



Policy on E-Governance

For an Educational Institution to recognize nationally and internationally, it has to have a Good e-governance Policy. For a Professional Institute like Samata Degree College, it is an essential component for its overall growth and development. To sustain and to set up itself as one of the Institutes of Excellence in the country in professional higher education, the institute has started implementing several E-Governance initiatives. Governance is not only participatory but also accountable and transparent for the smooth functioning of the system. E-governance can facilitate in improving the transparency, participation, providing fast information, dissemination, improving administrative efficiency and public services in all the aspects of education.

Objective:

1. Implementing e-governance in various aspects of the institution
2. Improving the efficiency of our operations
3. Promoting transparency and accountability
4. Achieving paperless institution administration
5. Facilitating online internal and external communication among the institution's various entities.
6. Making information readily available
7. Making the institution visible globally

Policy:

E-governance is utilized in the following areas to provide a simple and efficient governance structure within the institution. For convenience of usage, the approach is separated into distinct service areas. These operating areas are illustrative, and the organization reserves the ability to implement e-governance in areas not specifically mentioned here.

Website: The website will act as an information centre which will reflect about the college, all its activities, important notices, courses offered, etc. A Website Committee will 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



SAMATA DEGREE COLLEGE

Affiliated to Andhra University & Approved by AICTE

An ISO 9001 : 2015 Certified Institution

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regularly update and upgrade the website. All the important notifications will be published on the website.

Student Admissions: Institution to process admissions for programs, hostel, etc. using a Suitable ERP Solution. Students also must be able to obtain transfer certificates, Bonafide certificates, etc. on an online mode.

Accounts: The Institution already uses software to keep track of its finances. For transaction confidentiality, appropriate security measures should be taken. Current personnel must be qualified and existing software must be upgraded on a regular basis.

Administration: The majority of the institution's administration should be handled with existing ICT-based technology to provide a hassle-free, convenient, and low-cost process. Employees should, among other things, be able to manage their leaves remotely, receive e-copies of their pay stubs, and communicate with one another internally. Students must also be able to access as many online resources as possible, such as transfer certificates, legitimate certificates, and so on. Students must also be able to access as many resources as possible online, such as transfer certificates, bonafide certificates, and so on.

Library: The College will continue to enhance its electronic database by adding more E-books and Journals for the benefit of teachers and students. The library must be updated on a regular basis software is used to access the library's services. Similarly, newer e-learning materials, such as journals, should be listed and subscribed to based on the library advisory committee's recommendations. When subscribing to these services, teachers' and students' recommendations must be taken into account.

Examination: The examination cell shall put required efforts to use ICT based technology for examination purposes such as filling of forms, payment of exam fees etc. The College Examination cell is in charge of overseeing the entire examination process under the supervision of the college's principal. When handling examinations, the utmost secrecy and confidentiality must be maintained, and work must be performed with great care and caution.

Director & Principal