

# **E- Governance Policy** of **SVR Engineering College**

NANDYAL – 518 502



## **Policy Statement**

**SVR Engineering College** has framed an E- Governance Policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. This policy shall apply to the Administration, Finance and Accounts, Student Admission and Support and Examination sections of the institute.

### **Objectives:**

- To install an integrated, user-friendly Enterprise Resource Planning (ERP) solution to automate various modules of institutional functioning.
- To implement E-governance in every function of the institution and provide a simpler and efficient system of governance within the institution and outside as well.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.

## **Action Plan**

### **I-Administration:**

- The regular functioning of all service units in the office shall be supervised by the authorities through ERP software.
- An Attendance Management Software will be used by the faculty and staff to record and track attendance, Internal assessment etc.
- Digital messaging services like SMS, Mails will be put to maximum use for real time information sharing with parents, students and staff in relation to absentee intimation, academic performance, holidays and other required information.
- The administrative Office will use advanced Excel and File Management System Tools to maintain database.
- Make transition towards Paperless transactions by enhancing the use of Google facilities like;
  - ✓ Google sheet : For data collection from Various Departments
  - ✓ Google Docs: To prepare notices and activity reports.
  - ✓ Google Forms: To prepare Feedback forms and get online feedbacks from stakeholders.
- The Administration shall use e mail service in its communication with Governing Body members as well as the teaching and non-teaching staff.
- Regularly publish administrative information including notices and circulars on the website and digital displays at all strategic locations.
- All staff members shall use Biometric attendance.
- Upgrade to a fully automated, wireless office with 24x7 internet facility in near future.
- CCTV Cameras will be installed at various places of need.
- ICT shall be introduced in every administrative function /work.

## **II- Finance and Accounts:**

- The accounts of the institution will be maintained through Tally software and ERP.
- All payments/transactions will be through online mode such as NEFT, RTGS, Bank Transfers, UPI, etc.
- Purchase latest software versions.
- Make application of software to generate Profit and loss, Balance Sheet etc..
- Generate all the analysis reports through Tally.
- Implement appropriate security measures for maintaining confidentiality in transactions.
- Provide regular training in updated versions of software to the new as well as existing staff.
- Use automated Payroll Management System in all aspects including salary calculation, salary slips, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc.

## **III-Student Admission and Support:**

- Use ERP to manage all student data including course, fee submission.
- Update college website regularly for real time information sharing/dissemination, including admission and online transaction interfaces etc.
- Make timely update of website by the designated Information and website committee.
- Post regular updates on Alumni portal for information of passed out students
- Share Digital Brochure, video teaser, social media posts on course details,sanctioned intake, placements, and facilities during admission time.

## **IV-Examination:**

- Use ERP to handle the entire Examination Process.
- Make the examination records of students available online with an interactive platform for students to view their internal assessment and semestermarks/grades and raise discrepancies online, if any. .
- Maintain compatibility of examination process with the regulations of the affiliating University as far as e-governance policy is concerned.

The Institute shall continuously review and update the approved policy and is committed to its implementation.



## **MINUTES OF THE BOARD of GOVERNERS (BoG) MEETING**

**HELD ON 12/ 02/ 2022 at 11-00 AM**

At the outset, the Secretary welcomed the members of the Board of Governors and apprised them about important developments in the College, since the last meeting of the BoG. The agenda items were deliberated upon and the following resolutions were made:

### **Item 1:**

**To confirm the minutes of the previous meeting held on 10-07-2021 and approve the action taken report.**

Board of Governors confirmed the minutes and approved the action taken report on the minutes of last meeting.

### **Item2:**

**Report by the Principal on the progress of the College during the Period: August - 2021 to January –2022**

The Principal presented the activities taken place during the period August - 2021 to January – 2022 and highlighted the important ones.

### **Item 3:**

**To approve the Budget proposal for the AY: 2022-23**

The Principal presented the Budget proposal for the AY: 2022-23. After thorough discussions, it is resolved to approve the Budget for the AY: 2022-23.

### **Item 4:**

**To consider and approve the submission of application to AICTE, for increase of Intake in CSE (B.Tech) and reduction of intake in Civil Engineering (B.Tech), Mechanical Engineering (B.Tech) and MBA(PG).**

Dr P. Mallikarjuna Reddy, Principal informed the Board of Governors, the proposal for the increase of intake in CSE (B.Tech) and reduction of intake in Civil Engineering (B.Tech),



Mechanical Engineering (B.Tech) and MBA(PG) w.e.f. the Academic year: 2022-23. After thorough discussions, the BoG unanimously given an approval for the submission of an application to AICTE.

