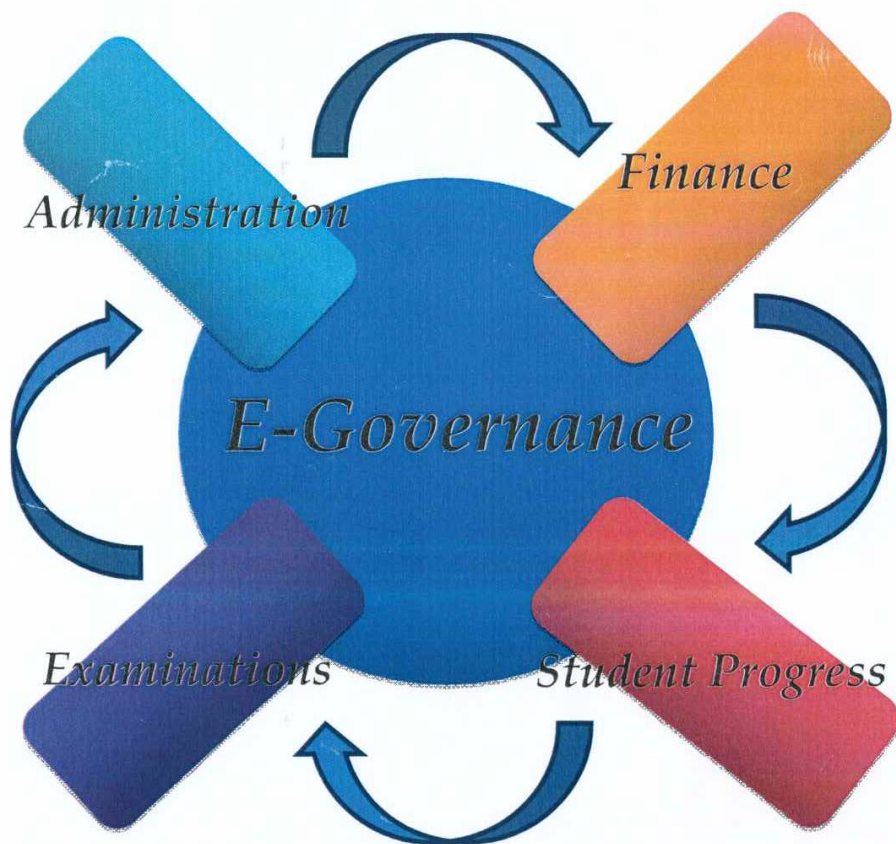




**sasi** INSTITUTE OF  
autonomous TECHNOLOGY &  
ENGINEERING

Accredited by **NAAC** with **"A"** Grade,  
Recognised by **UGC** under section 2(f) &12(B)  
Approved by **AICTE** - New Delhi  
Permanently Affiliated to **JNTUK, SBTET**,  
Ranked as **"A"** Grade by Govt. of A.P.,

## E- GOVERNANCE POLICY





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## E- GOVERNANCE POLICY

The Institute has adapted an E-Governance policy with an intention of effective implementation of various administrative and academic activities for better transparency and accountability. The E-Governance is extended for almost all activities in the institution including Administration, Examinations, Finance and Accounts, Student Admission and Support.

### **1. Administration**


Sasi Institute of Technology and Engineering implemented E-Governance in all administrative activities. The Institute use **BeeS ERP software** (e-Cap software upto academic year 2021-22) for the below mentioned functionalities.

- Students admission process
- Management of academic records
- Maintenance & disclosure of comprehensive information on its web-page
- Staff payroll
- Issue Transfer, Study and Bonafide certificates
- Management of e-resources in the library

### **2. Finance and Accounts**

To comply with government rules and regulations, all kinds of financial transactions in the Institute are cashless. In this regard, the Institute uses **Tally software** (e-Cap software upto the academic year 2021-22) for secured functioning of all financial transactions. Implementation of e-governance in finance and accounts leads to the following aspects.

- The salaries of the employees are credited through NEFT/RTGS
- Apply and issue of scholarships and grants through cashless to maintain transparency and accountability in financial transactions.
- Generates sophisticated software analysis for profit and loss, balance Sheet etc. using Tally software.

  
Principal  
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- Encourages online payment of tuition fee and examination fee.
- Generate salary slips and accounting of EPF.
- Timely disclosure of budget or finance data on the Institute website.

### 3. Student's Admission and Support


Student admission for UG and PG courses is done based on various quotas prescribed by the government of A.P. All the seats under convenor quota are filled through online process in web portal provided by A.P. State Council of Higher Education (APSCHE). Admission into other quota seats is done internally through **BeeS ERP software** (e-Cap software upto academic year 2021-22). The Institute is also equipped with **SMS Striker software** for communication from the Institute to parents students and staff. The following are some of the activities related to the student admission and support activities.

- Timely display of admission rules and schedules on the Institute webpage.
- Maintenance of student attendance through BeeS ERP.
- Manage various student related scholarships and grants.
- Prepare statistical analysis of admission and student support data.
- Online verification of documents, fee payment and other admission formalities.

### 4. Examination System

Being an Autonomous institution, all the Examination reforms are strengthened by implementing e-governance. Curriculum development, conduction of examinations and publishing of results are made online through **BET (BeeS Examination Toll) PLUS software** from the academic year 2022-23 (done through e-cap till the academic year 2021-22). The digitization of Examination system results the following features.

- Availability of students examination records online through BET PLUS software
- Provides online portal for payment of examination fee.
- Declaration of results online through Institute website.
- Online platform for students to view their internal and external marks/grades.
- Maintain good interaction between examination system and students to raise their discrepancies.

  
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## 5. Library

The Institute houses massive stock of books, journals and including e-content and e-journals related to all branches of the engineering and management. It facilitates reading room, book bank, reference section, reprographic and scanning facility etc. For proper record and maintenance of these resources, the central library is utilizing **NGL-(New Gen Lib) Library Management software**. The software covers the maintenance of various memberships link DELNET and NList.

The central library is integrated with Barcode Technology to access, search catalogue, borrow and return books. Similarly procure new e-learning resources and subscription for new e-content will be done in the online mode after taking into account the recommendations of the library advisory committee.



  
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