SRK Institute of Technology

Approved by AICTE & Affiliated to JNT University, Kakinada
An ISO 9001:2015 Certified Institution

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E Governance Policy

SRK Institute of Technology believes in efficient and transparent functioning of the institution. The institution understands the importance of integration of ICT to enhance the overall administration. E Governance is not only participatory but also accountable and transparent for the smooth functioning of the administration. E-governance can facilitate in speedy information, dissemination, improving administrative efficiency and public services in all the aspects of education. The institution has resolved to use ECAP (Engineering Colleges Automation Package) offered by Webpross Solutions, Vishakhapatnam.

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

The implementation of the policy will help the institution in the respective ways:

It is in order to provide straightforward and efficient governance system within the university e-governance is used in the following areas:

The strategy is divided into different areas of service for ease of use. These operational areas are illustrative, and the organization reserves the right to incorporate e-governance in areas not specified here.

Website: The institution website needs to be updated to reflect the recent changes. The website shall serve as a reflection of the college's operations, with information about all activities, important updates, and other information readily accessible to visitors.

Admission Details: The admission details including student admit year, branch, register number and type can be easily recorded. The data can also be retrieved easily. Maintaining of records can become less cumbersome.

Administration Details: The ECAP allows for easy recording and maintenance of details like preparation of academic calendar, section division, creating e certificates, maintaining diary, fee type, creating user log ins for students and faculty etc.

Academics: The institution would use the ECAP for systematic maintenance of data and details regarding academics. They include details like creating theory and lab time tables, assigning faculty, posting attendance and lesson plans, feedbacks from students, posting study materials, project documents etc.

Transport: The e governance is adapted to maintain transport details like routes, halts, insurance premiums and other overheads. It also helps in compiling details regarding students using buses and drivers.

Library: ECAP helps in simplifying the procedure and saves time in library maintenance. Book renewal dates, rules for issues, renewals, recording new arrivals, projects, department books and many more can be achieved efficiently in shorter span of time.

Examinations: The e governance simplifies the examination cell maintenance procedures and saves times. It is cost effective also. Many details regarding examinations like names of internals, externals, individual subject marks, calculating mid averages can be fed in the ECAP. Recording fee details of external examinations is also easy.

Accounts: The e governance can help the accounts department to record and preserve the details like fee payments, cash on hand, expenditure report, tracking payments etc.

In addition to the above, ECAP can be used for maintenance of fee records and hostel details.

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