



Metric No. 7.2.1:

Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual. Provide web link to:

Best practices in the Institutional web site

Any other relevant information

Practice – II

1. Title of the Practice:

Implementation of e-Governance:

In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of the functioning of the institution. The institute has implemented a value-added feature, i.e, ERP for students, parents and staff members. This facility provides an access to student's attendance and performance which the parents also can access online. The student lifecycle module digitizes the process of admission, time-table, attendance, exam and grading.

2. Objectives of the Practice:

The goal of e-governance is to make good governance even better. Participation, openness, and being held responsible are often signs of good governance. Recent improvements in communication technologies and the Internet have made it possible for Institute administrations to work together in new ways, which will help achieve good governance goals. Information technology can help get more employees involved in governance at all levels by allowing online discussion groups and making it easier to move quickly and do their jobs well. The College may be able to give better service in less time, which is good for the Institute because it makes governance more efficient and effective. Also, the costs of doing business can go down and services can be easier to get.

3. The Context:

- E-Governance strengthens the very fabric of democracy by ensuring greater student, staff and parent's participation at all levels of governance in institution.
- As the information regarding every activity of institution is easily available, it would make every department responsible as they know that every action of theirs is closely monitoring and audited.
- Bringing in Transparency, Accountability, and timely resolution of process vulnerability that exist within higher education system.
- Empowering students and other stakeholders.
- Promoting autonomy, innovations and academic reforms in institutions of higher learning.



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- Providing opportunities of higher education to socially deprived communities and removing disparities by promoting the inclusion of women, minorities and differently-abled persons.
- It makes an excellent way for ties between alumni and the institution and continues with the program of lifelong learning and get help to the institutions for placement.

4. The Practice:

E-Governance at S.R.K.R. Engineering College uses the latest technology to create a system that can handle all of the challenges that come with running an engineering college. It automates every part of an educational institution and lets you process information and manage knowledge in real time. It is an integrated solution that makes it easier for its stakeholders to process and keep track of a lot of information. S.R.K.R. Engineering College has implemented e-governance in the areas of operation of:

i. Administration:

S.R.K.R. Engineering College tries its best to keep pace with the recent applications of e-governance in terms of various functions being performed digitally. A well-equipped General Computer Centre (GCC) established in the College to monitor and regulate smooth functioning of computer systems and to address all IT related issues so that maximum benefits can be ensured. Students and staff-members are provided with help-desk pattern assistance and are supportive through GCC. The GCC also provides an access to the e-journals, e-books, infolibnet etc.

Online official communications regarding academics and administration are realized through WhatsApp, e-mails, SMS Software and other social media apps, which in turn reduces paper usage on the campus.

The college has ERP software i.e. web-based **BeeS ERP Software** (developed by M/s Bees Software Solutions Pvt. Ltd.), which was implemented in the year of 2009 onwards.

ii. Finance and Accounts

As a basic ingredient of the e-governance concept and as per the instructions of the government, all kinds of financial transactions are cashless. The salaries of employees including remuneration for the examinations are paid online through NEFT/RTGS and rarely by cheques. Apart from that, the payment of scholarships and all purchasing transactions are made cashless to maintain transparency and financial accountability in the system. All financial related tasks are managed through **Tally ERP9** software for smooth and secured functioning. Outlined below are some of the major transactions being performed digitally at the college level:



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- Online payment of examination and admission fees.
- Pay bill preparation & management of various scholarship schemes.
- All kind of payments including salaries to the staff-members.
- Disbursement of salary slips & accounting of GPF.

iii. Student's Admission and Support:

Institutional operations for online admission to various courses/classes are performed with the support of qualified and skilled staff without missing the element of transparency and the order of merit. The online admission and support activities include the following aspects:

- Disclosure of admission rules/schedule on webpage.
- Verification of documents, payment of fees & other admission formalities.
- Preparation & publication of admission rolls and related statistics.
- Admission related data management.
- Disclosure of student-centric information/data/materials on website.
- Maintenance of students' attendance in web-based formats.

The afore-mentioned digital functions are realized online through internet with support of ICT based infrastructure available in the college.

iv. Examination System

Under the scheme of autonomy there is a fully computerized Examination Cell which conducts examinations, maintains curriculum and publishes results online for different courses/programs. From 2017 onwards, the examination management is all done through fully customizable rigorous security features i.e *i –Campus software*, developed by M/s D Base solutions Inc. The digital features of examination system include:

- Online registration, fee payment & issuance of admit cards on web address.
- <https://services.billdesk.com/console/>
- Intranet for entering CCE marks and other data.
- Declaration of results on website.
- Preparation of mark-sheets and degrees.



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The college administration is committed to an automated examination system based on the features of e-governance for bringing reliability & efficiency into the system and eventually to improve the quality of education.

v. Library:

The central library at S.R.K.R. Engineering College holds the credit of housing massive stock of books and reference materials. To magnify its strength, more and more e-learning resources are added as and when available for the benefit of the faculty and the students. The library holds the membership of DELNET, NList and also provides e-learning, reading room, book bank, reference section with reprographic and scanning facility. The digital learning centre has 250 systems and printed books are also available in the reference section. The library is presently using *BeeS ERP software* for its internal working and updates it time to time. It needs to update timely. The library is fully integrated with Barcode Technology where user can enter, search a catalogue, borrow and return the books on his own. Similarly new e-learning resources are identified and subscribed taking into account the recommendations of the library advisory committee. Recommendations of the faculty and the students are also taken into account while subscribing to the resources. Appropriate training to the staff and the students for using the e-learning resources should be provided as and when necessary.

5. Evidence of Success:

E-Governance has changed the way things are run at S.R.K.R. Engineering College. The e-governance system is made to be easy for people to use, save time, and save money. The S.R.K.R. Engineering College can implement full supervision of all service units in the office through the ERP software. The Administration communicates with Governing Body members as well as the teaching and non-teaching staff through email. All important administrative information including notices is regularly published on the website.

The accounts of the institution are maintained through the Tally software which reduce the paper work, manual errors and enhance the speed and transparency. All financial transactions through online banking saves time. The college website acts as a mirror of the college information. Student information and online transaction interfaces are provided on the website. College has a full time web developer and team members. Alumni portal is provided on website for the information of pass out students. Examination Process is handled through *i-Campus* software. Filling in of examination forms, obtaining admit cards, uploading of marks etc. are all done in online mode. College Examination Cell oversees the complete



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process of examination under the guidance of the Examination Controller of the institution. All these processes make our students meet the ever evolving demands in today's highly-competitive environment

To achieve the target of going paperless, IQAC committee members of it started using 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 of Students, Parents.

The college campus is equipped with CCTV Cameras installed at various places of need. WhatsApp Group helps to provide the brief notices of any event to be happened on college. WhatsApp Groups are also used for awareness and of smooth functioning of the same.

6. Problems Encountered and Resources:

For e-Government to work well, all stakeholders or at least the vast majority of them must be able to use the Internet. So, to connect to websites, you need a device that can connect to the Internet. Institutions also need high-tech servers and security systems to deal with the huge amount of information and the complicated cyber threats they face. All of these are an expensive investment. Some students may have trouble using e-Government if their internet connection is slow or goes in and out. Some people may not have infrastructure because they cannot pay for it. Also, not all resources are appropriate for all stakeholders based on their culture. For e-governance to work well, it needs security, a database of best practices, and more ways to analyse information, among other things. For making and collecting online information, there needs completely new infrastructure, procedures, policies, and work skills.

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