



**ESWAR COLLEGE OF ENGINEERING: NARASARAOPET**  
Approved by AICTE, New Delhi  
Affiliated to JNTUK, Kakinada  
Sponsored by Shaik Dada Saheb Charitable Trust, Narasaraopet.  
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## E-GOVERNANCE POLICY

### 12.1 E-Governance

- Introducing an E-Governance policy within an organization entails utilizing digital technologies to improve administrative processes, communication channels, and overall operational efficiency.

#### Scope:

**The scope of the policy extends to the following areas**

Administrative tasks, including handling complaints

- Student admissions procedures
- Examination processes
- Library management
- Financial and accounting matters

#### Objectives:

Rolling out e-governance across all departments of the institute.

- Setting up a Wi-Fi enabled campus.
- Moving towards a paperless setting.
- Establishing a fully automated library system.
- Overseeing all college activities

#### Website:

The institute's website will serve as an information hub for stakeholders, showcasing the various activities conducted within the institute. It will provide updates on departmental activities, available programs, Course Outcomes (COs), Program Outcomes (POs), Program Educational Objectives (PEOs), and Memorandums of Understanding (MoUs).

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### **Administration:**

- A policy has been implemented to automate staff attendance using a biometric attendance management system.
- A policy has been established to generate monthly and semester-end reports through software and to maintain an efficient database using Excel.
- A policy has been adopted to reduce paper-based administrative tasks and utilize email for communication.
- A policy has been put in place to ensure the proper functioning of all CCTVs on campus.

### **Student Admission:**

- A policy is established to maintain an open and transparent strategy for the admission process, with admission inquiries, eligibility criteria, and details available on the college website.
- To enhance dissemination, the college showcases its brochure and banners on its website.

### **Accounts:**

- A policy has been implemented to ensure the organization maintains its accounts using Tally software, with provisions made to update the software as needed.


### **Examination:**

- A policy decision has been made to align with JNTUK University's standards, enabling the use of the same examination software as the university portal.
- The portal facilitates students' access to course selections, marks, attendance records, and results, allowing them to review internal marks and end-semester results. Any discrepancies can be reported in accordance with JNTUK University's e-governance policy.

### **Library:**

- A policy decision has been made to regularly update the DELNET software for library processes.
- A policy has been established to manage stock within the software. • The policy dictates periodic updates to e-learning resources for the benefit of learners.
- A policy has been implemented to utilize a barcode mechanism for lending books and for entry purposes.
- Establish a digital library system offering students and faculty access to extensive academic resources, journals, and research papers.

  
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