



Bhoj Reddy Engineering College for Women
Vinaynagar, I S Sadan X Roads, Saidabad, Hyderabad - 500 059, Telangana



E-GOVERNANCE POLICY

Approved by AICTE, New Delhi & Affiliated to JNTUH,
Hyderabad Accredited by NAAC
Saidabad, Hyderabad – 500 059

Bhoj Reddy Engineering College for Women

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E-GOVERNANCE POLICY

Bhoj Reddy Engineering College for Women (BRECW), Hyderabad, adopt Information and Communication Technology (ICT) to automate, streamline, and manage academic, administrative, and financial operations.

BRECW implements e-governance through the **UniCampus ERP Portal** designed and developed by Intense Technologies Limited with an aim to bring transparency, accountability and efficiency in academic, finance and administrative functions and improve communication between management, faculty, staff, students and alumni.

The College recognizes e-governance as an essential tool for improving institutional effectiveness, ensuring efficient service delivery, promoting paperless administration, and facilitating data-driven decision-making.

Scope of the Policy

This policy extends to the following areas:

- General Administration
- Student Admissions
- Academics
- Faculty Classwork Management
- Examination Management
- Result Analysis
- Employee Attendance and Leave Management
- Accounts and Finance
- Library Information system
- Document Management System
- Feedback Management
- Dashboard and Analytics

Objectives

The objectives of this policy are:

- To implement e-governance in all institutional functions for efficient management and service delivery.
- To promote transparency, accountability, and responsiveness.

- To provide quick and easy access to information for all stakeholders.
- To reduce paperwork through digital processes and documentation.
- To strengthen data management, security, and accessibility.
- To improve decision-making through real-time reports and analytics.
- To facilitate seamless communication among students, faculty, staff, alumni, and management.
- To establish a fully automated library and academic support system.

E-Governance Framework

The College utilizes the UniCampus ERP Portal as its primary e-governance platform for managing academic, administrative and finance processes. The ERP system supports various institutional functions through integrated modules and provides centralized access to information for faculty, staff, management, students and alumni.

The UniCampus ERP consists of the following modules:

- Academic Module
- Admissions Module
- Examination Branch Module
- Result Analysis Module
- Leave Management Module
- Biometric Module
- Accounts Module
- Feedback Management System
- Dashboard Module

The system is used by faculty members, administrative staff, management, and students for day-to-day academic and administrative activities.

Apart from the UniCampus ERP modules, the College utilizes VTLS Virtua Library Management Software for library automation and Tally software for financial accounting and reporting which will be integrated with ERP in later stage.

Website Management

The College website serves as the primary information portal for all stakeholders.

- The website shall provide updated information regarding academics, admissions, examinations, placements, research activities, events, and institutional achievements.

- Important notifications, circulars, announcements, and statutory disclosures shall be published regularly.
- A Website Committee shall oversee website administration and content updates.
- Authorized personnel shall be provided training for updating and maintaining web content.
- The website shall reflect the vision, mission, activities, achievements, and governance practices of the institution.
- Academic calendars, faculty and staff information, departmental details, admission and examination notifications, placement information, accreditation details, and other important institutional information shall be regularly updated on the College website.

Admissions Module

The admission process is transparent, merit-based, and compliant with the regulations of the Telangana State Council of Higher Education (TSCHE), AICTE, and affiliated university (JNTUH) norms.

Salient features

- Admission notifications and brochures shall be published on the college website.
- Processing Convener quota admissions as per TSCHE allotments.
- Management quota admissions shall follow approved institutional procedures.
- Student applications shall be processed through the UniCampus Admission Module.
- Student data shall be digitally captured and maintained for future academic and administrative use.
- Admission reports and records shall be generated through the ERP system.
- Authorized users may update student information whenever necessary, subject to approval and audit controls.

Academic Module

The Academic Module supports the planning, execution, and monitoring of teaching-learning activities.

Salient features

- Faculty subject mapping shall be performed.
- Timetables shall be maintained digitally.
- Faculty shall record daily attendance through their individual login credentials.
- Monitoring of Student attendance and performance records.

