6.2.2 Institution implements e-governance in its operations

1. Administration including complaint management
2. Finance and Accounts
3. Student Admission and Support
4. Examinations

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E-GOVERNANCE POLICY

PREAMBLE

e-Governance has become an essential part of any activity to instantly exchange information i.e., upload data to the receiver and receive information and improve overall administrative efficiency in all sectors of operation. All stakeholders, including management and authorities, teaching and nonteaching personnel, parents, students, alumni, and other government entities such as the parent university, approving bodies such as UGC AICTE, etc. should include in governance as a concept for active decision-making.

Sumathi Reddy Institute of Technology for Women is implementing an e-Governance Policy with the primary objective of implementing e-governance in various operations, transactions and services of the college for efficient transparent and reliable functioning of the institutions and better user experience of the stakeholders

SCOPE

The College implements e-governance in all aspects of functioning like Student Admission and Support services, Administration, Library, Finance and Accounts, Examination sections. The policy is designed and framed to make each and every function transparent and accountable. The scope of this policy extends to the following areas:

OBJECTIVES

- To Increase accountability, integrity, credibility, transparency, and efficiency in the institution's day-to-day operations, allowing it to provide effective services to all of its stakeholders
- To install an integrated, user-friendly Enterprise Resource Planning (ERP) solution to computerize various activities of the institution.
- To promote easy access to the data regarding all the functions of the college to the concerned stakeholders leading to paperless operation.

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1. Administration including complaint management

All services units in the college can be fully supervised by the college authorities through the ERP software.

- Biometric attendance for employees.
- The SMS and email (with college domain @sritw.org using Google Apps for Education) shall be used for communicating the official circulars, sharing information with parents in relation to absentee intimation, academic performance of students.
- Online complaint management
- CCTV Cameras were installed in class rooms and other main locations of the college
- Online leave management

2. Finance and Accounts

- Tally software and ERP are used to maintain the institute's financial transactions and accounts.

3. Student Admission and Support

The ERP student's module is used to provide support such as

- Attendance
- Mid marks
- Grievance
- Can apply for transfer certificate, bonafide certificate, custodian certificate, recommendation letter for higher education.

