PRIYADARSHINI INSTITUTE OF TECHNOLOGY AND MANAGEMENT
5ᵗʰ mile, PULLADIGUNTA, Kornepadu (V), Vatticherikur (M), GUNTUR-522017(A.P.)
Approved by AICTE, Affiliated to JNTUK
www.pitmgnt.ac.in

POLICY ON E-GOVERNANCE

Good governance can be termed as the ability to address the challenges and need of the current situation. E-Governance policy of an institution is for the purpose of enhancing the system of governance for development of institute through new and advanced technologies. This policy shall apply to the administration, Finance & Account, Student admission, Examination and many such sections of the institute. It will also add a layer of transparency to the process. E-Governance policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. The college management team recognizes the importance of having an e-governance system in place to coordinate the college's administration as it grows into a well-known institution of higher learning.

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.

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Website:

The college website is the heart of the institution. All the relevant data should be made easily available to the outsiders. Website shows the college activities and information about all activities, important notices etc. A service provider/web designer will be appointed for the purpose. Administrative and teaching staff will receive training on how to make crucial website upgrades.

Library:

The College will add more and more e-learning resources for the benefit of the teachers and the students. While subscribing to e-resources, teachers and students are asked for recommendations. We have, an excellent library in our college and we add more e-learning resources for the benefit of the students and faculty. We are using DELNET software at present. It is also updating timely. The newer e- learning resources like journals, etc are identified and subscribed taking into account the recommendationsof the library advisory committee.

Administration:

The college administration is made paperless in order to give a hassle-free, convenient, and smooth process. The college investigates the possibility of automating some of its administrative duties. To keep administrative staff up to date with new technologies, proper training and development are offered. To automatically calculate the Internal Assessment marks for attendance, Monthly Reports and Semester End Reports should be prepared. Students can access information such as attendance, results, timetables, assignments, and other study tools.

Finance and Accounts:

The tally9 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

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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.

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 My Student Board 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 arc maintained while handling examinations.

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