



SAROJINI NAIDU VANITA MAHA VIDYALAYA

COLLEGE FOR WOMEN, AFFILIATED TO OSMANIA UNIVERSITY

(Sponsored and Managed Jointly by Osmania Graduates' Association and Exhibition Society)

NAAC Accredited 3rd Cycle

Ref. No. SNVMV /

Date :

E-GOVERNANCE POLICY

Sarojini Naidu Vanita Maha Vidyalaya, a reputed centre for higher Learning for women, is one among the 20 institutions of Osmania Graduates Association and Exhibition Society. Vanita has always been swift in imbibing new trends and technologies. Accordingly, with the approval of the Management, the College has adopted Tally to maintain financial accounts, Payroll Management System for office automation, Students Information System is used for the smooth functioning of various student services like admission, transfer certificates, bonafide certificates etc. The ERP software is specifically developed and implemented for college purpose and is periodically upgraded as per the requirements of the institution.

An e-governance policy outlines the guidelines and procedures for the use of electronic systems and technology in the administration and management of the institution.

Scope:

The scope of this policy extends to the areas of

1. Administration
2. Finance and Accounts
3. Students Admission and support
4. Examination

Objectives:

- To improve the efficiency of the administrative processes, reduce paper work and to save time.
- For providing transparency in all the records maintained
- To provide easy accessibility of information to students and staff and to promote accountability.
- To provide online access to resources, information and services ensuring inclusivity and convenience.

Mukarramjahi Road, Exhibition Grounds, Nampally, Hyderabad - 500 001. (T.S.)

Phone : 24603266, Fax : 040-24735336

E-mail : snvmv@rediffmail.com Website : snvanita.org

MUNICIPAL
Sarojini Naidu Vanita Maha Vidyalaya
Exhibition Grounds, Hyderabad-500 001



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- Staff records, students record and all the other records are stored and maintained for planning and decision making
- To implement mechanisms for continuous improvement in students' services and administrative processes.
- To optimize resource utilization and reducing operational costs through automation.
- To protect the sensitive information about students and staff.

Detailed descriptions of the different modules that are currently in use are given below:

1. **Administration:** Pay Roll and Accounting Monitoring System is used for administrative purposes in the payment of salaries, maintaining accounts of the college and daily fee collection of the students. Bio-metric Aadhar linked attendance for the staff is maintained. The website committee maintains the college website and updates the college website regularly with the different courses, events conducted, announcements, photographs latest activities and information which has been instrumental in communication. Information is passed on to the students through official email system and messaging platforms like WhatsApp and Vanita Sandesh.
2. **Finance and Accounts:** All financial transactions in the institution are either online or through banks. Payment of fees by the students is through challan in the bank. The administrative staff is provided with training for maintaining the finance and accounts. The latest version of Tally is used for maintaining the accounts and financial statement preparation. Online salary payment is made to the teaching and nonteaching staff. Statutory deductions like Employee State Insurance Corporation (ESIC), Employee Provident Fund (EPF), Professional Tax and Property Tax, Income Tax/ TDS payments are made online. The scholarship section maintains the data base of the receipt of scholarship from Government and disbursement to the student. Scholarships amounts are directly deposited into the accounts of the students. Annual internal and external financial audit brings out financial transparency and the audit reports are submitted as and when required to the concerned departments.

Saravani



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3. **Students Admission and Support:** The institution has a Students Management System for providing various support services to the students. The software is used to issue Transfer certificates, Bonafide certificates, Custodian certificates, Admission records of the students etc. Since 2016-17, the admission process is online, conducted by the Commissionerate of Collegiate Education through the website, www.dost.cgg.in. The candidates apply online through <http://dost.cgg.gov.in> and upload the required documents according to the Osmania University norms. Allocation of students to various courses is on the basis of preferences of courses and choices of colleges, given by the students in their online application. Slide over facility is also provided to the students within the stipulated period of time. The PG admissions right from the beginning of the courses have been through an entrance examination conducted by the Osmania University. TS CPGET i.e. Common PG entrance test conducted by Osmania University. The college website provides all the information required for the students. The admission is a centralized process for UG and PG courses. Students are allotted to the institution based on their ranking and the fees are as per the stipulations of the Osmania University. 10% of the seats are allotted under the management quota, for which the fee payment is through bank challan. For the scholarship of the students ePASS software is used to make the process easy. ICET for admission into MBA program.

4. **Human Resource Attendance Monitoring System:** The institution maintains documentary evidence of all student and staff activities. The attendance of both teaching and non-teaching staff is monitored through Biometric system.

5. **Examination:** Osmania University has introduced online system for the disbursement of question paper, nominal roll of the students, hall tickets and payment of exam fees for regular and backlog students. Uploading of attendance in the exam and internal and assignment marks is made online. Hence the process is absolutely transparent. The examination process is by using the online e-governance policy of Osmania University. The payment of exam fee and hall ticket download is done online. As per

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OU norms, external examination question paper download, internal assessment marks, practical examination marks, project evaluation marks upload is done online.

6. **Library Information System:** Our college has 3 libraries, one each for undergraduate, postgraduate and MBA courses with over 65,000 books. The libraries are automated and the system is used during the issue of books, uploading information in the accession register and maintaining the stock account. NEWGENLIB software is used in the library. All the books are bar coded.

It is proposed to enlarge the areas of operations of e-governance in the coming years.


PRINCIPAL
Sarojini Naidu Vanita Maha Vidyalaya
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