4. Examinations

- Online exam fee payment
- University online portal for results

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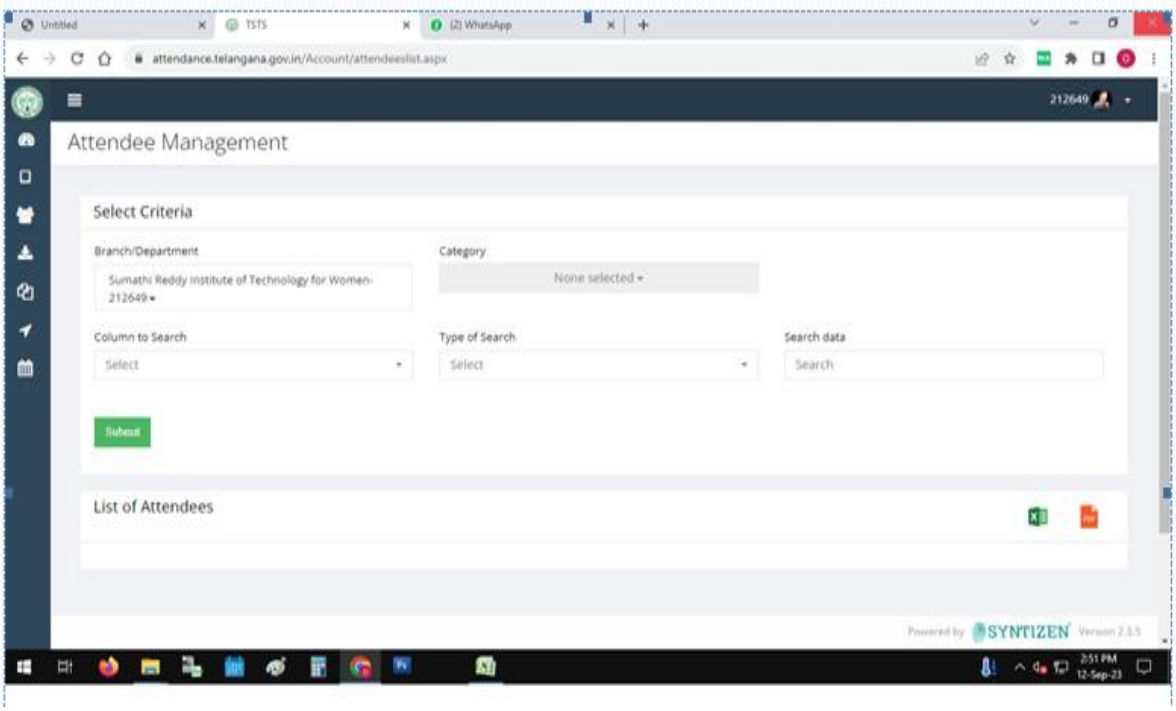
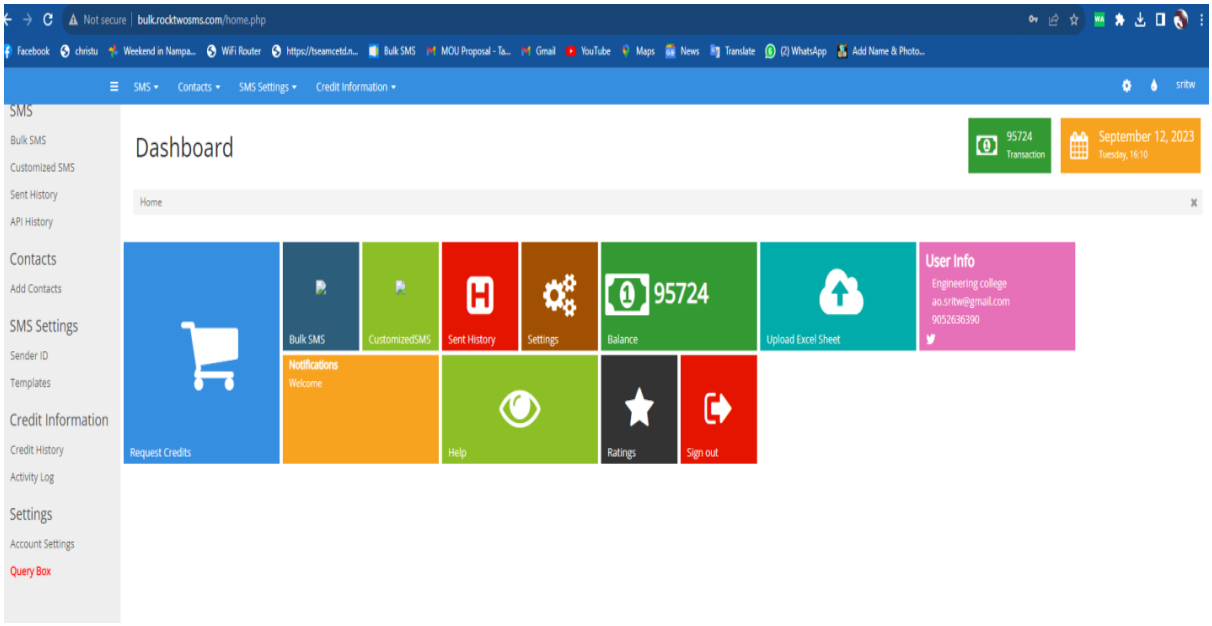
Screen shots of user interfaces of each module reflecting the name of the Institute.

