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E- Governance Policy

SVKM's IoT E-governance envisages with the sole vision of enhancing the system of governance for development of the institute by leveraging new and cutting edge technologies.

The broad areas of e-governance are in the area of examinations, admissions, day to day operation of departments, academics, placements and stake holder's inclusion in a staged manner. It aims at planning and facilitating any infrastructure for the deployment of cutting edge applications and deployment of solutions for seamless administration of the institute.

Vision:

To be socially sensitive engineering institute of excellence adding value to the nation.

Mission:

1. To provide resources of excellence with a focus on nurturing and developing the society.
2. To strive to be an institute of global recognition.

Objectives:

1. Implementation of E-Governance in various functioning of the institute.
2. Achieving efficiency in our functioning.
3. Promoting transparency and accountability
4. Achieving paperless administration of the institution.
5. Facilitating online internal and external communication between various entities if the institution.
6. Providing easy access to the information.
7. To maintain the data on secure environment
8. Making the institution visible globally

Policy:

1. In order to provide simpler and efficient system of the governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
2. Institution to embrace e-governance for the seamless access of data for better decision making at various levels of the organization.
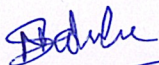
Area of implementation:

1. Website and Social media
2. Student Administration
3. Academics
4. Internal and External Examinations
5. Communication system
6. Finance and Accounts
7. Library
8. Payment systems

E-Governance in following areas: For convenience purpose, the policy is divided into various areas of operation. These areas of operation are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

1. **Website and social media:** the website of the institute to be continuously updated taking into account the new changes. The website should act as a mirror of the institute activities and information about all activities, important notices etc. should be made easily available. Website is hosted and deployed by third party on secure platform. Along with it, training should be given to the existing staff and person should be identified who will undertake the responsibility of website administration and updating at the institute level. Important information and achievements will be posted in the social media.

2. **Students administration including hostels:** Institution to process admissions for the programs, hostel, transport etc. Students also must be able to obtain transfer certificates bonafide certificates etc. on an online mode.

3. **Academics:** Institution to manage student academics using suitable ERP solution with real time communication to parents with respect to student progress.

4. **Internal & External examination:** As per the directions of the University, it is mandatory to handle remedial examination in online manner. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, uploading of marks etc. everything has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examination and work need to be done utmost care and caution. Examination coordinator need to supervise the entire process of examination under the guidance of Principal of the institute. Regular updates of the student internal performance to be maintained and communicated to the parents.

5. **Communication:** Regular update about students to be communicated with respect to student on fees, updates and other academic matters.

6. **Finance and Accounts:** For ease of maintaining accounts & Finance suitable accounting and Finance software package to be implemented.

7. **Library:** Entire library system with respect to issue, reference to be automated and staff & students to access the library resource in and outside the campus. Access to e-journals and e-resources to be provided within the campus.

8. **Payments:** Parents and staff to make payments using debit/credit card & UPI platforms.

9. **Placements:** Placement to maintain student info and provide access to placement information on their fingertips

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