PriyadarshiniInstituteofTechnology& Science

Chintalapudi,NearTenaliGuntur-522306.
UnderManagementofINDIRAEDUCATIONALSociety,Hyderabad.
College Code: X2, Recognized by Govt of A.P.
ApprovedbyAICTE,NewDelhi&AffiliatedtoJNTUKakinada

6:Governance,LeadershipandManagement

6.2StrategyDevelopmentand Deployment	6.2.2Thefunctioningofthe institutional bodies

6.2.2(1)Policy on E-governence

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E-GOVERNANCE POLICY

E-governance, or Electronic Governance, is the application of information and communication technologies to transform effectiveness. Effectiveness, transparency and accountability of informational and transactional exchanges within the college and other agencies to empower the stakeholders through access & use of information are both governance of the environment and governance within that environment, using electronic tools.

Priyadarshini Institute of Technology Science has designed an 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, in order to enable transparency and clarity in the different functionalities of the instructions pertaining to administration, website, student admissions, examinations, finance-accounting, library, and learning management systems.

Various vendors are identified and called for demonstration on the basis of recommendations by the concerned authorities and directions from the vendors for 1 DESIGN HUB, CMS site development and maintenance, and SMS services. Digital Marketing partners have been shortlisted and procured the necessary support to promote and practice E-governance we have integrated, user-friendly I DESIGN HUB and CMS

Solutions automate various modules of institutional functioning, and adequate training for all staff for effective use is also planned.

Scope:

The College implements e-governance in all aspects of functioning, like the library, Admission, Administration, Examination, Accounts and finance, etc. The policy's designed and framed to make each and every function transparent and accountable.

The scope of this policy extends to the following areas

1. General Administration
2. Website
3. Student Admission
4. Examinations
5. Library
6. Accounts and Finance
7. Learning Management Systems (LMS)

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Objectives:

- Implementation of E-governance in all functions of the institution is necessary in order to provide a simple and efficient system of governance within the institution.
- To achieve efficiency in the administration
- To facilitate online internal and external communication between various entities of the university.
- To promote transparency and accountability in all the functions of the collage
- To achieve and create a paperless environment in the collage
- To provide easy and quick access to information
- To make campus Wi-Fi enabled
- To make ICT-enabled classrooms. Etc…
- To establish a fully automated Library

Policy:

The college implemented an e-government policy in the following areas:

1. Website
2. Administration
3. Student Admissions
4. Examination
5. Learning management system
6. Accounts and Finance
7. Library

Website:

The website which is an information center of the college needs to be revamped taking into account the new changes. The website is a mirror of the collage, and all activities, important notices, etc. Should be made easily available to the student and other stakeholders in the public

For this purpose, a separate web designer is being appointed by the college. Training is given to the administration of the college website. The committee will look after the process of updating, maintaining, and working on the website on a regular basis. The committee will also look for other changes that are required on the website

The collage strives to showcase its vibrant self and activities through its website: all the important notifications have to go live on the website as and when they are released. The website is put in to full use as a vital information source for all the stakeholders and all important communication, circulars, and notices are made available on the website to ensure reaching out to the needy anytime and anywhere.

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SMS features have been put in to maximum use to stay connected with parents, Students and Staff for the purpose of informing absentees, academic performance, holidays and other required information

Administration:

- Administrative office should use Advanced Excel and File Management System tools to maintain an effective database
- To provide a hassle-free, convenient and smooth process of administration
- The collage will look into opportunities to automate some of its functions related to administration
- Admin Staff are provided with adequate training and development to keep them abreast of the new technology
- CMS software is used for all the administrative work, making it much easier

Student Administration:

An open and transparent strategy for the admission process is followed, further strengthened by the ethical practices and regulations as desired by the Jawaharlal Nehru Technological University, Kakinada. The collage brings out a brochure that is displayed on the website that has guidelines for the admissions process and an admission portal in 1 DESIGN HUB software to be used to manage the admissions in the collage, including the number of students applying to each course, withdrawals, fee submission and all operations are managed through this 1 DESIGN HUB. Students may submit a separate Online Application form for admission to the collage

Examination:

The office of the person in-charge of Examinations is established, and examinations management system software (CMS) was purchased to hold the examination activities. The complete details of the students admitted to the 1st year of the degree program and the semester-wise curriculum details of the program offered at the college are entered every year. As per the academic schedule, the assessment details of the students who are in attendance. Mid-examination marks are entered, and the internal and external marks are computed accordingly as per the regulation. When end-of-semester examinations are over, national marks are created. The results will be processed and published as the required reports of students, assessments. Examination activities and results are a database of the complete examination activities of the students for each and every semester. They are maintained confidentially and secured, and backups are made in a periodic manner. The grade sheets are printed after the completion of end-semester examinations every semester

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Learning management system:

CMS is a learning management system that is designed to help staff create an online classroom setting with opportunities for academic interaction and collaboration. It contains various design aspects that allow faculty members and students to interact, collaborate, and experience online learning in multiple ways. The faculty members can upload the content of their courses to the CMS for further learning by the students. The staff members can utilize the platform for assignment, quiz and test purposes.

Accounts and Finance:

The Priyadarshini Institute of Science And Technology college cash management system is accessed by QR code and CMS software for effective management of cash transactions. Appropriate security measures are taken to maintain the confidentiality of the transactions. Training for the existing staff and updates to the existing software must be done on a timely basis.

Library:

For the best of the students, the institute has a large library. The holdings include the books and journal syllabuses, Question papers and project reports. The users of the Library, both theirs and students, can access e-books and e-journals from all major publishers and publications on TELNET. The web-based services must be used for easy access to library services. An E-Subscription facility for learning materials and journals is required based on the library committee's recommendations.

Principal

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