1. **Administration including complaint management**



Biometric attendance for employee



SMS management

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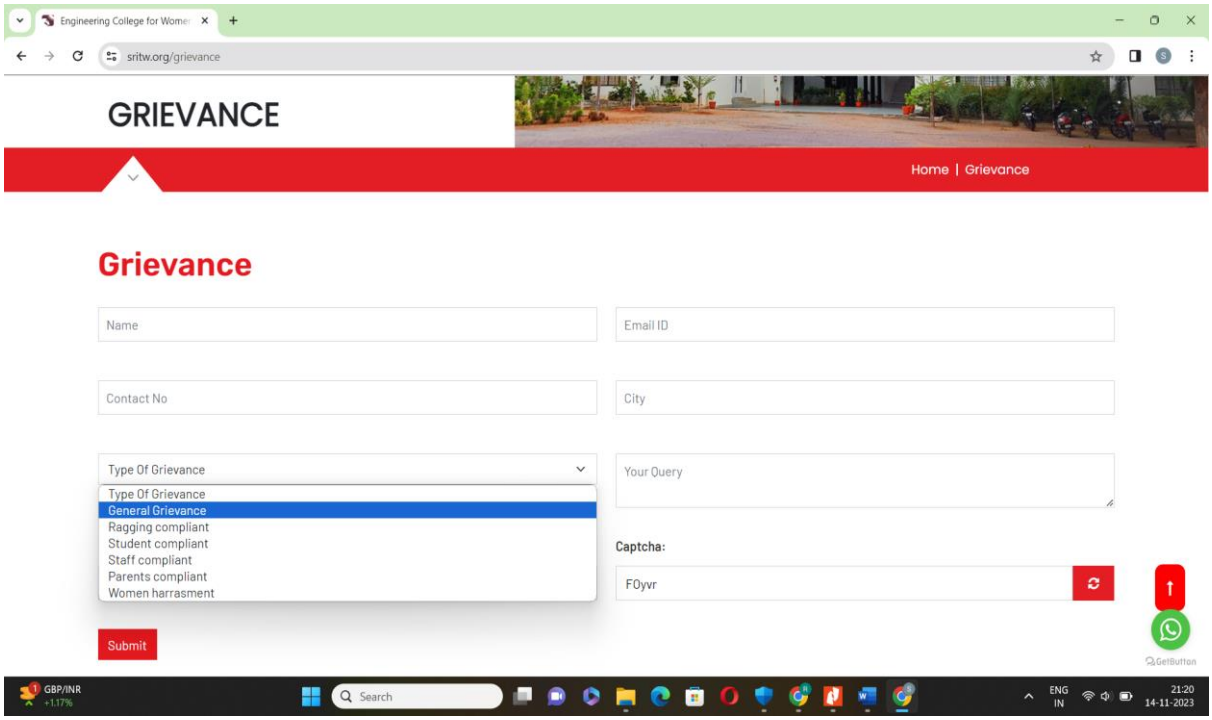
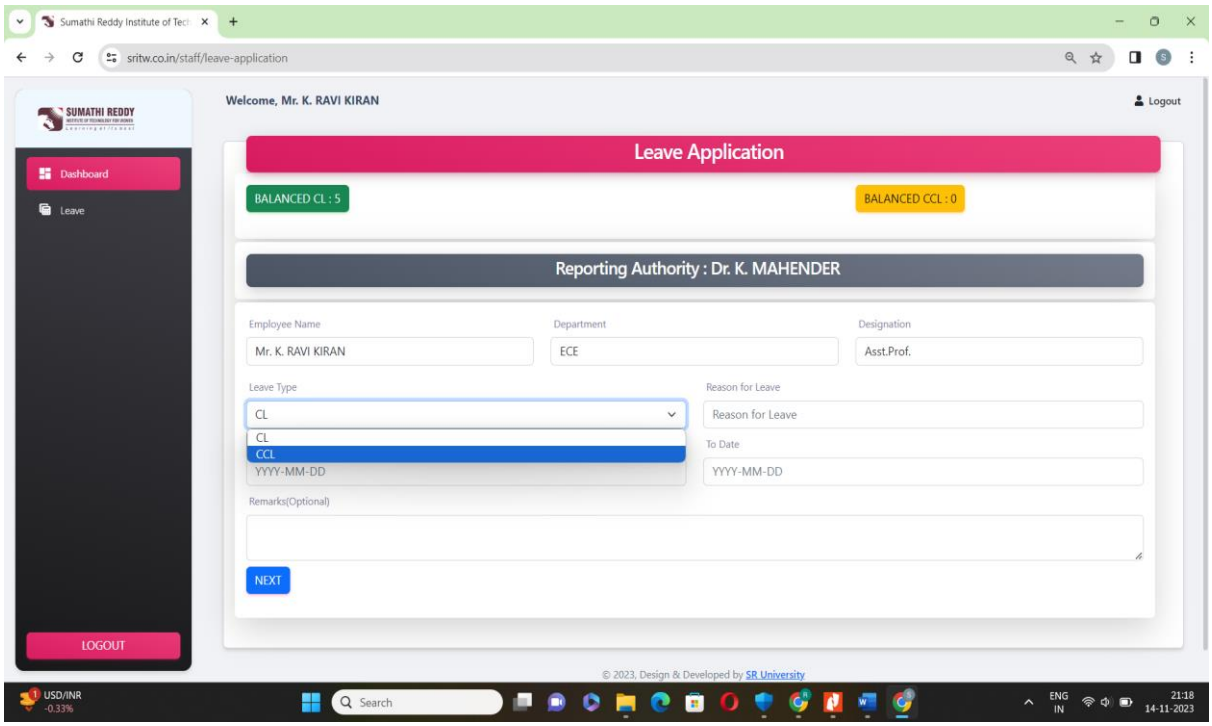


