

E-Governance Policy

The use of information and communication technology (ICT) by an organization to provide and facilitate necessary services, information exchange, communication, and transactions, as well as the integration of various standalone systems and services, can be referred to as electronic governance, or E-Governance. This results in the creation of an automated, transparent, and electronic data system.

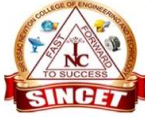
Scope

The institution has implemented E-Governance in the respective areas of operation for a transparent and effective functioning, which includes

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination
5. Library

Objectives

- ❖ To introduce e-governance into multiple areas of the organization
- ❖ To increase operational efficiency
- ❖ To encourage responsibility and accessibility
- ❖ To implement paperless office management
- ❖ To make it easier for the institution's multiple divisions to communicate both internally and outside using the internet
- ❖ To ensure that information is easily accessible



Policies

- ❖ The implementation of e-governance
- ❖ Institutional e-governance activities, including as admissions, examinations, finance & accounting, students, administration, and libraries, to promote document accessibility.

Administration

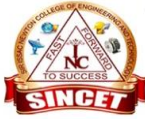
- ❖ Policy has been taken to have the automated attendance for the staff. So the biometric attendance management system is installed and used.
- ❖ Policy has been taken to generate the monthly reports, and semester and reports through software. The policy has been taken to use excel to maintain the effective database.
- ❖ Policy has been made to make the paper less administrative and make use of E-mail for communication.
- ❖ The policy has been made to ensure the effective function of all CCTVs in the college.

Finance and Accounts

The tally program helps our college's accounts department. This really contributes to keeping the financial transcriptions accurate. The necessary accounting records are kept for auditing purposes, including all financial transactions of the institutions as well as the collection of student fees. It is also used to keep faculty members' salaries consistent.

Website

In general, institute website www.sincet.ac.in will act as an information center for the stakeholders and it will reflect the activities carried out inside the college. So policy is made to disseminate all the details in the website like circular, all the department activities, important notices, courses offered etc.



For this purpose policy is made to have a separate system administrator whose role is to make the regular updates and to maintain the websites.

Student Admission and Support

Policy is made to have a genuine and transparent strategy for the admission process to produce the admission enquiry and the admission details in the institute website. Further to strengthen the dissemination process, the institute displayed its brochure in the website. An admission portal in the college website provides the details like number of students applying to each course, withdrawals and all related details. Policy has been taken the students to submit a separate online application form for their admission.

Library

Policy has been taken to update the **LIBS INET** software for the library process. Policy has been proposed to maintain the stock in the software. The policy has been taken to update e-learning resources every year for the benefits of learners. Policy has been taken to have bar code mechanism to lend the books and entry through bar code.

Examination

There exists a exclusive exam cell which includes a separate hall, Computers, Wi-Fi connection for the University examination, Copier machines are provided by the management for the smooth conduction of the exam. The AU web portal provides us with facilities to input attendance and internal marks of the students based on three assessment which are done in scheduled manner for each semesters. All activities of payment of examination fee, generation of Hall ticket, generation of nominal roll of examination series, seating/packing and Internal, External allocation for laboratories which are done by the university can be downloaded from the web portal.