ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC
Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

E GOVERNANCE POLICY

Electronic Governance or E-Governance can be defined as the usage of information and communication technology (ICT) by the organization to provide and facilitate required service, exchange of information, communication ,transaction and integration of various standalone system and service thereby creating transparent, paperless and automated data systems

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. To monitor all the activities of the college
7. To make campus Wi-Fi enabled
8. To established a fully automated Library

Policy:

1. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
2. The institution has resolved to implement e-governance in the areas of administration, academics, finance and examinations and with this aim we have drafted the policy.

Website:

In general institute website www.acoe.edu.in will act as an information center for all stake holders and it will reflect the activities carried out inside the college. So policy is made to disseminate all the details in website like circulars, all departmental activities, courses offered, important announcements etc.,

1. **ADMINISTRATION:**

   a) AUTOMATION: It's a College Automation Package, designed and developed by Webpros Solution Pvt Ltd, Visakhapatnam. The details are mentioned below.

Package Highlights	
	➢ Internet or Intranet enabled Application.
	➢ User Levels with Access Right for Data Security.
	➢ Course/Batch/Category/Student Fee Due Reports.
	➢ Tracks Performance of Scholarship Students.
	➢ Fee/Attendance Reminders and Progress Reports.
	➢ Attendance & Marks Analysis.
	➢ Integration with Attendance Capturing Devices.
	➢ Accounts Module
	➢ Employee Module.
	➢ Library Module.
	➢ Login for Students/Parents to access data online.

   Note:

   - To efficiently use the above package highlights the institutions has two coordinators over college level and each department level coordinators to guide other faculty members.
   - College level coordinator must see for the customization based on the requirement of the institutions.

   ERP software terms and conditions:

   1) Software must be installed in server which is provided by the institutions.
   2) Software must be in executive from and customization as per the institutions must be done.
   3) 24/7 service support must be extended through online or offline to solve our query.
   4) 100% payment shall be made on completion of installation and training of all the modules of the software.

b) **Biometric Attendance:** Biometric attendance is available at ACOE for all the staff (teaching, technical and admin), it is useful for attendance management system in the organization to improve the governance.

c) **CCTV:** Excellent and modernized coverage of the ACOE campus that includes places like, corridor, laboratories and canteen which helps the administration to monitor all the discipline issues at the maximum level.

2. FINANCE AND ACCOUNTS

ECAP software is used by ACOE, which is very simple to use, able to manage GST compliance.

3. STUDENT ADMISSION AND SUPPORT:

a) **Automation:** ACOE uses a highly evolved automation for all the information in a sophisticated manner, the key feature includes id card generation to the new students and having complete information on transport facilities, hostel facilities etc., the student is planning to avail.

b) **Library:** The library module in the ECAP software provide cataloguing, searching, member/patron management, an acquisition system and circulation (issues, returns and reserves).It helps the students and faculty members of ACOE in utilizing the library to maximum level.

4. EXAMINATION:

a) **Website:** ACOE maintains and updates its website on regular basis which is governed by the website committee. Each and every important event and development is highlighted in college website. The college provides link of results to the student in the website for easy accessibility.

b) **JNTUK exam portal:** A well-organized JNTUK exam portal to upload students' attendance, to download the JNTUK question papers, to download the hall tickets, to upload the marks scored by the students and to know the results.

c) **Automation :** ACOE upload the mid I and mid II as well as lab internal and external marks in the automation which helps the faculty and students to simplify the work by expanding the testing capacity, get faster feed backs and improves the quality.

Principal

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Aditya College of Engineering
SURAMPALEM-533 437

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ANNUAL E-GOVERNANCE REPORT

The college has emphasized the need for providing quality education with suitable ERP policy. Implementation of fool proof designs for quality assurance has been one of the prime motives of the institution. The details are mentioned below:

ADMINISTRATION:
i. Automation: The College Administration has been equipped with computerized E-CAP software which has been found satisfactory.
ii. Biometric: Implemented a pertinent computerized tool for identifying and authenticating the members of the institution.
iii. CCTV: Installed for coverage of the ACOE campus that helps the administration tomonitor all the discipline issues at the maximum level

FINANCE AND ACCOUNTS:
ECAP software is used by ACOE, which is very simple to use, able to manage GST compliance.

STUDENT ADMISSION AND SUPPORT:
Library: The library module in the ECAP software provide cataloguing, searching, member/patron management, an acquisition system and circulation (issues, returns and reserves).It helps the students and faculty members of ACOE in utilizing the library to maximum level.

EXAMINATION:
a) Website: ACOE, maintains and updates its website on regular basis which isgoverned by the website committee.
b) JNTUK exam portal: A well-organized JNTUK exam portal to upload students'attendance, and to access student performance
c) **Automation:** ACOE upload the Mid I and Mid II as well as lab internal and external marks in the automation software.

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