

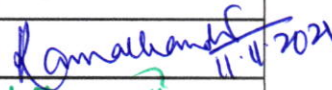
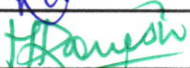
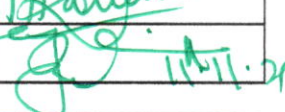
Government College for Men (A), Kadapa

(Affiliated to Yogi Vemana University, Kadapa)

E-GOVERNANCE POLICY

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S. No	Name of the Activity	Activity Done by	Date	Signature
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2	Reviewed by	Dr. M. Ramesh	15.11.2021	
3	Approved by	Dr. G. Ravindranath	18.11.2021	

1. Scope of the Policy

This policy outlines the framework for the implementation and management of e-governance in academic institutions. It covers all digital interactions, data management, and communication processes involving students, staff, and stakeholders to ensure efficient and transparent administration.

2. Objectives of the Policy

- To enhance the efficiency and effectiveness of institutional processes through digital means.
- To promote transparency and accountability in administration and governance.
- To facilitate easy access to information and services for students, staff, and stakeholders.
- To improve communication and collaboration within the institution.
- To ensure the security and privacy of digital data.

3. Policies and Procedures

General Guidelines

- Implementation of E-governance in all functional areas of the institution, to provide a simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To provide Wi-Fi connectivity in the campus
- To ensure that our Classrooms are ICT Enabled

- To ensure easy access for all stakeholders to the fully automated Library.
- Regular audits and updates of digital systems must be conducted to maintain optimal performance and security.
- Training programs for staff and students on the use of digital tools and platforms must be organized.

4. Website

- The college has maintained its own dynamic website by Department of Computer Science.
- The institution's website shall serve as the primary information portal, providing up-to-date information on admissions, courses, events, and announcements.
- The website must be user-friendly, accessible, and compliant with web accessibility standards.
- Regular updates and maintenance of the website content and functionality must be ensured.

5. Student Admission

- Online Admission application makes the admission management easy for students in terms of register online, pay the admission fee, seat allotment as per reservation laid down by AP Govt.
- This enhanced transparency and quick admission process than offline admission.
- The admission process shall be conducted through an online portal, allowing for application submission, fee payment, and document verification.
- Clear guidelines and timelines for the admission process must be provided on the institution's website.

- Online support and helpline services should be available to assist applicants.

6. Accounts

- **e-Office Management:** The college have been using the National Informatics Center's e-Office, ensuring easy, transparent, prompt file disposal within set timelines and tracking of e-files seamlessly.
- All financial transactions, including fee payments and salary disbursements, shall be managed through secure online systems.
- Digital records of all financial transactions must be maintained and audited regularly.
- Online portals for fee payments should provide multiple payment options and real-time transaction status updates.

7. Library

- The Library shall install fully automated ILMS (INFLIBNET Learning Management Service) software.
- The use of the N-List allow library database searching by entering preferred terms for information retrieval.
- The library catalog shall be accessible online, allowing students and staff to search for and reserve books and resources.
- E-books, journals, and other digital resources should be made available through the library portal.
- Online systems for borrowing and returning books should be implemented to streamline library operations.

8. Administration

- Administrative tasks such as attendance, leave management, and timetable scheduling shall be managed through C-TLP app and AP FRS App.
- Communication between administration and staff/students should be facilitated through online platforms such as WhatsApp.
- Reports and records should be maintained digitally to ensure easy access and retrieval.

9. Examination

- **SPRS & SPES for COE Automation:** College made MOU with Manasa Solutions Pvt. Ltd for automation of COE activities.
- Examination processes, including registration, timetable publication, and result declaration, shall be conducted online.

10. ICT Tools

- The institution shall invest in robust ICT infrastructure to support all digital initiatives.
- Regular training and support must be provided to staff and students on the effective use of ICT tools.
- The use of collaborative tools and platforms should be encouraged to enhance teaching, learning, and administration.




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