



# SHREE DEVI INSTITUTE OF TECHNOLOGY

A UNIT OF SHREE DEVI EDUCATION TRUST(R)

(Approved by AICTE, New Delhi, Affiliated to Visvesvaraya Technological University, Recognised by Govt. of Karnataka)



## Criterion 6- Governance, Leadership and Management

### Key Indicator- 6.2 Strategy Development and Deployment

#### 6.2.2 Institution implements e-governance in its operations

1. Administration including complaint management
2. Finance and Accounts
3. Student Admission and Support
4. Examinations

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## Annual E-Governance Report



### SHREE DEVI INSTITUTE OF TECHNOLOGY

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#### CIRCULAR

Date: 08/01/2021

The Governing Council meeting is scheduled on 16<sup>th</sup> January 2021 at 11 A.M. Due to current Pandemic situation the meeting was conducted online through Google Meet. All the members are requested to login via Google Meet.

#### Agenda of the meeting:

1. Presentation of admission statistics 2020-2021.
2. Presentation of academic progress/ University results of academic year 2019-2020.
3. Presentation of Placement Statistics.
4. Ratification of appointment of faculty members recruited.
5. Audited statement of expenditure for the year 2019-2020.
6. Budget for the financial year 2021-2022.
7. Discussion on Perspective Plan 2018-2023.
8. Any other matter(s) with the permission of the honorable Chairman.

Copy for information to,

- All the members of GC

  
PRINCIPAL  
SHREE DEVI INSTITUTE OF TECHNOLOGY  
KENJAR

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### **Minutes of GC Meeting held on 16/01/2021**

Proceedings of the Governing Council Meeting held on 16<sup>th</sup> January 2021 at 11 A.M.. Due to current Pandemic situation the meeting was conducted online through Google Meet.

#### Members Present:

1. Mr. A Sadananda Shetty – Chairman
2. Mr. Nidhish S Shetty- Vice Chairman
3. Mrs. Maina S Shetty-Secretary
4. Mrs. Priyanka N Shetty – Trustee
5. Dr. K.E. Prakash - Member
6. Prof. Anand S Uppar –Member
7. Dr. Vijaya D P Alva – Member
8. Dr. Dilip Kumar K – Member Secretary

#### Members Absent:

Dr. K.R. Dinesh– Vice Chancellor's Nominee

#### **Agenda:**

1. Presentation of admission statistics 2020-2021.
2. Presentation of academic progress/ University results of academic year 2019-2020.
3. Presentation of Placement Statistics.
4. Ratification of appointment of faculty members recruited.
5. Audited statement of expenditure for the year 2019-2020.
6. Budget for the financial year 2021-2022.
7. Any other matter(s) with the permission of the honorable Chairman

The Chairman welcomed all the members and initiated discussions of the agenda. The Principal presented the proceedings of the previous Governing Council Meeting held on 23/11/2019 and approved the same.

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- 1. Presentation of admission statistics 2020-2021:** The member secretary presented the admission statistics for the academic year 2020-2021. The Chairman advised the members to formulate an effective strategy to improve the student's admission for the branches wherever less admissions were observed.
- 2. Presentation of academic progress/ University results of academic year 2019-2020:**  
The member secretary presented details of student achievements in various events, university ranks and university results. The members of the governing council appreciated the academic progress.  
**Ms. Veekshitha Kumari from MCA Department secured 2<sup>nd</sup> rank**
- 3. Presenting Placement Statistics:** The member secretary of Governing Council presented the placement statistics of the academic year 2020-21. He informed the members that the total of 120 offers were made to the students during the current academic year.
- 4. Ratification of appointment of faculty members recruited after the GC meeting held on 23/11/2019:**

The following members were recruited after the previous GC meeting :

Sl No	Name of the candidate	Designation
<b>Department: Aeronautical Engineering</b>		
1	Ms. Shayani S V	Asst. Professor
<b>Department: Computer Science &amp; Engineering</b>		
2	Mr. Anvitha P	Asst. Professor

The above appointments were noted and resolved to approve the same.

- 5. Audited Statement of Income & Expenditure for the year 2019-2020:** The audited statement of Income and Expenditure for the year 2019-2020 presented and approved the same.
- 6. Budget for the financial year 2021-2022:** The member secretary presented the budget for the financial year 2021-2022 for the approval of governing council. The members of the council discussed about the proposed budget and approved the same for financial year 2021-2022.

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7. **Discussion on Perspective Plan 2018-2023:** The Principal presented the progress on the Five Year Perspective Plan of the institution. The Principal proposed to procure ERP for effective execution of e-governance. The members approved the same. It is decided to increase training programs to students and collaboration with the industries to strengthen the industry-institution interaction.

The meeting concluded with vote of thanks by the Principal.

  
(Dr. B. K. Kumar K)  
Principal  
SHREE DEVI INSTITUTE OF TECHNOLOGY  
KENJAR

Copy to:

1. The Vice-Chairman , SDET
2. The Director , SDIT
3. The GC

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## E-Governance Policy Document



### Shree Devi Institute of Technology

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### E-Governance Policy

Shree Devi Institute of Technology takes a holistic view on the E-Governance initiatives across various activities of the institution in an efficient manner.

#### Purpose and Objectives:

The aim of this policy document is:

- To ensure effective implementation of e-governance across all the functions within the institution.
- To review, replace, complement and/or supplement the physical governance infrastructure with e-governance facilities for improving the efficiency of various functions within the institution.

#### Scope of the Policy:

The scope of this policy covers day-to-day operations of various functions and processes within the institution, namely, general administration, establishment of ICT Infrastructures, Student Administration, Admission, Online classes and Examination, etc. facilitating all the stake holders in the institution viz. the administrative staff, teaching faculty, non-teaching staff and students.

#### Elements of Policy:

Implementation and upgradation of Information and Communications Technology (ICT) enabled processes in the various realms of e-governance at Shree Devi Institute of Technology are enumerated below:

##### • E-Governance in Administration:

- All functionaries in administrative offices shall be adequately equipped with ICT-enabled systems with software and internet facilities, wherever required, for necessary connectivity.
- The administration of the institution shall be equipped with a customized user-friendly Enterprise Resource Planning (ERP) solution to manage students' attendance and internal assessment etc.



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- All the classrooms, conference rooms and the seminar rooms shall be furnished with ICT-enabled projectors and screens.
- CCTV-cameras shall be installed and maintained at all strategic locations to ensure proper surveillance.
- The institution shall develop and maintain a user-friendly interactive website to disseminate general information as well as updates to its students, teaching and non-teaching staff and to the public, in general.
- The institution shall ensure that all the faculty members and non-teaching staff are imparted special ICT training programs for their continuous growth.
- The institution shall also ensure that all the students are sufficiently skilled to benefit from ICT-enabled systems.
- The institution shall also subscribe to online platforms to support online teaching-learning process, trainings, lectures, webinars and other official interactions etc.
- **E-Governance in Student Admission and Support:**
  - The institution shall adopt online mode of admission process as mandated by university from time to time.
- **E-Governance in Examination:**
  - The institution shall adopt examination portal of the university for performing exam related processing e.g., generation of admit card, conducting the examination etc. as mandated by university from time to time.

**Expected Outcomes:**

The outcomes expected from this policy include:

- The overall improvement in the productivity of the institution through simplification and digitization of the various processes across various functions.
- Ensuring transparency and accountability in all the functioning bodies of the institution.
- Providing speedy response to student centric queries or problems.

  
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Principal  
SHREE DEVI INSTITUTE OF TECHNOLOGY  
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