



## **E-Governance Policy**

### **Scope:**

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- E-waste Management

### **Objectives:**

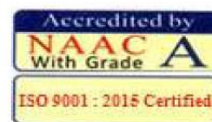
- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the institution.
- To achieve and create a paperless environment in the functioning of institution.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smart boards, Projectors, etc.
- To establish a fully automated Library.

MIC College has designated E - Governance Policy, with primary objective of implementing E-governance in various interactions and services of the institution. This policy will help in achieving efficiency in all the various operations in an integrated manner in order to enable transparency, clarity at different functionalities pertaining to teaching learning (Academic), administration, Examinations, Finance-accounting, library, admissions and HR wings.

- To have integrated, user friendly **Enterprise resource planning** (ERP) solutions to automate various modules of institutional functioning. And adequate training to all the staff for effective use is also planned.
- In this direction, few vendor's/service providers of ERP software are called and quotations are invited as per the recommendation of the ICT/ Technical committee of the intuitions followed by 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.



### **Policy:**

- The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.
- The policy is designed and framed to make each and every function transparent and accountable.
- The College decides to make the following policies and procedure:

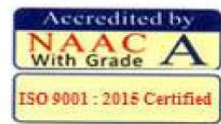
**Website:** The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

**Student Admission:** An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as directed by the govt. of AP.

**Accounts:** The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

**Library:** The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

- The Library is to install fully automated Library Management software which should have an easy to use- Graphical User Interface, intranet support and export facility for most reports.
- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.



- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

### **Administration:**

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance. Monthly Reports should be generated to automatically and used for payroll management.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- The aim is to make the students to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate and proper training to keep them abreast with the new technology.

**Examination:** The college has adopted an online system where students can view their total internal marks at the end of each semester and can report discrepancies, if any. Also the semester end examination results are posted in the student portal. The Examination process is regulated by the University and thus e-governance policy of the University.

### **ICT TOOLS**

- The College to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the academic offices and administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar halls, conference rooms and laboratories.
- Video conferencing Equipment to be made available in conference rooms.