

**G. NARAYANMA INSTITUTE OF TECHNOLOGY & SCIENCE
(AUTONOMOUS) (For Women)
Shaikpet,Hyderabad**

E-GOVERNANCE POLICY



Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad
Accredited by NBA & NAAC, An ISO 9001:2015 Certified Institution
Shaikpet, Hyderabad – 500 104

E-GOVERNANCE POLICY

The **scope** of this policy extends to the following areas:

- General Administration
- Student Admissions
- Employees Management
- Examinations
- Academics
- Transport
- Library
- Hostel
- Accounts and Finance

Objectives:

- Implementation of **E-governance** in all functioning of the Institution in order to provide a simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To provide easy and quick access to information.
- To establish a fully automated Library.

Policy:

The college will implement e-governance in all aspects of functioning like Student Admission and support, Correspondence, Academics, Administration, Employee Attendance & Leave Management, Examination, Accounts & Fee Payments , Transport, Library.

GNITS would like to begin its E-Governance journey with **Engineering College Automation Package (ECAP)** by **WEBPROS SOLUTIONS Pvt. Ltd**, which consists of different modules like **Student Admission and support, Correspondence, Academics, Administration, Employee Attendance & Leave Management, Examination, Accounts & Fee Payments , Transport, Library** which are helpful for all faculty, non-teaching staff and students.

The policy is designed and framed to make each and every function transparent and accountable. The E-CAP software, contains the following modules is being used by all faculty, staff and students for so many years which is an MIS system adopted in this institution.

The College decides to make the following policies and procedures:

➤ **Website:** The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for 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 College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

➤ **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 Telangana State Council of Higher Education (TSCHE).

The College brings out its Brochure, which is displayed on the website that has guidelines for the admission process. All the **Convener Quota** seats will be filled by the allotment of TSCHE and Management seat applicants will be displayed on a Merit basis.

These students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Coordinator.

At the time of admissions, student's data is recorded in the E-Cap software and the same is used in all the modules. After completion of admissions, admission register is prepared by downloading and printing from the software. Student ID cards are issued from the admissions module. There is a possibility of editing and deleting the recorded data of students in the admissions module.

➤ **Accounts & Fee Payment:** The office continues to maintain its account on Engineering College Automation Package (ECAP) and by **WEBPROS SOLUTIONS Pvt. Ltd.**, and **Tally software package**.

The **latest versions** of the software are purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheets are generated through this software only. Payments are generally made and received through online modes such as NEFT, RTGS, Bank Transfers, etc.

Day wise fee collection reports in the various modes of payments i.e. Cash, bank, online etc. can be downloaded. Fee dues list can be created which is easy to identify the fee defaulters.

All the analysis reports are also generated through Tally.

Appropriate security measures should be taken for maintaining the confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly.

Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bankaccounts. TDS, Provident Fund, Allowances, etc. reports can be generated for all Staff members

➤ **Administration:**

- Academic calendar, College timings, holiday list can be set through administration module. Users, user levels can be created and necessary user permissions also can be given through the administration module.

- Attendance Management software used by Administrative Staff and Teaching Faculty to record and track Attendance with the effective data base and Excel of the ECAP.

- .Students must be able to obtain maximum services in online mode.

- The college will look into opportunities to automate some of its functions related to administration.

- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

➤ **Academics:-** Subjects allotment to the faculty, timetable setting, creation of labs and lab batches are performed in the academic module. Student's daily attendance and internal marks are posted by the faculty regularly through their individual logins.

➤ **Library:** The College continues to maintain its academic excellence by maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

- The Library installed fully automated with **ECAP software** which should have easy-to-use Unicode support.
 - Books issue and return can be done by scanning barcode. Barcodes are also created according to the Accession No. of the books.
 - The use of the **Online Public Access Catalogue** module of the software to allow library database searching by entering preferred terms for information retrieval.
 - The Circulation module of the software should cover all the operations of circulation, right from creating member records to the printing of reminders for outstanding books.
 - **ECAP** is the first free and open-source library automation software, it is designed to manage physical collections of items (books, CDs, videos, references, etc.).
 - In this software, the user interface is configured and adaptable and has been translated into many languages it provides cataloging, searching, member/patron management, an acquisition system, and circulation (issues, return, and reserves) it helps the GNITS students and faculty members in utilizing the library to the maximum level.
 - To encourage original writing among students and teachers, the Library should provide access to fully automated software for **plagiarism checks**.
- **Employee**:- Faculty and staff members can see their regular attendance and leave history through their individual **logins** in Employee module. Daily attendance of the faculty and staff is recorded in the software through biometric system installed in various places in the campus. Faculty can apply leaves through their logins and the same is approved by the respective HODs. Staff movement during college hours is recorded through the biometric system installed at the main gate.
- **Examination**: The college has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies if any. The Examination process is regulated by the University and thuse-governance policy of the University is to be adopted in this regard. Internal exam marks entry report and generation of reports can be done.
- **Alumni**: In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback, and many other aspects. Alumni association to be consulted for regular updates and database management.
- **Transport**: College Buses ply exclusively for students connecting main locations in the city and showing every route address with timings. Respective route drivers are provided with a contact number for easy communication. Bus routes and stages are created and students are subscribed to the designated routes and stages. A report of list of students bus wise, route wise and stage wise can be created
- **Hostel**:- Hostel block numbers,, room numbers are created and rooms are allotted at the time hostel admissions at the starting of the academic year. Student list room wise, hostel wise and branch wise can be downloaded from the hostel reports. Separate biometric systems are installed in the hostel duly integrated into the e-cap software. Hostel students' attendance is recorded morning and evening and the reports can be downloaded regularly.
- **Correspondence**: - Communication sends to parents & students about daily absenteeism of the students. Internal circulars can be issued to the faculty & staff.
- **Student's Login**:- Students can login into the software from remote places using their roll number and default password. Students are able to see their performance like attendance, marks, fee dues, academic calendar, timetable etc. through their logins.