



Seshadripuram Educational Trust  
**SESHADRIPURAM EVENING COLLEGE**

Affiliated to Bengaluru City University, NAAC Re-accredited  
#27, Nagappa Street, Seshadripuram, Bengaluru-560020  
Website: <https://www.sedc.ac.in/>

Criteria -6

Governance Leadership and Management

Key Indicator: 6.2-Strategy Development and Deployment  
6.2.2 - Institution Implements e-governance in its operations

**E-Governance Policy**



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### **E-Governance Policy**

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## SEC E-Governance Policy

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## SEC E-Governance Policy

### 1. Purpose/Objective:

- Implementation of E-governance provides a simple and efficient system of governance in the college.
- Implementing e-governance shall make the college more accountable to its stakeholders in all aspects of its functioning.
- To sustain transparency and accountability for means of operation aiding in the creation of stronger and doubt-free foundations to work upon.
- Reduce the usage of paper in administration of the college.
- Making the college visible to the stakeholders globally by the use of digital media.
- To provide E-facilities to students, parents and teachers in various activities relating to the college.
- Providing online internal and external communication between various executive bodies of the college.

2. Scope: The scope of this policy extends to the following areas of implementation:

- **Administration**
- **Finance and Accounts**
- **Students Admission and Support**
- **Library**
- **Examination**

### 3. Policy Statement

The college provides simpler and efficient system of e- governance. College embraces e-governance for the seamless access of data for better decision making at various levels of the college. E-governance will be implemented in all elements of the college operations, including the administration finance and accounting, student admission and support, library and examination. Every function is created and framed in such a way that it is transparent and accountable.

### 4. The College decides to make the following policies and procedure:

a. **Under Graduate Student Administration and support:** The platform is hosted & deployed by a third party on a secure platform. It provides planning and tracking of curriculum. To make institution activities more efficient our management has provided a Management Information System i.e., IPOMO platform provides planning and tracking of curriculum for real time data analysis which helps in quality enhancement and for making

efficient and effective decision- making process. The IPOMO software is Management Information Software which helps in attendance tracking, assessment marks uploading, uploading notes, assignment, quiz, feedback, announcements, notifications, messaging and activities information about institutions. It facilitates access for management and head of the institution for real time access of data related to staff and students. Software keeps on upgrading and at present it is called as IPOMO Meta Floor.

**b. Student Administration and support:** The Platform are hosted& deployed by a third party i.e. PLV Technologies called My campuz on a secure platform. It is facilitated for Faculty and students for enquiry, admission, fee counter, administration, scheduling, store, staff room, class room, library, attendance, library, attendance, evaluation, enquiry, fee structure, material, syllabus, Fee details, report card, schedules, assignment, feedback is facilitated for students and parents.

**c. Accounts and Finance:** The administration maintains accounts and finance. Latest version of the software is updated and used by the college and maintained annually by 3rd party. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, balance sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and upgrading of the existing software must be done regularly. Tally ERP 9 provides with exceptional capabilities that will simplify the way of managing all critical aspects of the college, including accounting, purchase, inventory, taxation, payroll, salary disbursement, Provident Fund/Professional Tax/ESI/IT and Budget.

**d. Website:** College website is continuously updated and revamped according to the new changes required. The websites reflect various activities organized by the college and Forums of various departments and provide latest information, notice, question paper etc to stakeholders. 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.

**e. Library: My Campuz by PLV Technologies** Software is used to support student's library management system; Students can borrow books from library and details are maintained using this software. MIS of Library- gives the detail information about total books, titles, reference books, UGC Books and books under circulation. It helps accessing, circulation, book reservation, visitors' books, referred books, members, periodicals, stock audit, periodicals, stock audit, subscriptions; receivables information is available in software. Under circulation, history, due recovery of student and staff are available.

**f. Examination:** As our college is affiliated to Bengaluru City University we follow Bengaluru City University examination norms, schedule and examination pattern. The affiliating university has implemented e- governance in examination system in a major

way. And currently **Unified University & College Management System**: Government flagship project envisioned by the Department of Higher Education, Government of Karnataka. UUCMS brings students under one roof and it also provides all the related information to them.

**5. Documents:** Relevant approval documents from the management and other benefactor bodies must be maintained and relevant circulars and approval copies to be numbered and documented.

**6. Feedback:** College staff, students, parents, beneficiaries, government bodies and other stakeholders may provide feedback about this document at [sedc.ac.in@gmail.com](mailto:sedc.ac.in@gmail.com).

#### Approval and Review Details

| Approval and Review | Details                           |
|---------------------|-----------------------------------|
| Approval Authority  | Principal                         |
| Advisory Committee  | Co-ordinator , IQAC               |
| Administrator       | Superintendent                    |
| Next Review Date    | 2 years from the date of approval |

**ATTESTED**



*(Signature)*  
PRINCIPAL

Seshadripuram Evening Degree College  
BANGALORE - 560 020