



Ref : SJ CET /

Date :

Date: 03-09-2018

## E- GOVERNANCE POLICY

St.Johns College of engineering & 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.

### **Objectives:**

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



# St. Johns College of Engineering & Technology

Approved by AICTE, New Delhi, Recognized by UGC under 2(f) & 12(B) & Affiliated to JNTUA, Anantapuramu.

**(Accredited by NAAC)**

Estd : 2001

Ref : SJCET/

Date :

**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 logins 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,