

E-Governance Policy

The Management Information System at SIET has the requisite modules such as administration module, Feedback Module, Library Automation Module, Finance and Auditing module, etc, for seamless administration.

The Objectives of implementing e-governance in various areas of institution's functioning are:

- a. Achieving higher functional efficiency
- b. Increased accessibility to information, transparency & accountability of data
- c. Obtaining analytics and trends in real time for faster and accurate decision making
- d. Decreased paper consumption

Policy:

The Policy as per direction from the GC Members and the existing status of the e-governance at SIET under various areas are listed below.

- Website :
 - Policy: SIET website should be dynamic and up to date with the latest date.
 - Existing Status: The website of the college has been revamped recently taking into account the new changes. The website showcases the college activities, important notice, etc. The website is outsourced to a Professional designer and developer. Gradually it will be handed over to the identified staff who will undertake the responsibility of website administration and updating at the college level.
- Examination:
 - Policy: At SIET the directions as per the affiliating University VTU should be followed in to while ensuring complete transparency and confidentiality in the conduction of both internal and external examinations. Required infrastructure to be updated periodically and maintained to ensure smooth conduction of exams.
 - Existing Status: Online question paper delivery from VTU, Printing with high speed Printers, online valuation and online result announcements are in place. Also, online exam form entry, practical marks entry, internal marks entry, etc. are routinely implemented at SIET, Sending Progress reports to parents at regular intervals ensures the communication across all stakeholders periodically. To ensure zero malpractice every classroom and laboratory is equipped with CCTVs which are centrally monitored with back-up storage.
- Planning and development:
 - Policy: SIET should have capacity to predict and plan the future requirements in all areas of governance - from faculty required to number of blue book etc. in an optional fashion.

- Existing status: More than 360 LAN connected computers and the printers across the campus with Wi-Fi enables campus for sharing of information, trend analysis follow up and further plan of action is in place. The internet band with is enhance every year in line with the growing demands top. At present it is 500 MBPS complete physical infrastructure details and the human resource details are available in soft copy files to plan the upcoming semester /Academic year requirements.
- Administration:
 - Policy: the e-governance should further strengthen the various areas of Administration which also including the teaching learning process.
 - Existing status: - Online Teachers Appraisal system for follow up of teachers' performance, student feedback, and courses held during the current and previous semester, etc. with the analysis of performance across various departments and entire faculty and students. For faculty online biometric attendance (face recognition units spread across the campus) has smoothened the HR area of managing leaves, etc.
- Finance and accounts:
 - Policy: The backbone of any institution- the management of the finance and accounts operations should be fully automatic with zero errors
 - Existing Status: Tally ERP and recent automated accounting software for tracking payment receipts and balance of accounts is in place. The software also is used for obtaining salary slips, Bonafide for student-including course completion, fees estimated for education loan, etc. Student can make the payment through NEFT &RTGS has by scanning the QR code- Annual fees, hostel fees, training fees, internship fees etc,
- Student Admission and Support:
 - Policy: This area should be completely automated with provision for corrections and periodic updates. The operations under e- governance should be simple, users friendly and portable for various applications
 - Existing Status: VTU online entry with the college database registration of admission, year of the study, parent's information etc. Is in place with supported units of ID card printing, attendance tracking, etc.
- Library Management System:
 - Policy: Library should be made accessible to all the students and staff with minimum transaction and remotely with all requisite books / paper, etc.
 - Existing Status: SIET library is fully automated with Libsoft software for all transactions, inventory, usage analysis reports generation, etc. SIET has also subscribed to VTU consortium of resources.

The management reserves the right to periodically with the policy to meet further demands.

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