Online complaint management



Online leave management

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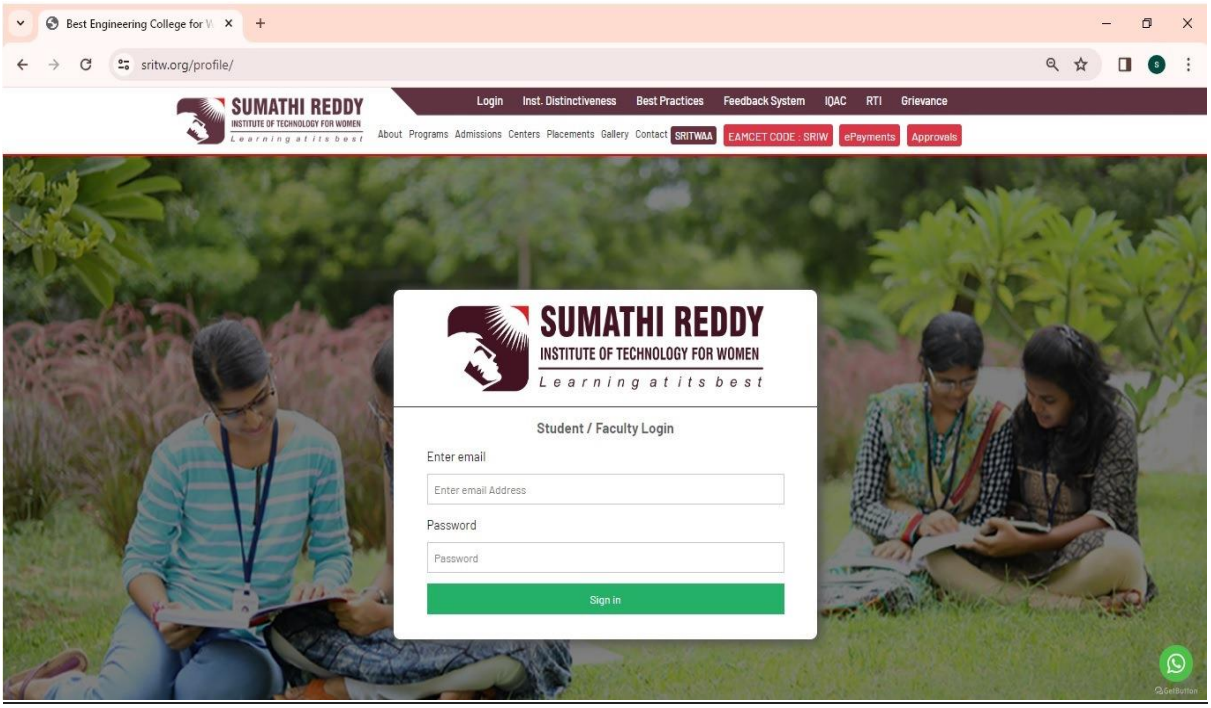

