e - Governance Policy

Ref: TKRC/POLICY/September-2026/2

Sub: with reference to the Governing Body minutes of meetings held on 17.09.2026

The Apex Decision making body of the TKR College of Engineering and Technology (Governing Council) has decided to automate all the various operation of the instructions in an integrated manner in order to enable transparency, clarity in different functionalities of the instructions pertaining to teaching learning (Academic), administration, Examinations, Finance and accounting, admissions and support. The TKR College of Engineering and Technology (TKRC) has taken several policy initiatives in thee-Governance domain that are crucial for achieving the vision and objectives of the Institute. Effective implementation of e-Governance is a key component of TKRC. These policy initiatives are an endeavor to chart out the roadmap for implementation of e-Governance. They cover a number of important areas, Administration, Finance and Accounts, Student Admission and Support, Examinations and Library.

In this direction a few venders/service providers of ERP software are called and quotations are invited as per the directions of the Governing Council, suitable ERP has been deployed and put in to the appropriate use, required training has been given for teaching and non-teaching fraternity of the college with a view to get the optimal benefits from the software and strangle connect with stake holders. Website is put in to full use as a vital information source to all the stakeholders and all-important communications/ circulars notices are made available in web site to ensure reaching of information to the needy any time anywhere. SMS feature has been put in to maximum use to stay connected with parents, students and staff for the purpose of intimating absentees, academic performance, holidays and other required information

Objectives:

I. Implementation of e-Governance in various functioning of the Institution.
2. Achieving efficiency in the functioning
3. Promoting transparency and accountability.
4. Achieving paperless administration of the Institution.
5. Facilitating online internal external communication between various entities of the institution.
6. Providing easy access to information.

7. Making the institution visible globally.

Policy:

I. 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 our functioning.

2. The institution has resolved to implement e-Governance in many more areas and with this aim view; we have drafted this policy framework.

3. To have integrated, user-friendly ERP solutions to automate various modules like teaching learning (Academic), administration, Examinations, Finance and accounting, admissions and HR wings of the intuitions and providing the adequate training to all the staff for effective use.

Standard Operating Procedure (SOP): Various venders are identified and called for demonstration, comparative statement with unique features have made and the basis of recommendation by the concern committees and direction of the GC vendors for EPR, WEB site development and maintenance, SMS services Digital Marketing partners are shortlisted and procured the necessary support to promote and practice e governance

Areas in thee-Governance:

For ease, the policy is divided into various areas of operations. These areas are illustrative and the Institute reserves the right to implement e-Governance.

1. **Website:** The website of the college needs to be revamped taking into account the new changes. The website should act as a mirror of the college activities and information about all activity's important notices, etc. should be made easily available to the outsider. For this purpose, a separate service provider/web designer has been appointed by the secretary of the society. Along with it, training should be given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updating at the college level.

2. **Student Admission and Support:** The College has decided to process all management quota admissions in online mode. This will cover admissions to all courses of UG &PG. For this purpose, an online application made available in the website, the candidates who are interested to take admission in this institute need to fill online application with supporting documents like qualifications, category etc. to meet the eligibility criteria. The secretary of the society is given the authority to take appropriate decisions and identify the persons responsible for implementation of this aspect of the policy.

3. **Finance &Accounts:** Foe ease of maintaining accounts, requirements should be assessed by the secretary by discussion with accountant and other accounts staff and accordingly security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating of the existing software's must be done on timely basis.
4. **Library:** We have the privilege of having one of the best libraries in the country. To continue with this legacy, we need to add more and more e-learning resources for the benefit of the teachers and students. Library is presently using NGL 3.2 Helium software for its internal working. It needs to be updated timely. Also, the new e-learning resources like journals, digital library etc. should be identified and subscribed taking in to account the recommendations of the library advisory committee. Recommendations of the teachers and students also need to be taken in to account while subscribing to these resources. Appropriate training to the staff and the students for using the e-learning resources should be provided.
5. **Administration:** To provide a hassle free, convenient process, maximum of the administration should be handled with ICT based technology. Facilities should be provided for online leave management of employees, internal communication between employees etc. Students also must be able to obtain maximum services like transfer certificates, Bonafide certificates, transcripts, Assignments etc.
6. **Examination and Digital Evaluation:** Being an autonomous institution and as per the directions of the Parent University, it is mandatory to handle internal examinations in online manner. Filling of examination forms, paying examination fee, revaluation forms, photo copy forms, generating hall tickets, receiving of examination papers, uploading of marks etc. everything has to be done in online manner. The Digital Evaluation System enables evaluators to mark a scanned script or online response on the computer screen itself. This results in the reduced threat of errors and malpractices, thus improving the accuracy of the evaluation process. Utmost secrecy and confidentiality need to be maintained while handling examinations and work needs to be done with utmost care and caution. College examination officer needs to supervise the entire process of examination under the guidance of head of the institution.
7. **Alumni:** In order to strengthen alumni interaction, a separate alumni portal tab should be started providing facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose, a separate agreement can be entered in to suitable service providers by the secretary and separate alumni

coordinator at the college level.

8. **Attendance:** Faculty and Students on line attendance system makes easy to monitor. Faculty will mark attendance after entering login credentials in to academic's portal. Students' attendance will be marked when they attend
9. **Transport**: College Buses ply exclusively for students connecting main locations in the city and showing every route address with timings. Respective route driver is provided with contact number for easy communication.