E-GOVERNANCE POLICY

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Accounts and Finance

Objectives:

- Implementation of E-governance in all functioning of the institution in order toprovide 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.

Policy:

The college will implement e-governance in all aspects of functioning like accounts, admissions, administration, teaching, etc.

The policy is designed and framed to make each and every function transparent andaccountable.

The College decides to make the following policies and procedure

Administration:

- Attendance Management Software to be used by Administrative 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 SystemTools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of thecollege to be made paperless.
- Students must be able to obtain maximum services in online mode.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

Finance and Accounts: In this state of Andhra Pradesh, monthly salary of all the government employees is being prepared through online on AP. This mandatory e-service through which the pay bill be generated for all the employees of the state government. Hence, we have been following the same.

Student Admission: An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the Acharya Nagarjuna University. The College follows the guidelines of APSCHE for the admission process. University AdmissionPortal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through thisPortal only. Students are required to submit a separate Online Application form for taking admission to the college and for this purpose on online maintained by University.

Examination: The college has adopted an online system where students can view theirtotal internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and e-governance policy of the University to be adopted in this regard.

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