SREYAS Institute of Engineering & Technology

(Approved by AICTE, New Delhi | Affiliated to JNTUH, Hyderabad)
Hyderabad | PIN: 500068

E- Governance Policy

E- Governance policy Formed with Approval of GB Meeting held on 08-04-2013

Institute Vision

To be a centre of excellence in technical education, to empower the young talent through quality education and innovative engineering for well being of the society.

Institute Mission

1. Provide quality education with innovative methodology and intellectual human capital.

2. Provide conducive environment for research and developmental activities.

3. Inculcate holistic approach towards nature, society and human ethics with lifelong learning attitude.

Message from Principal

Dear Sreyans

Sreyas Institute of Engineering & Technology, Hyderabad commenced in the year 2011 is envisaged with a strong vision to build the state- of- the- art campus. It is a matter of great pride and privilege to be the Principal of such a prospering Institute. In the past years we have gathered momentum and will persist to do so in the near future.

To assist you, this concise document has been drawn which highlights the importance of Smart Governance for improving the internal organizational processes to be simple, moral, accountable, responsive and transparent.

I profusely thank the Management, Governing Body Members of the Institute who has decided to automate all the various operation of the instructions in an integrated manner.

I acknowledge the exemplary team effort by senior staff members of SIET who have assisted in preparation of the E-governance Policy.

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Principal

Sreyas Institute of Engineering & Technology

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E-Governance Policy

- Sreyas Institute of Engineering and Technology has designed E- Governance Policy, with primary objective of implementing E-governance in various interactions and services of the institution. This policy will help in achieving efficiency in all the various operation of the instructions in an integrated manner in order to enable transparency, clarity in different functionalities of the instructions pertaining to teaching learning(Academic), administration, Examinations, Finance-accounting, library, admissions and HR wings.

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

- In this direction a few venders/service providers of ERP software are called and quotations are invited as per the recommendation of the ICT/ Technical committee of the intuitions followed by the directions of the Governing Council suitable ERP has been deployed and put in to the appropriate use, required training has been give for teaching and non-teaching fraternity of the college with a view to get the optimal benefits from the software and strangle connect with stake holders.

- Website is put in to full use as a vital information source to all the stakeholders and all important communications / circulars notices are made available in web site to ensure reaching of information to the needy any time anywhere.
  SMS feature has been put in to maximum use to stay connected with parents, students and staff for the purpose of intimating absentees, academic performance, holidays and other required information.

E-Governance Procedure

Various vendors are identified and called for demonstration, comparative statement with unique features are verified and the basis of recommendation by the concerned authorities and direction the vendors for EPR, WEB site development and maintenance, SMS services, Digital Marketing partners are shortlisted and procured the necessary support to promote and practice e-governance.

E-Governance Domains

1. Planning and Development:

- To evolve and execute a computerized mechanism in proper collection, storage and maintenance of data related to Planning and Development of the institution.
- 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.

2. Student Admission:
- The College has decided to process all admissions in online mode.
- This will cover admissions to all courses whether graduate and post graduate courses.

3. Accounts:

- To device and implement online tools for proper updating of accounts.
- Accordingly, requirements should be assessed by the Governing Body by discussion with accountant and other accounts staff and accordingly new software may be purchased.
- Appropriate security measures should be taken for maintaining confidentiality of the transactions.

4. Library:

- The institution has decided add more e-learning resources for the benefit of the teachers and students.
- Similarly newer e-learning resources like journals, etc should be identified.
- Recommendations of the teachers and students also need to taken into account while subscribing to these resources.

5. Administration:

To provide a hassle free, convenient and cheap process, maximum of the administration should be handled with ICT based technology.

6. Examination:

- As per the directions of the University, it is mandatory to handle examination in online manner.

- While filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything has to be done in online manner.

- Utmost secrecy and confidentiality needs to be maintained while documenting examination data.