimation of fees details.
- Reports generated by the software must be approved by the principal and maintained in the accounts section.
- Utilize the Tally software for managing finance, and accounting operations.

2. Student Admission and Support, and Examination Management:

- Use the web portal 'www.snppvraigarh.in' for managing university-based services like student admission, support, and examination.
- Ensure the portal is consistently updated and maintained for accurate student information and support.

3. Data Management:

- Employ KAHAN, the Accreditation Data Management Software and ERP (Presear Softwares Private Limited) for data management purposes.
- Ensure the software is used effectively for the storage, retrieval, and analysis of institutional data.
- Maintain data integrity and confidentiality through regular updates and backups.


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4. Library Management:

- Use the Online Library N-List for access to thousands of E-Books and other resources.
- Ensure the library system includes efficient processes for the purchase, storage, issuance, and return of resources.
- Provide access to resources for research and academic purposes.

5. Database Management:

- Use Advanced Excel and File Management System tools in the administrative office to maintain an effective database.
- Provide adequate training and development to administrative staff to keep them updated with new technologies and software.

6. Institutional Website:

- Maintain an institutional website “**chaitanyacg.ac.in**” to provide a platform for accessing institutional information and facilitating interaction among stakeholders.
- Ensure the website is regularly updated with relevant information and resources.

7. Course Delivery:

- LMS portal and ERP.
- Engage students in co-curricular and extra-curricular activities through structured programs and initiatives.

Approved by:

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