


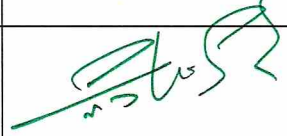



E-GOVERNANCE POLICY



E-Governance Policy Documents

| Name of the Policy | E-Governance Policy | Policy Number | SVCET2023/19 |
|-------------------------------------|---|-----------------------------------|--------------|
| Prepared by | Mr.R. Venkedesh AP/EEE Department, SVCET. | Date of Submission | 16.02.2023 |
| Reviewed by | Dr.V. Nagaraj, IQAC- Coordinator, SVCET | Revised Date (if any) | Nil |
| Approved by | Dr.S. PradeepDevaneyan Principal, SVCET. | Date Approval | 17.02.2023 |
| To whom the policy is applicable | Staffs of SVCET. | Version Number/Frequency no | 2/5 |

| S. No | Name of Authority | Designation | Signature |
|-------|------------------------|------------------------------|---|
| 1. | Mr.R. Venkedesh | AP/EEE Department, SVCET. |  |
| 2. | Dr.S. PradeepDevaneyan | Principal, SVCET |  |
| 3. | Dr.V. Nagaraj, | IQAC- Coordinator, SVCET |  |





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College of Engineering & Technology

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Ariyur, Puducherry-605102.



E-Governance Policy

Scope:

The scope of the policy extends to the following areas:

- Administration
- Finance and Accounts
- Student admission & support
- Examination

Objectives:

- The incorporation of e-governance into all aspects of the institution's operations to create a more straight forward and effective system of internal governance.
- To encourage accountability and transparency in all College functions.
- To accomplish and establish a paperless campus.
- To enable rapid and simple information access.

Policy:

Sri Venkateshwaraa College of Engineering and Technology has designed E- Governance policy, with primary objectives of implementing E-governance in various interactions and services of the Institution.

E - Governance is the integration of the Information and Communication Technology (ICT) in all the working process of the system. It aims to minimize the manual efforts and improve the communication, create transparent system and to be cost and time effective.

This policy will help in achieving efficiency in various operations of the functionality of the Institution pertaining to administration, Finance –accounting, Students support and examinations.

To have an integrated, user friendly Enterprise resource planning (ERP) solutions to automate various modules of institutional functioning, the adequate training to all the Staff for the effective use is also planned.



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In this direction a few vendors/ service providers of ERP software are called and quotations are invited as per the recommendations of the technical committee of the Institution followed by the directions of the Governing council suitable ERP has been deployed and put into the appropriate use, required training has been given for teaching and non-teaching fraternity of the College with a view to get the optimal benefits from the software and strangle connect with the stake holders.

WEBSITE:

Website is put in to full use as a vital information source to all activities, courses offered, important notice etc., web designer will be appointed by the College. Training will be given to the administrative and teaching staff to make important updates on the website. The website committee to be formed for the administration of the College website. The committee will look after the process of updating, maintaining and working of the website on the regular basics. The committees will also look for the other changes that are required on the website. All-important communications are made available in website to ensure reaching of information to the needy any time anywhere.

E-Governance Procedure

Various vendors are identified and called for demonstration, comparative statement with unique features is verified and based on recommendation by the concerned authorities and direction, the vendors for EDUMATE, WEBSITE development and maintenance, Digital marketing partners are short listed and procured the necessary support to promote and practice e-governance.



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E-Governance Domains

1. Administration

To evolve and execute a computerized mechanism for proper collection, storage and maintenance of data related to Planning and development of the Institution. To provide a simple, convenient, and efficient approach, paperless College administration is being implemented. The website should act as a mirror of the college activities and information about all activities, important notices, etc. should be made easily available to the outsiders. Proper training and development are provided for administrative workers to keep them current with new technologies.

2. Finance and Accounts

In Finance and accounts, the Student fees, purchase, and other expenses are incorporated in tally. The organization uses the Tally accounting software to make account maintenance simple. The e-Governance system includes the accounting of invoices, report generation, payroll, fund administration, data upkeep, and finance mobilization. The proper security measures are put in place to ensure the secrecy of accounting transactions. The usage of accounting software, training for current employees, and updates to tax procedures are all continuously evaluated and put into practice.

3. Student admission & support

The College has made the decision to handle all admissions in both online and offline. It covers enrollment in all undergraduate and graduate programme courses. The Student admission process has been planned to be executed in two different modes, one is Government quota and other one is management quota. Government quota students are directly using the CENTAC website in single window counseling method. On the other side management quota students are using College website to fill in the application forms for admission process. Through the online and offline admissions procedure, inquiries, application downloads, programme information, eligibility requirements, fee payments, and student registration are all possible. The College also automate and digitize its library's operations to facilitate contactless book acquisition, accession, issue, and return, as well as to offer e-resources enabling remote access to information from other sources.



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4. Examination

As per the directions of the Pondicherry University, it is mandatory to handle relevant document for the smooth conduct of examination in online manner. While filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, uploading of marks etc. everything must be done in online manner. Utmost security and confidentiality need to be maintained while documenting examination data. Apart from that, the college adopted an online system where Students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any.



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