AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, Recg. By Govt. of T.S & Affiliated to JNTUH, Hyderabad)

NAAC "B++" Accredited Institute

Gunthapally (V), Abdullapurmet(M), RR Dist, Near Ramoji Film City, Hyderabad -501512.

www.aietg.ac.in email: principal.avanthi@gmail.com

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 the 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:

- ✓ Implementation of E-Governance in various functioning of the Institution
- ✓ Achieving efficiency in the functioning
- ✓ Promoting transparency and accountability
- ✓ Achieving paperless administration of the institution
- ✓ Facilitating online internal and external communication between various entities of the institution
- ✓ To monitor all the activities of the college
- ✓ To make campus Wi-Fi enabled
- ✓ To established a fully automated Library

Scope of the Policy:

The scope of this policy covers day-to-day operations of various functions and processes within the college, namely, General Administration, Accounts and Finance management, purchases, establishment of ICT Infrastructures, e-Waste management, Library, Student Administration, Admission, Online classes and Examination, etc. facilitating all the stake holders in the college viz. the administrative staff, teaching faculty, non-teaching staff and students.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

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Avanthi Institute of Engineering &Technology is implementing the e-governance in following areas of operation

1. Administration
2. Finance and accounts
3. Student admission and support
4. Examination

1. Implementation of e governance in areas of administration

To communicate, college staff members use social apps embedded into their smart phones, such as Gmail and WhatsApp. Following classes, a WhatsApp group serves to deliver concise alerts of any events that will take place at college campus. Students may send their electronic copies of assignments to the provided email addresses. In addition, professors can give students mail addresses for study materials via his/her personal e-mail or WhatsApp groups.

✓ Enterprise Resource Planning (ERP) solution to manage students' attendance, annual fee submission and internal assessment etc.

✓ All the classrooms, conference rooms and the seminar rooms shall be furnished with ICT-enabled projectors and screens.

✓ CCTV-cameras shall be installed and maintained at all strategic locations to ensure proper surveillance.

✓ The college shall develop and maintain a user-friendly interactive website to disseminate general information as well as updates to its students, teaching and non- teaching staff and to the public, in general.

✓ In addition, all official communications and notices shall also be sent via e-mail and other available online platforms.

✓ The college shall ensure that all the faculty members and non-teaching staff are imparted special ICT training programs for their continuous growth.

✓ The college shall also ensure that all the students are sufficiently skilled to enable them to benefit from ICT-enabled systems installed in the college.

✓ The college shall also subscribe to online platforms to support online teaching- learning process, trainings, lectures, webinars and other official interactions etc.

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2. Implementation of e-governance in areas of operation finance and accounts

Faculty & staff salaries are paid digitally through banking transactions. Only students use cash, a UPI, or an online mechanism to pay their admissions fees. Every scholarship payment is made electronically. According to the scholarship scheme, students must have an account number that is linked to both their mobile and Aadhar numbers.

- ✓ The accounts section shall operate and manage their entire accounting operations on ERP software and payroll related processing.
- ✓ The college shall develop a customized portal to enable students to pay their annual fee, examination fee etc through online mode.

3. Implementation of e-governance in areas of operation student admission and support

The university determines the admissions procedure. The applicant comes for admission separately wherever they wish to be admitted if there is a centralized system of admission that allows students to apply for admission online. The admissions merit list is published on the college website. Also, the college uses a software-based, systematic process to distribute books from its library.

- ✓ The college shall adopt online mode of admission process as mandated by university from time to time.
- ✓ The college shall automate and digitize its Library functions to not only support contactless procurement, accession and issue/return of books from the library but also provide e-resources for remote access of the content from other sources also.
- ✓

4. Implementation of e governance in areas of operation examination

Annual and semester examination are conducted by the university using decrypted question paper sent through email or College follows according to its instructions. All the internal and external marks are updated in university portal as well as in college ERP software

It can be consider that a major improvement has been taken place in the various e-governance operations which is a sign of overall enhancement of institution performance

The college shall adopt online mode of performing exam related processing e.g., generating of admit card, conducting the examination etc as mandated by university from time to time.

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Expected Outcomes:

The outcomes expected from this policy include:

✓ The overall improvement in the productivity of the college through simplification and digitization of the various processes across various functions.

✓ Ensuring transparency and accountability in all the functioning bodies of the college.

✓ Providing speedy response to student centric queries or problems.

Sl.No	Area of E-governance	Details of Vendor	Year of Implementation	Description
1	Administration	Vision Tek	2018	• Recording of Bio Metric Attendance • CCTV monitoring
2	Finance and Accounts	FOCUS & MCB	2012	• Student fee Payments and Receipts • Institutions Finance Management • Vendor Payments • All Digital Payments
3	Student Admission and Support	MCB (My Class Board)	2022	• Student daily report • Fee Payments • Message service • Circulars notices • Admission support
4	Examination	JNTUH, Hyderabad Exam Portal	2010	• Conduct of Exams • Results • Exam Registrations • Student profile registration • Exam Notices and announcements • Marks uploading

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