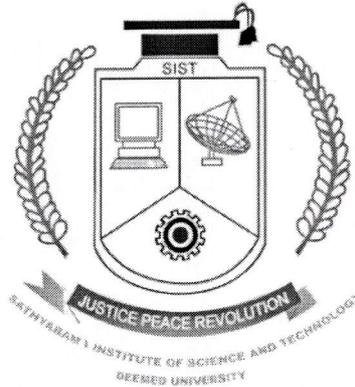


# SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY  
(DEEMED TO BE UNIVERSITY)

(Established under section (3) of UGC act, 1956)



## e-Governance Policy



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**Sathyabama Institute of Science and Technology (Deemed to be University)** has an **e-Governance** system in place to manage IT related operations and services in an effective and efficient manner. Information and communication technology (ICT) was used sparingly in the beginning, but as the evolution of World Wide Web (WWW), so did the functionality of the e-Governance system.

The e-governance policy implementation is taken care by the IT team of the institution under the supervision of the administrative head of the institution.

### **1. Objectives**

- Implementation of E-governance in various departments and functionaries of the institution
- Providing easy access to information
- Promoting transparency and accountability
- Achieving paperless administration of the institution, wherever applicable and possible
- Facilitating online internal and external communication between various departments of the institution

### **2. Scope of e-Governance Policy**

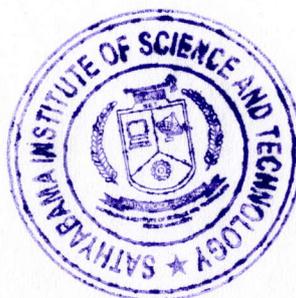
The administrative tasks that fall under the following categories are where the e-Governance policy is being applied.

#### *a. Academics*

- Programmes, Curriculum and Syllabus
- Admission of students to Under Graduate, Post Graduate and Research Programs
- Teaching Learning Process [Attendance, Assessment and Evaluation]
- Feedback Mechanism
- Examination [Maintenance of records, publishing of results, award of degree]
- Certificate Verification
- Alumni & Placement information

#### *b. Library*

- Maintenance of Books inventory



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- Membership and Distribution
- Subscription of Journals [Physical and Online]

c. *Research*

- Maintenance of Publications, Patents, Projects, Product information
- Conference, Workshops, FDPs, Webinars etc.
- Intellectual Property Rights Cell
- Centres of Excellence and Research Centres

d. *Human Resource*

- Personal Information
- Faculty Performance Evaluation and Appraisal
- Leave Records

e. *Inventory*

- Maintenance of purchases and stocks
- Procurement
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f. *Accounts and Finance*

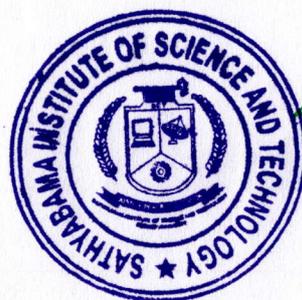
- Payroll Processing
- Salary Slips
- Provident Fund (PF), Employee State Insurance Scheme of India (ESI), Insurance and various other records
- Collection of various fees (tuition fees, examination fees etc) through online mode

g. *Internal Quality Assurance Committee (IQAC)*

- Maintenance of IQAC Records
- Agenda, minutes, action taken reports

h. *Grievance*

- Grievance Committee
- Grievance redressal mechanisms



- Action Taken Report

*i. Statutory Bodies*

- Board of Management, Academic Council, Finance Committee and Planning and Monitoring Committee
- Composition of the committee
- Agenda, Communication, Minutes, Action Taken Report

### 3. Infrastructure

Hardware and Software are the major requirements for effective implementation of e-Governance in an academic institution. The Institution is equipped with a good networking infrastructure with good internet facilities. Sufficient number of computers is available for administrative and academic activities. (Numbers if needed shall be mentioned).

#### 3.1 Measures to implementation of the policy

The institution takes best efforts to the implement and adheres to the IT policy. Various efforts are taken in timely manner and one such is the development of the Web based application Software (NAME OF THE SOFTWARE SHALL BE MENTIONED) is developed exclusively for Sathyabama Institute of Science and Technology (Deemed to be University) to implement the e-Governance system. The customized application deployed in the cloud-based environment for availability, reliable, scalable and to ensure data security. The application is regularly updated to meet the changes in the current trends and the implementation of new policies.

For teaching learning process, the open-source platform MOODLE as “Name of the module shall be included” is customized to suit the requirements of the Institution. Updates on the web site are carried out on day-to-day basis.

### 4. e-Governance Authority

The inputs from various stake holders of the Institution are collected for inclusion for modification of the existing system. The requirements are analysed and evaluated by the team to carry out the implementation of the requirements.



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