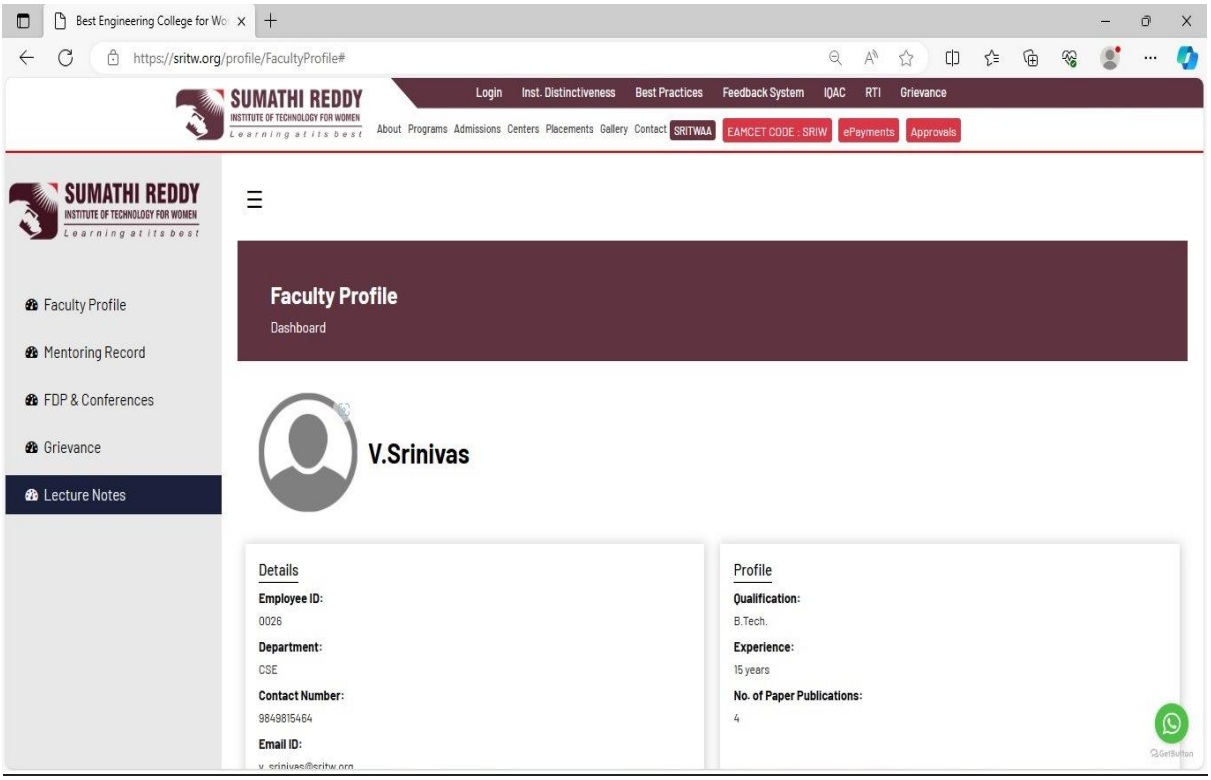

ERP management

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