BEHARA
COLLEGE OF ENGINEERING AND TECHNOLOGY
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E-GOVERNANCE POLICY

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1. Policy Statement

Behara College of Engineering and Technology has framed this E-Governance Policy with the aim of adopting digital governance practices across all institutional operations. The policy focuses on enhancing efficiency, transparency, accountability, and service delivery through the effective use of Information and Communication Technology (ICT).

This policy applies to the following functional areas of the institution:

• Administration

• Finance & Accounts

• Student Admissions and Support Services

• Academics

• Examinations

• Library

• Website and Digital Communication

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2. Objectives

The key objectives of the E-Governance Policy are:

• To implement an integrated and user-friendly ERP system to automate institutional processes.

• To improve transparency, accountability, and responsiveness in governance.

• To create a paperless and eco-friendly work environment.

• To provide fast and secure access to information for all stakeholders.

• To enable Wi-Fi connectivity across the campus.

• To make classrooms ICT-enabled with smart boards, projectors, desktops, and laptops.

• To establish a fully automated digital library.

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3. Scope

This policy covers the digital transformation of the following areas:

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Academics
5. Examination
6. Website Management
7. Library Services

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4. Action Plan / Areas of Implementation

4.1 Administration

• ERP software shall be used to monitor and manage all administrative activities.

• Biometric and digital attendance systems will be implemented for faculty and staff.

• Digital communication through SMS, email, and portals will be used to share academic and administrative information with students, parents, and staff.

• Online tools such as Google Sheets, Docs, and Forms will be used for data collection, reporting, and feedback.

• Office processes will move towards paperless documentation.

• CCTV surveillance and campus-wide Wi-Fi will be maintained.

• The administrative office will operate as a fully automated, wireless unit.

4.2 Finance and Accounts

• Accounting will be managed using ERP and Tally software.

• All financial transactions will be carried out through online modes such as NEFT, RTGS, UPI, and bank transfers.

• Digital tools will be used to generate financial statements like Balance Sheets and Profit & Loss Accounts.

• Data security and confidentiality will be ensured.

• Regular training will be provided to staff on updated accounting software.

• PFMS and similar platforms will be used for managing government and funding-agency grants.

4.3 Student Admission and Support

• Admissions will follow a transparent and ethical process in line with JNTU GV regulations.

• The college website will host admission guidelines and brochures.

• An online admission portal and ERP will be used to manage student data, courses, and fee payments.

• Student support services will be available through digital platforms.

4.4 Academics

• E-learning resources such as Google Classroom, video lectures, and online assessments will be integrated into teaching.

• Students will be encouraged to enroll in SWAYAM, NPTEL, Spoken Tutorials, and other online certification programs.

• ICT tools will enhance teaching-learning experiences.

4.5 Examination

• Examination processes will comply with JNTUGV digital guidelines.

• ERP will be used for exam scheduling, marks entry, and result processing.

• Students can view internal and semester results online and submit grievances digitally.

4.6 Website

• The website will function as the central information hub of the institution.

• A Website Committee will manage updates and maintenance.

• Faculty and staff will be trained to upload academic and administrative information.

• All important notices and updates will be published regularly.

4.7 Library

• The library will be fully automated with user-friendly software.

• Online Public Access Catalogue (OPAC) will be provided for book searches.

• E-resources, journals, and databases like DELNET will be accessible to students and faculty.

• Circulation, database maintenance, and reporting will be handled digitally.

• Faculty and students can recommend books and e-resources.

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5. Review and Implementation

Behara College of Engineering and Technology is committed to implementing this E-Governance Policy effectively. The policy will be reviewed periodically and updated to align with technological advancements and institutional requirements.