



S.T.S.N. Govt. Degree College
KADIRI - 515591
Sri Sathya Sai (Dist.) A.P.



POLICY ON E-GOVERNANCE

Scope:

The scope of this policy extends to the following areas:

- ✓ General Administration (E-OFFICE)
- ✓ Student Admission (OAMDC)
- ✓ Examination (JNANABHUMI)
- ✓ Library (INFLIBNET)
- ✓ Accounts and Finance (F-MAP)
- ✓ ICT Infrastructure (Wi-Fi)
- ✓ Grievances (e-CEGRaM)

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 college.
- To achieve and create a paperless environment in the college.
- 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.

Policy:

- ✓ The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, redressal grievances 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.

Student Admission:

An open and transparent strategy for the admission process is followed through OAMDC. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process.

Accounts:

The College maintains its all financial transactions through F-Map, an APP designed by APCCE.

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 continues to subscribe to new journals and books regularly.

Administration:

- ❖ Attendance Management Software to be used by Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- ❖ 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.
- ❖ Students must be able 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 training and development to keep them abreast with the new technology.

Examination:

The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

Alumni:

In order to strengthen our alumni relationships, a separate alumni icon with proper dropdown box has been provided in the college website to have more interaction with our rich alma mater in getting their advice.