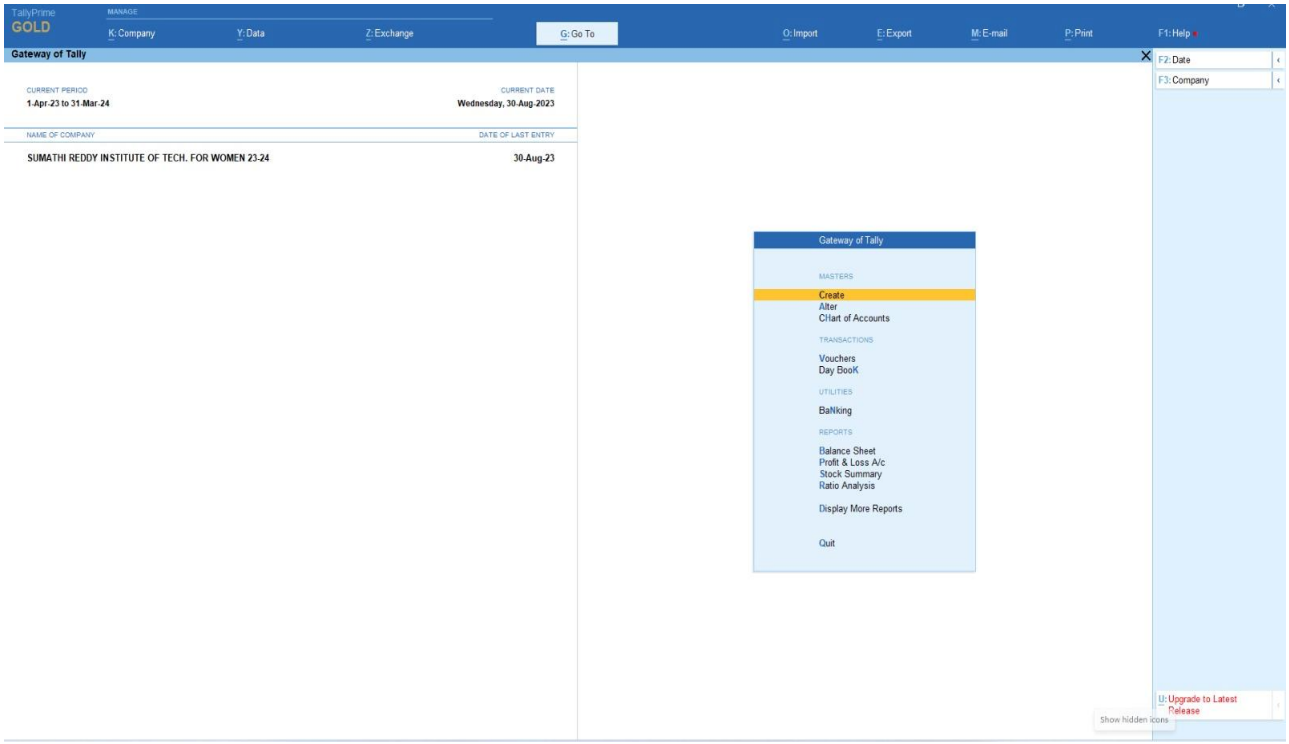
2. Finance and Accounts