Examination Branch Module

The Examination Branch Module supports examination related processes.

Salient features

- Students shall have access to examination-related information through their login credentials.
- Examination data shall be maintained securely with role-based access.
- University examination procedures shall be followed in accordance with JNTUH regulations.

Result Analysis Module

The Result Analysis Module assists in academic performance evaluation.

Salient features

- Generation of Semester wise result analysis reports.
- Pass percentage and performance trends shall be monitored.
- Data analytics shall support academic planning and continuous improvement initiatives.
- Reports required for NBA, NAAC, and IQAC shall be generated through the system.

Accounts and Finance Module

The Accounts Module supports efficient financial management with appropriate security measures to protect sensitive data.

Salient features

- Financial transactions shall be maintained through UniCampus ERP and Tally software.
- Fee collection, payroll processing, budgeting, and financial reporting shall be computerized.
- Day-wise fee collection reports and fee dues reports shall be generated digitally.
- Online payment modes such as NEFT, RTGS, UPI, and bank transfers shall be encouraged.
- Salary processing, payslip generation, TDS, Provident Fund, and statutory deductions shall be managed electronically.

Leave Management Module

Salient features

- Faculty and staff shall apply for leave.
- Leave approvals shall follow the prescribed hierarchy.
- Leave balances and leave history shall be available through employee login credentials.
- Automated leave reports shall be generated periodically.

Biometric Module

Salient features

- Employee attendance shall be recorded through biometric devices installed across the campus and captured in ERP.
- Attendance reports shall support payroll and administrative functions.
- Attendance records shall be maintained securely for administrative purposes.

Feedback Management System

Salient features

- Student feedback shall be collected online.
- Feedback analysis reports shall be generated automatically.
- Feedback outcomes shall be reviewed for continuous quality improvement.

Document Management System

Salient features

- Institutional records and official documents shall be maintained in digital format.
- Administrative records, reports, circulars, and accreditation documents shall be archived electronically.
- Access to documents shall be controlled through user authorization.
- Regular backups shall be maintained to ensure document security and availability.

Dashboard Module

Salient features

- Real-time institutional data shall be available through dashboards.
- Attendance, examination, admission, and academic reports shall be generated

through the system.

- Dashboards shall support informed decision-making and monitoring of institutional performance.

Library Automation

The College Library functions as a fully automated knowledge resource center using VTLS Virtua an Integrated Library Management Software Solution.

Policy Guidelines

- The library shall provide automated services for cataloguing, circulation, and resource management through VTLS Virtua software.
- Students and faculty shall have access to the Online Public Access Catalogue (OPAC) for searching library resources.
- Barcode-enabled issue and return of books shall be implemented for efficient circulation management.
- The library shall maintain digital records of resources and transactions through a secure database system.
- Advanced search facilities and report generation features shall support effective information retrieval.
- E-books, e-journals, digital resources, and reference materials shall be made accessible to students and faculty.
- Appropriate security measures shall be implemented to ensure safe storage, backup, and retrieval of library data.
- The library shall continuously strengthen its collection of books, journals, and digital resources to support teaching, learning, research, and innovation.

Student Login Services

Students shall have secure access to their academic information through individual login credentials.

Services Available

- Attendance Records
- Examination Results
- Fee Payment Status
- Academic Information

Students shall be responsible for maintaining the confidentiality of their login credentials.

Data Security and Privacy

- Role-based access control shall be implemented.
- User authentication and password protection shall be enforced.
- Regular data backups shall be maintained.
- Institutional data shall be protected from unauthorized access and misuse.
- Data privacy and confidentiality shall be ensured at all times.
- Periodic monitoring shall be carried out to maintain data integrity and security.

Monitoring and Review

- The Principal shall oversee the implementation of the E-Governance Policy.
- IQAC shall periodically review the effectiveness of the policy.
- Feedback from stakeholders shall be considered for continuous improvement.
- The policy shall be reviewed annually and updated whenever necessary to meet technological and regulatory requirements.