

RAJAMAHENDRI

INSTITUTE OF ENGINEERING & TECHNOLOGY

AISHE ID:C-18113

NAAC DVV

CYCLE II



6 : GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2 Strategy
Development &
Deployment

6.2.2 Institution Implements
e-governance in its Operations

6.2.2(2) Policy on e-governance



Approved by AICTE, New Delhi, Government of AP & Affiliated to JNTUK,
Kakinada, Accredited by NAAC and An ISO 9001:2015 Certified Institution

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E-Governance Policy

To provide increased transparency, greater convenience of governance within the institution, it is decided to adopt and implement e-governance in activities of institution. With this aim, the authorities of RAJAMAHENDRI INSTITUTE OF ENGINEERING & TECHNOLOGY resolved to implement e- governance in all possible areas.

Objectives:

1. To achieve efficiency in functioning of various activities of the institution
2. To promote transparency and accountability in academic and administrative activities
3. To minimize paperless administration in the institution
4. To provide easy access to information
5. To facilitate internal & external communication through online
6. To make the institution visible globally

The institution has decided to take a great leap in the implementation of e-governance in areas like Planning and Development, Administration, Examination Management System, Finance and Accounts, Student admission and support. The key identified areas are as below.

- ✓ Institution Website
- ✓ Student Admission and Support
- ✓ Students Academics and Teaching Aids
- ✓ Assessment of Course Outcomes and Program Outcomes
- ✓ Library Management
- ✓ Administration
- ✓ Examinations & Results
- ✓ Finance & Accounts


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Policy:

1. The institution is provided easy and efficient system of e-governance and it is decided to implement e-governance in all activities.
2. The institution has already implemented e-governance in various departments like library, accounts, etc. But now we have decided to implement e-governance in some other areas.

Following areas of e-Governance:

For appropriate purposes, the policy is divided into various areas of operation. These areas of operation are descriptive and the society deserves right to implement e-governance even in the areas not enlisted herewith.

Website:

The college website needs to be revamped taking new changes into consideration. The website contains all the college information, activities and important notices, etc. and it is made easily available to the beginner.

Finance and Accounts:

The Tally software is very popular accounting software. It is used to simplify the complex day to day accounts activities. It provides many advantages like maintaining records, managing accounts, payables, receivables and cheques. The salary accounts, EPF statements, medical insurances are well maintained with the e-accounts in the institution. Proper security measures are being taken for maintaining confidentiality of the transactions. The Internal and External Financial audits are conducted every year which is well maintained by e-accounts with all e-payments and e-collections.


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Student Admission and Support.

The Institution maintains the student's admission records, student's approvals, reservation quotas, Fee details, Scholarships and registration process. These are made available using e-governance. E- queries and e-suggestions are practiced with the students to collect information for future plans and developments. E-learning facility is made available to students for the academic performances. E- Repository contains all course materials that are made available through digital library. The college also has NPTEL Videos, e-Books, question papers, and staff published articles in it.

Examination Cell:

Exam branch has adopted BEES software to include all the details of the admitted students and it helps in entering the finalized marks. All the information required by the students relating to their exam dates, exam results, exam fees, hall tickets and exam notifications are made available online mode. Maximum secrecy and confidentiality are maintained while handling examinations. Maintains the old examination papers for all branches.

Administration:

The Institution strictly follows the organizational chart for effective administration with decentralization practices along with eminent HoD's, and Academic Counsellors. The institution is well supported by Wi-Fi networks and the communications in the administration happens through e-mails which include policies, rules, regulations, committees, issues, circulars etc. are delivered paperless to the staff and Stakeholders. Institution has provided emails to the faculty in the @gecg.ac.in domain and at the department level, faculty have created a group in social networks for effective communications.


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The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Planning and Development: The academic is done with class time table and lesson plans. Each and every faculty prepares course and uploads in the ERP ECAP software for the students and other stakeholders to view and prepare accordingly. Time tables can be viewed day wise, course wise and lab theory wise. The concern faculty uploads attendance after the class completion. Twice in a week online feedback is taken in a semester and reports can be observed for faculty wise and course wise.

Administration:

In the ERP software Programs and Courses can be added or removed based on regulation changes. Different user levels and different permissions/roles can be assigned to users. The following features in ERP were used in Administration Module.

1. Creation of Departments, Courses and Branches.
2. Fees for courses along with Due Dates Fines.
3. User Levels with Access Rights on modules.
4. Mapping Users to User Levels.
5. Backup and Restore Data..
6. Track staff Logins and Resetting Passwords.
7. Complaints/Suggestions Received from Students/Staff
8. Setting Academic Calendar.
9. Data Backup Restore.


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