Name of the course	Existing Intake	Intake for 2022-23
Computer Science and Engineering (B.Tech)	60	120
Civil Engineering (B.Tech)	60	30
Mechanical Engineering (B.Tech)	60	30
MBA (PG)	180	120

#### **Item 5:**

##### **To ratify the minutes of College Academic Council meetings**

The minutes of the meetings of College Academic Council (CAC) held, since the last meeting of BoG were circulated to all the members. Members had gone through the minutes thoroughly and ratified the same.

#### **Item 6:**

##### **To endorse the minutes of College IQAC meetings**

The minutes of the meetings of College IQAC held since the last meeting of BoG were circulated to all the members. Members had gone through the minutes thoroughly and endorsed the same.

#### **Item 7:**

##### **NBA Accreditation Process**

The Chairman enquired about the progress of NBA accreditation process. Member Secretary informed the BoG that the SAR has been submitted in the month of October 2021 and waiting for NBA peer team visit. The Chairman and other members expressed satisfaction over the progress.



## **Item 8:**

### **Academic performance of students**

The Member Secretary presented before the BoG, the results analysis of all the courses. Members expressed their satisfaction over the results. The members suggested the Principal to take steps to improve the pass percentage of students by conducting remedial/special classes. The members also suggested to conduct special classes to Lateral students for Mathematics subject as more lateral entry students facing difficulty in understanding the subject.

## **Item 9:**

### **To present the placements of the current academic year**

The Member Secretary presented before the BoG, the summary of campus placements for the academic year 2021-22. The Governing Body is pleased to note that 92 students were placed as on date in Hexaware, Capgemini, DBS, KPIT, Virtusa, IBM, Delloite, Byju's, HCL, TCS, Wipro, Tech Mahindra, Accenture, Mindtree and Infosys with an average package of 3.8 lakhs. The members appreciated the efforts of TPO cell in this regard

## **Item 10:**

### **Proposal for Recruitment of Faculty for the AY: 2021-22**

Dr. P. Mallikarjuna Reddy, Principal informed the Governing Body that there is a need for the recruitment of faculty for the Academic Year 2019- 20. Members approved the proposal to recruit the faculty as per the requirement.

## **Item 11:**

### **Any other item with the permission of the chair**

As there is no other item to discuss, the meeting ended with a vote of thanks to the chair.



## **MINUTES OF THE BOARD of GOVERNERS (BoG) MEETING** **HELD ON 16/ 02/ 2020 at 11-00 AM**

At the outset, the Secretary welcomed the members of the Board of Governors and apprised them about important developments in the College, since the last meeting. The agenda items were deliberated upon and the following resolutions were made:

### **Item 1:**

**To confirm the minutes of the previous meeting held on 01-09-2019 and approve the action taken report.**

Board of Governors confirmed the minutes and approved the action taken report on the minutes of last meeting.

### **Item2:**

**Report by the Principal on the progress of the College during the Period: September-2019 to January- 2020**

The Principal presented the activities taken place during the period **September-2019 to January- 2020** and highlighted the important ones.

### **Item 3:**

**To consider and approve the submission of application to AICTE, for the introduction of the emerging courses in UG Programme (B.Tech) w.e.f., Academic year 2020-21**

Dr P. Mallikarjuna Reddy, Principal informed the Board of Governors, the introduction of emerging courses in UG programme (B.Tech) w.e.f. 2020-21 as per the guidelines of AICTE. After thorough discussions the BoG unanimously approved to submit an application to AICTE for the introduction of the following emerging courses in UG Programme (B.Tech) w.e.f. 2020-21 with an intake of 60 students.

Name of the course	Intake	Offered by
Computer Science and Engineering (Artificial Intelligence) B. Tech	60	CSE



#### **Item 4:**

#### **To consider and approve the submission of application to AICTE for the reduction of seats of UG Programme w.e.f., Academic year 2020-21**

Dr P. Mallikarjuna Reddy, Principal informed the Board of Governors, the proposal to reduce in intake Mechanical Engineering of UG (B.Tech) w.e.f., 2021-22 in view of less number of admissions for the last few years. After thorough discussions, the BoG unanimously approved the proposal of Principal.

<b>Name of the course</b>	<b>Existing Intake</b>	<b>Applying for reduction</b>
Mechanical (B.Tech)	120	60

#### **Item 5:**

#### **To approve the Budget for AY: 2020-21**

The Principal presented the Budget proposal for the AY: 2020-21. After thorough discussions, it is resolved to approve the Budget for the AY: 2020-21.

