SEICOM DEGREE COLLEGE
(Affiliated to Sri Venkateswara University)

E-GOVERNANCE POLICY

Policy on E-Governance

SEICOM Degree College, Tirupathi has adopted e-governance in its management and administrative activities. The College has adopted paperless administration as a green initiative. The stakeholders of the College are oriented and encouraged to practice e-governance.

Objectives

- Implement E-governance in various functions of the Institution
- Achieve efficiency in functioning and documentation
- Promote transparency and accountability
- Achieve paperless administration
- Provide easy access to information

It has been noted that the implementation of e-governance in education will strengthen quality instruction by facilitating new channels of communication between faculty and students as well as between faculty and colleagues. This system will improve and encourage innovative approaches to imparting the necessary knowledge to the pupils and provides fresh perspectives on how to arrange and provide necessary services.

Areas of E Governance

1. Administration:

By using information technology, administration may deliver better services in a shorter amount of time, improving the effectiveness and efficiency of governance. Furthermore, it is possible to reduce the transaction costs and increase the accessibility of the services. The integration of e-governance into the educational system will facilitate efficient oversight of academic standards. Students will participate in class more when information technology-based learning systems are used, and learning methods will advance and become more effective.

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- To improve the delivery of services to students by providing interactive services like requests for documents and certificates, issuing ID cards and many more
- Admission process.
- Activities, notifications, alerts, circulars, announcements, advisories for students and faculty/staff.
- Online attendance and leave management system for students and employees.
- Human Resource Management System.
- E-communication mechanism like E-mail or app-based service for internal communication
- Setting up information channels for parents and other stakeholders

Students will be able to obtain maximum services in online mode in the areas of:
- ➢ Admissions and registrations.
- ➢ Transfer certificates.
- ➢ Bonafide certificates.
- ➢ Hostel and Logistics Management System.

2. Academics:

Implementation of E-Governance in educational system will enable effective enhancement of academic standards.

1. Robust and Transparent internal evaluation process.
2. Faculty / Staff Training.
3. Faculty Appraisal by the students.
4. Establishing an Industry ready learning centre.
5. Self-Evaluation of Faculty.
6. Semester End Academic Feedback
7. Enhanced Teaching Tools – online assignments, feedback, quizzes, mentoring, QA's. and many more
8. Online semester registration.

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3. Finance & Accounts System:

The policy defines major points to be considered while developing the finance and accounts system as specified below:

- Appropriate security measures should be taken for maintaining of confidentiality w.r.t payment, monetary transactions, billing process and the like
- Training to the existing staff and updating of the existing software must be done on timely basis.
- Fee payments and receipts generation system regarding Academic, Examination, Transport, Hostel, and Dues etc. must be developed.

4. Examination:

The policy defines major points to be considered while developing the e-governance system in the examination system in the following contexts:

- Filling of regular/re-appear examination forms, revaluation forms.
- Receiving/submission of examination papers, uploading of marks, and the like
- Maintaining of Secrecy and confidentiality.
- Continuous Internal Evaluation under the guidance and supervision of Office of Controller of Examination of the University.
- Creation of multiple test categories for various subjects or courses.

Annual Report of E-Governance System of College will be presented to the Governing Council, on regular basis. Policy is amendable based on Administrative decisions and technology changes as and when applicable.

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