Tally

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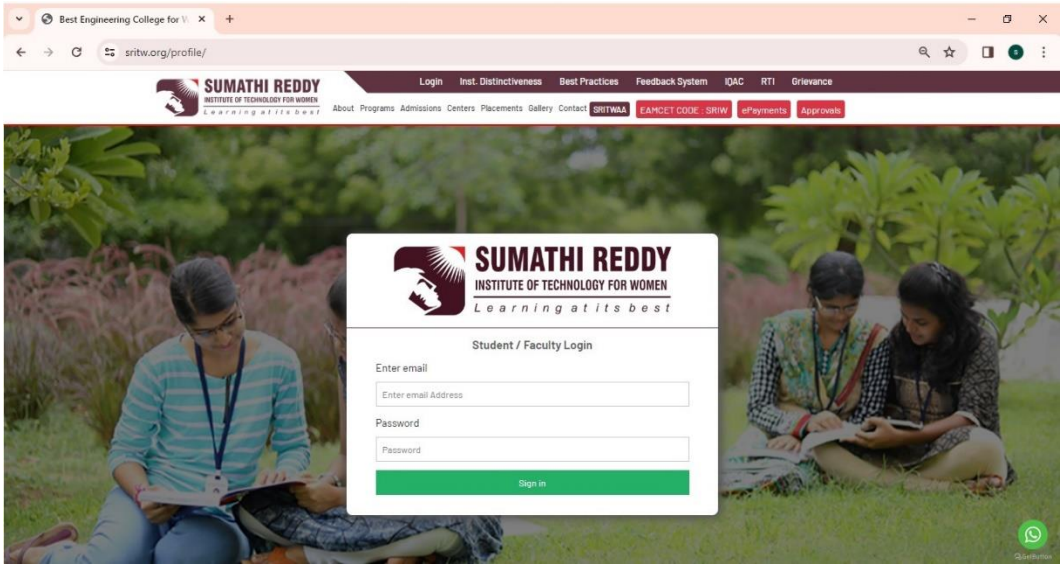
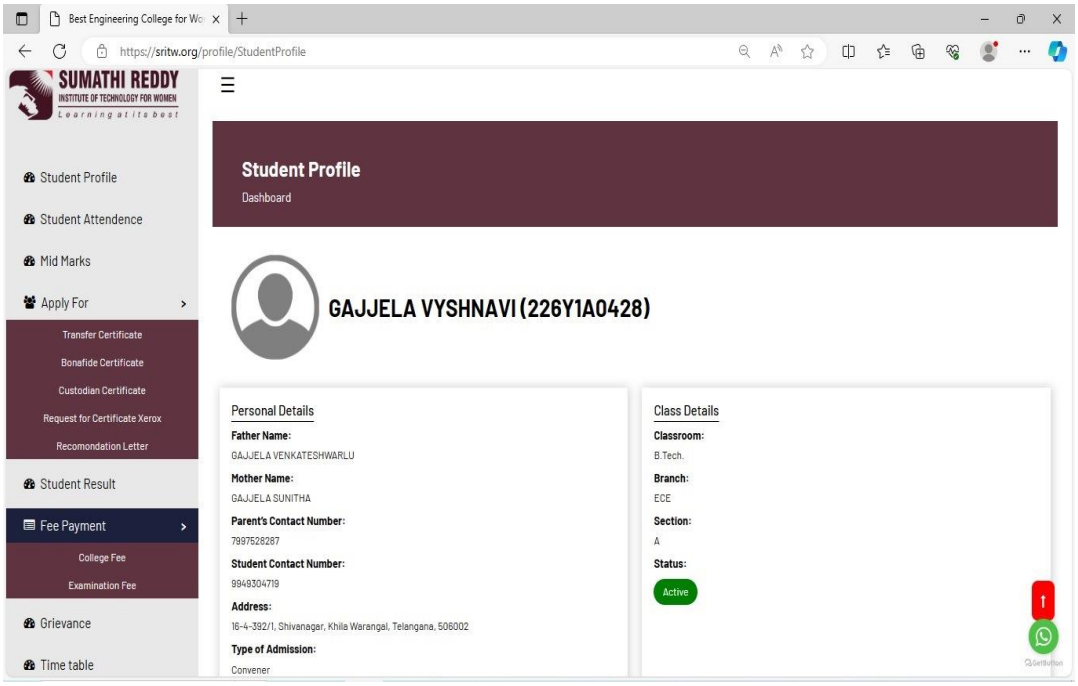
3. Student Admission and Support





