25. E-Governance Policy

Introduction:

Aditya Engineering College has designed E-Governance Policy, with the 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 of the instructions in an integrated manner to enable transparency, clarity in different functionalities of the instructions about Administration, Finance accounting, Admissions, Teaching & Learning (Academic), Examinations, and Library, etc.

To have integrated user-friendly Enterprise Resource Planning (ERP) solutions to automate various modules of Institutional functioning, adequate training to all the staff for effective use is also planned. By the direction of the Institution Governing Body, suitable ERP has to be deployed and put into the appropriate use. The required training has to be provided for the staff members of the institution to get the optimal benefits from the software and connect with stakeholders.

The website is put to full use as a vital information source to all the stakeholders and all-important communications/circulars notices are made available on web site to ensure reaching of information to the needy any time anywhere. The access has been given to various stakeholders to maximize the use to stay connected with parents, students, and staff to intimate absentees, academic performance, holidays, and other required information.

Objectives:

1. Implementation of E-governance in various functioning of the Institution
2. Achieving efficiency in the functioning
3. Promoting transparency and accountability
4. Achieving paperless administration of the Institution
5. Facilitating online internal and external communication between various entities of the Institution
6. Providing easy access to information

Implementation:

The policy is broadly divided into the following modules.

1. **Administration**: To provide a hassle-free convenient maximum of the administration of the Institution should be handled with technology. Facilities should be provided for online leave management of employees, management of the departments, etc. Parents & Students also must be able to obtain maximum services like transfer certificates, bonafide certificates, etc. in online mode through the Academic module. Apart from issuing the certificates to the students, there are other provisions like maintaining the attendance, time tables, feedback report, etc.

2. **Finance & Accounts**: For ease of maintaining accounts, the Institution has to use ERP Software to monitor financial activities. Appropriate security measures should be taken for maintaining confidentiality of the transactions. This module should include the

facilities like tuition fee, hostel fee, transport fee etc., For this, payment gateways to be explored and ensured to be integrated in ERP. It should be updated in future also with all payment gateways introduced, if any.

3. **Student Admission & Support**: The University shall process all the counselling and admissions in online mode. This module will cover admissions to all the programmes offered by the Institution. To extend the student support the Institution needs to maintain additional information like - Student personal information, Parent / Guardian details, Academic record, Counselling information

4. **Examination**: All online open houses shall be automation manner. Filling of examination forms, re-evaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, examination fee & issue of certificate etc. everything has to be done in online manner. Utmost secrecy and confidentiality need to be maintained while handling examinations and work needs to be done utmost care and caution. Examination controller needs to supervise the entire process of examination under the guidance of the University and it must be updated time to time based on technology update.

5. **Library**: We have the privilege of having one of the best libraries in the country. To continue with this legacy, we need to add more and more e-learning resources for the benefit of the teachers and students. Similarly newer e-learning resources journals, databases etc. should be identified and subscribed taking into account the recommendations of the library advisory committee. Recommendations of the teachers and students also need to take into account while subscribing to these resources. Appropriate training to the staff and the students for using the e-learning resources should be provided. This is should be integrated with ERP.

<div align="center">———◆◈◆———</div>

PRINCIPAL
Aditya Engineering College
SURAMPALEM