



# SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

UG Block Vensai Projects, Kompally, Secunderabad, Telangana - 500100.



## Cycle-1 NAAC Accreditation 2023

### Criteria 6 - Governance, Leadership and Management

#### 6.2 Strategy Development and Deployment

##### 6.2.2 Implementation of e-governance in areas of operation

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

Submitted to



**National Assessment and Accreditation Council**

# **E-Governance Policy**



S. P. Sampathy's Siva Sivani Educational Society (2906/97)

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### E-Governance Policy

#### Scope:

The scope of this policy extends to the institutional governance in the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- Infrastructure

#### Objectives

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Smartboards, Projectors, etc.

#### The College decides to make the following policies and procedure:

**Website & Social Media:** The website will act as an information centre which will reflect about the college, all its activities, important notices, courses offered, etc. The website is developed and Maintained by the Software Development Centre of SSDC. A 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 a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released. Important information and achievements will be posted in the Social Media.

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**Accounts:** The accounts are managed by the software purchased from an external vendor. The student fee management is done through this software. The HR Management system available in the software helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

**Library:** The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly.

**User- specific login system** that gives each employee and student a unique login.

Teaching faculty can utilize it to record and manage attendance, internal assessments, and other things. TO automatically calculate the Internal Assessment marks for attendance, Monthly Reports and Semester End Reports should be prepared.

The students could also check for their details as entered by the faculties. Inside, students can access information such as attendance, results, timetables, assignments, and other study tools.

**Examination:** The College has adopted an online system where students can view their internal examination marks, assignment marks and final internal assessment marks at the end of each semester.

**Management:** The Management module of the ERP has a comprehensive paperless system for the Leave management. The request for the leave is send to the HOD, who will forward it to the principal. The leave is entered into the attendance register once it is approved by the Principal. The biometric punching of the staff member Gers are also integrated into the HR Management module. – Zing HR

**Hostel management:** The hostel module of the ERP- CAMU provides option to:

- Enrol the students into the hostel and map them to corresponding room
- Pay the mess and establishment fee online

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- The faculty members set the professional development goals based on the feedback received
- The entire appraisal process is documented, including student data collection, evaluation feedback and relevant outcomes recognizing the achievements of the faculty members
- The appraisal cycle concludes with the formal recognition of achievements and contributions through yearly Increments/Incentives.

This structured and transparent process ensures a fair assessment which promotes improving and fostering a culture of Academic Excellence.



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