GAYATRI COLLEGE OF SCIENCE & MANAGEMENT

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(Affiliated to Dr.B.R.AMBEDKAR UNIVERSITY), Accredited by NAAC & ISO
Munasabpeta, SRIKAKULAM - 532401(A.P.)

Date : 04/02/2020

E-Governance Policy

Objectives:

1. To implement E-governance in various functions.
2. To promote accountability and transparency.
3. To accomplish paperless administration in the institution.
4. Promoting online internal and external communication among the members of the institution
5. Providing easy access to information

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.

Library:

We have, an excellent library in the college and we add more e-learning resources for the benefit of the students and faculty. We are using KOHA software at present. It is also updating timely. The newer e-learning resources like journals, etc are identified and subscribed taking into account the recommendations of the library advisory committee. Recommendations of the faculty and student are taken into consideration while subscribing to these resources. The central library of the college 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.

Finance and Accounts:

The Tally9 software is very popular accounting software. It is used to simplify the complex day to dayaccounts activities. It provides many advantages like maintaining records, managing accounts, payables,receivables and cheques. The salary accounts, EPF statements, medical insurances are well maintained withthe e-accounts in the institution. Proper security measures are being taken for maintaining confidentiality ofthe transactions. The Internal and External Financial audits are conducted every year which is wellmaintained by e-accounts with all e- payments and e-collections.

Student Admission and Support

The Institution maintains the student's admission records, student's approvals, reservation quotas, Feedetails, Scholarships and registration process. These are made available using e-governance. E-queries ande-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. The college also has e-Books, question papers, and staff published articles in it.

Examination Cell:

Exam branch has also adopted e-governance to include all the details of the admitted students and it helpsin 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. Maximumsecrecy and confidentiality are maintained while handling examinations.

Principal
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