ERP for Students

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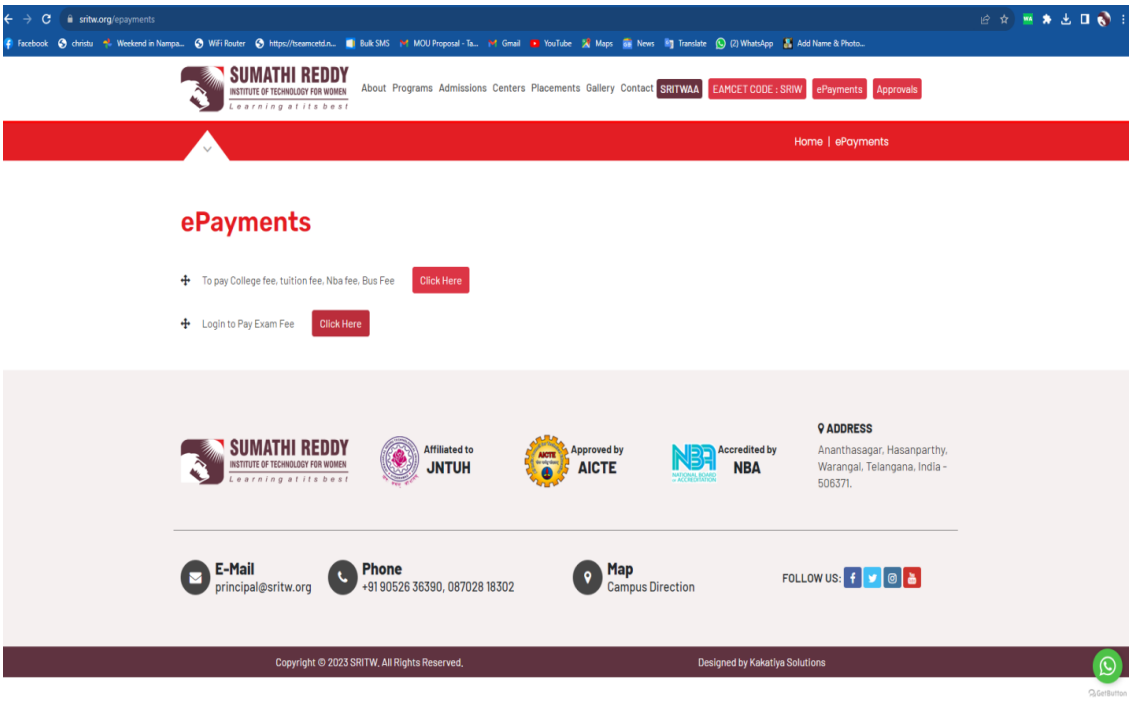
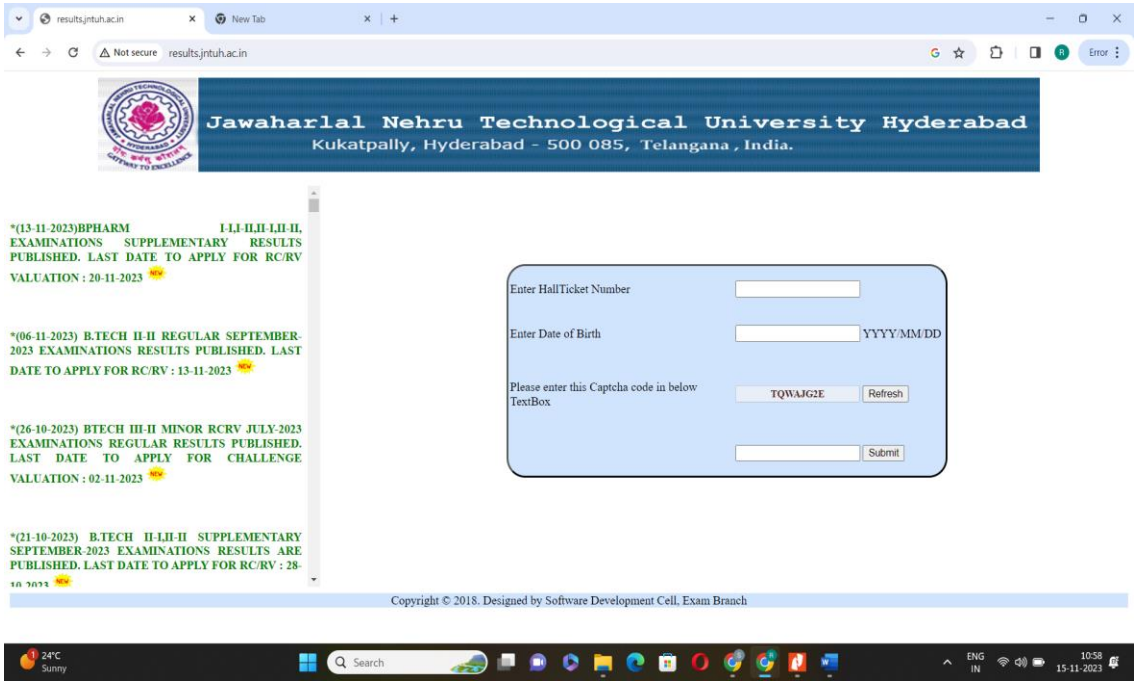
4. Examinations



Online Exam fee payment



University portal for results

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