#### **Item 6:**

#### **To ratify the minutes of College Academic Council meetings**

The minutes of the meetings of College Academic Council (CAC) held since the last meeting of BoG were circulated to all the members. Members had gone through the minutes thoroughly and ratified the same.

#### **Item 7:**

#### **To approve the minutes of College IQAC meetings**

The minutes of the meetings of College IQAC held since the last meeting of BoG were circulated to all the members. Members had gone through the minutes thoroughly and approved the same.



## **Item 8:**

### **To review the First semester results**

The Member Secretary presented the results analysis of Diploma, B.Tech, M.Tech and MBA. The members reviewed the results and advised the Principal to take measures to improve the pass percentage of students by conducting remedial classes.

## **Item 9:**

### **Placements**

The Member Secretary presented before the BoG, the summary of campus placements for the academic year 2019-20. The Governing Body is pleased to note that 42 students were placed as on date in TCS, CGI, CTS, WIPRO, IBM, MIND TREE and INFOSYS with an average package of 3.5 lakhs. The members appreciated the efforts of TPO cell in this regard. Members suggested the Principal to inform TPO to make efforts to improve the placement percentage and Pay package.

## **Item 10:**

### **Application to UGC for 12 (B) status**

Member secretary put forward the proposal to submit an application to UGC for 12 (B) status to our college. Members of BoG accepted the proposal to submit an application at the earliest.

## **Item 11:**

### **To approve the new Vision & Mission statement of the College**

Principal presented the new vision and Mission statement to the members of BoG. Principal informed the members this new statement is finalized after through deliberations in meeting of Vision & Mission statement committee. Members carefully examined the each word of the statements and endorsed the new Vision & Mission Statement and Core Values.

## **Item 12:**

### **Proposal for Recruitment of Faculty for the AY: 2020-21**

Dr. P. Mallikarjuna Reddy, Principal informed the Governing Body that there is a need for the recruitment of faculty for the Academic Year 2019- 20. Members approved the proposal to recruit the faculty as per the requirement.

## **Item 13:**

### **Any other item with the permission of the chair**

As there is no other item to discuss, the meeting ended with a vote of thanks to the chair.



## **MINUTES OF THE BOARD of GOVERNERS (BoG) MEETING** **HELD ON 19/ 02/ 2019 at 11-30 AM**

At the outset, the Secretary welcomed the members of the Board of Governors and apprised them about important developments in the College, since the last meeting. The agenda items were deliberated upon and the following resolutions were made:

### **Item 1:**

**To confirm the minutes of the previous meeting held on 01-11-2018 and approve the action taken report.**

Board of Governors confirmed the minutes and approved the action taken report on the minutes of last meeting.

### **Item2:**

**Report by the Principal on the progress of the College during the Period: November-2018 to February- 2019.**

The Principal presented the activities taken place during the period November-2018 to February- 2019 and highlighted the important ones.

### **Item 3:**

**To approve the Budget for AY: 2019-20**

The Principal presented the Budget proposal for the AY: 2019-20. After thorough discussions, it is resolved to approve the Budget for the AY: 2019-20.

### **Item 4:**

**To ratify the minutes of College Academic Council meetings**

The minutes of the meetings of College Academic Council (CAC) held since the last meeting of BoG were circulated to all the members. Members had gone through the minutes thoroughly and ratified the same.



## **Item 5:**

### **To approve the minutes of College IQAC meetings**

The minutes of the meetings of College **IQAC** held since the last meeting of BoG were circulated to all the members. Members had gone through the minutes thoroughly and approved the same.

## **Item 6:**

### **To review the First semester results**

The Member Secretary presented the results analysis of Diploma, B.Tech, M.Tech and MBA. The members reviewed the results and advised the Principal to take measures to improve the pass percentage of students by conducting remedial classes.

## **Item 7:**

### **JNTUA Permanent Affiliation**

It is resolved to apply for permanent affiliation from JNTUA for the academic year 2019-20.

## **Item 8:**

### **Proposal for the Construction of new Canteen, Sports room and Guest Rooms**

It is resolved to construct new canteen, Sports room, and Guest rooms at the cost of Rs. 80 lakhs.

## **Item 9:**

### **Proposal for Recruitment of Faculty for the AY: 2019-20**

Dr. P. Mallikarjuna Reddy, Principal informed the Governing Body that there is a need for the recruitment of faculty for the Academic Year 2019- 20. Members approved the proposal to recruit the faculty as per the requirement.

## **Item 10:**

### **Any other item with the permission of the chair**

As there is no other item to discuss, the meeting ended with a vote of thanks to the chair.