



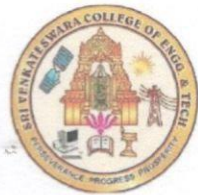
# SRI VENKATESWARA

## COLLEGE OF ENGINEERING AND TECHNOLOGY

Thirupachur-631203, Tiruvallur TK & DT

Approved by AICTE New Delhi & Affiliated to Anna University, Chennai  
(A Telugu Minority Institution)

## HR POLICY MANUAL



# SRI VENKATESWARA

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### VISION:

Lead the transformation of engineering and technology education into creating innovators and entrepreneurs to serve the betterment of the society

### MISSION:

- To provide requisite infrastructure and stimulating environment for most conducive learning
- To develop the next generation leaders through excellence in teaching and learning, and inspiring scientific curiosity in them to meet global challenges.
- To instill ethics, values and life skill to meet the society demands.
- To produce competent professionals with the practical skills necessary to excel as innovative professionals and entrepreneurs for the benefit of society.
- To establish fruitful collaboration between institute and industry in new disciplines as well as to provide employment opportunities.



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### 16. E-GOVERNANCE POLICY

Electronic governance or e-governance can be defined as the usage of Information and Communication Technology (ICT) by the organization to provide to enhance the exchange of Information, communication, transactions and integration various standalone systems and services, Thereby creating the transparent, paperless and automated data system.

#### 16.1 Objectives:

Implementation of E-governance in all the functioning units of the Institute

E-Governance will provide simpler, transparent and effective system to handle the data in one roof.

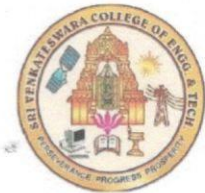
- ✓ To make the paper free campus
- ✓ To make Wi-Fi enabled campus
- ✓ To provide ICT enabled Classrooms
- ✓ To establish a fully automate library

#### 16.2 Polices:

The implementation of e-governance should be for all the functioning units of the institute like administration, examination, students, library, Finance & accounts, admissions, teaching-learning process, etc. The policy is formulated to have complete, transparent and well documented data.



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### 16.3 Website:

In general, institute website [www.sriventech.ac.in](http://www.sriventech.ac.in) will act as an information Centre for the stake holders and it will reflect the activities carried out inside the college. So policy is made to disseminate all the details in the website like Circulars, Governing Committee details, all the departmental activities, important notices, courses offered, etc. For this purpose, policy is made to have a separate system administrator, whose role is to made the regular updates and to maintain the website

### 16.4 Administration:

For establishment of Management Information Systems (MIS), the college has opted for some ERP solutions which have been highly beneficial for both academic and administrative purposes. Online registration by students during admissions has helped us to create an accessible student database. The system also helps to save time and the whole process reduces paper usage

### 16.5 Finance and Accounts:

The accounts of the College are maintained under cash basis of accounting. Fees are collected and details are maintained digitally. The records of student's receipts and their account profile are updated regularly. Daily cash collection and payment reports are generated from the software and recorded in the cash book from time to time and is posted to various ledgers. Class wise report of fees to be received and the actual fees received are reconciled after every semester with the help of the software. Staff salary is also maintained in the system.



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### 16.6 Student Admission and Support:

Being a non-autonomous body we follow the Director of Technical Education (DOTE) for approval of students to take up the degree programs. Hence all the information regarding student admission, registration, Transfer are done in the DOTE web portal. After the approval process is cleared for the student the complete details of the students are uploaded and maintained in the university web portal.

The system also helps save time and the whole process reduces paper usage. During admissions, to enter data of a new student and generate roll number. The student data like student and parents mobile number, Email id, hostel room information, permanent address, etc. will updated once a year as per request

Based on the economic support from student, we SVCET allow to pay the fees party during the four years in UG and two years in PG



  
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### 16.7 Examination:

The college has a University Examination Cell which is facilitated with modern ICT tools for smooth conduction of University Examination. Subject registration to result generation is done through online mode with help of web portal. For Internal evaluation, objective type pattern examinations are conducted through Google form. Internal evaluation grades are also uploaded online. Computerized result analysis is used to generate individual student reports which help faculty to plan remedial and additional coaching for slow learners

### 16.8 Library:

Library Policy has been taken to automate the library process. It is also decided to bring the software for the library process automation. Policy has been made to maintain the stock in the software. The policy has been taken to update the e-learning resources every year regularly for the benefit of the learners Policy also have been taken to subscribe to new journals and books regularly. Policy to been taken to have bar code mechanism to lend the books and to have the entry through barcode. Policy has been taken to have Graphical User Interface. Unicode support with Multilingual Search and export facility for most reports.



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