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# SAMSKRUTI COLLEGE OF ENGINEERING AND TECHNOLOGY

(Sponsored by St. VINCENT EDUCATIONAL SOCIETY)

Regd. No. 5782/2000



(Approved by AICTE, New Delhi and Affiliated to JNTU, Hyderabad)

Kondapur Village, Ghatkesar Mandal, Medchal District (Old R.R. Dist) - 501 301. T.S

Date: 12-06-2019

## E-Governance Policy

Samskruti College of Engineering and Technology believes in efficiency and transparency in 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 transparency for smooth functioning of the administration. e-Governance facilitates in speedy information, distribution, 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 Web solutions, Visakhapatnam.

### Objective:

1. Implementing of e-Governance in various aspects/areas of the institution.
2. Improving the efficiency of our operations.
3. Promoting transparency and accountability in day to day work.
4. Accomplishing the 100% paperless administration.
5. Enabling online internal and external communications among the institute's various features.
6. Visibility of institute information globally.
7. Through e-Governance the identification of staff/student information can be retrieved easily.
8. Through e-Governance any data/information related to a particular area/subject can be easily viewed without any strain.
9. The internet facility should be available in 24X7 round the clock.
10. Through e-Governance academic records/examination records of particular personnel can be accessed easily instead of going throughout the entire records.

  
PRINCIPAL  
Samskruti College of Engineering & Technology  
Kondapur, Ghatkesar Municipality, Medchal (D)



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## The Implementation of the policy will help the Institution in the respective ways:

In order to provide an efficient and smooth governance system within the Institution

e-Governance is used in the following areas:-

The strategy is divided into different areas of service for ease of use.

### Website:

The institute website need to be up-to date to reflect the recent amendments as and when amended. The Institution website shall always reflect the college vision with all the required information with a simple click. All the latest information shall be available to visitors when accessing.

### Admission Details:

The admission details including student admit card, year of joining and completion of the college, branch, and permanent registration details can be easily maintained through E-governance. The student data can be easily accessible.

### Administration and Accounts:

The ECAP allows for easy entering the records and maintenance of details like preparing of academic calendar, section/division, creation of E-certificates, maintaining of diary, fee type creating user login for students/faculty etc. E-CAP Website is integrated with the college website and it can be accessed anywhere, anytime and with any device.

The accounts department preserves the records viz., fee payments details, cash in hand, expenditure reports, tracking the payment records, in addition to these we can easily access the fee records and hostel details/records, salary details of all the staff and also miscellaneous records.

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## Academics:

Through E-Governance the data, details and records of each and everyone regarding academics is visible easily. viz., theory/ practical time tables, assigning the task to faculty, maintaining attendance and lesson plans, feedback from students/ faculty posting of study material/project work and so on.

## Examination:

Through E-Governance simplification of Examinations procedures, this saves time, and improves the cost cutting.

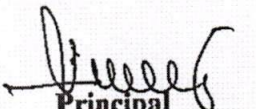
Many type of records can be simplified viz., Name of the student, Internal/External individual subject score cards. Result analysis is easily done.

## Library:

Through E-governance simplification of procedures and data in maintenance of Library records, viz., renewal of intendments, rules for issue and renewals of data pertaining to a particular subject/issue. Maintenance of records of new arrival, projects departmental books with an effective time limit.

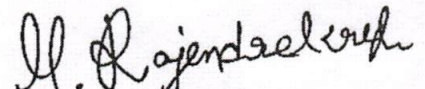
## Transportation:

Through E-governance we can easily access the the college bus routes, halts, insurance premiums and other details. It also helps compiling the details of buses used a student and driver details.

  
Principal  
(Dr.J.Govardhan)  
PRIN CIPAL

ENGINEERING AND TECHNOLOGY  
Kondapur (V), Ghatkesar (M), Medchal (D)

  
PRINCIPAL  
Samskruti College of Engineering & Technology  
Kondapur, Ghatkesar Municipality, Medchal (D)

  
Secretary  
(Shri.M.Rajendra Krishna)

For St. VINCENT EDUCATIONAL SOCIETY  
SAMSKRUTI COLLEGE OF  
ENGINEERING AND TECHNOLOGY  
Kondapur (V), Ghatkesar (M), Medchal (D)  
SECRETARY