



**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY**

Vidya Nagar, Palissery, Karukutty, Kerala 683576

## **6.2.2 E-Governance Policy Document**

**SCMS SCHOOL OF ENGINEERING AND  
TECHNOLOGY  
VIDYA NAGAR, KARUKUTTY- 683576**

---

**E-Governance Policy**

## **E-Governance Policy**

- SCMS School of Engineering and Technology has established an E-Governance Policy with the primary goal of integrating E-governance in various interactions and services of the institution. This policy will assist in achieving effectiveness in all the various operations of the instruction in an integrated manner, allowing transparency and clarity in the various functionalities of the instructions pertinent to teaching-learning (Academic), administration, Examinations, Finance-accounting, library, admissions, and HR wings.
- In order to have integrated, user-friendly Enterprise resource planning (ERP) solutions to automate various modules of intuitional functioning, adequate training for all employees is planned.
- In this direction, a few ERP software vendors/service providers have been contacted, and quotations have been invited based on the recommendations of the ICT/ Technical committee of the institution. As per the directions of the Governing Council, appropriate ERP has been deployed and put to appropriate use, and required training has been given to the teaching and non-teaching staff of the college in order to gain the optimal benefits from the software and maintain a strangle connection with stakeholders.
- The website is fully utilized as a key source of information for all stakeholders. All important communications/circulars, notices are made available on the website, ensuring that information reaches the needy at any time and from any location. The SMS service has been fully utilized to keep parents, students, and staff informed about absenteeism, academic performance, holidays, and other pertinent information

# **E-Governance Domains**

## **1. Planning and Development:**

- To develop and implement a computerized framework for the proper collection, storage, and preservation of data related to the Planning and Development of the institution.
- The website should serve as a reflection of the college activities, with information about all activities, vital notices, and other items readily available to visitors.

## **2. Student Admission:**

- The College has opted to process all admissions in an online format.
- This will be applicable to all graduate and postgraduate degrees.

## **3. Accounts:**

- To create and implement online tools for proper account updating.
- As a result, the Governing Body should examine requirements through discussions with the accountant and other accounting employees, and new software may be purchased.
- Appropriate security measures should be applied to ensure transaction confidentiality.

## **4. Library:**

- For the benefit of students and faculty, the institution has decided to expand the e-learning resources.
- Similarly, emerging e-learning resources such as journals and other publications should be explored.
- When subscribing to these resources, recommendations from faculty members and students must also be considered.

## **5. Administration:**

- The majority of the administration should be handled using ICT-based technologies to provide a smooth, efficient, and cost-effective procedure.

## **6. Examination:**

- In accordance with university guidelines all exams must be administrated online.
- Everything must be done online, including filling out examination forms, revaluation forms, photocopy forms, acquiring hall tickets, receiving examination papers, uploading marks, and so on.
- When documenting examination data, absolute secrecy and confidentiality must be maintained.