



WEST GODAVARI INSTITUTE OF SCIENCE AND ENGINEERING

(Approved by AICTE –New Delhi and Affiliated to JNTU – Kakinada)

An ISO 9001 – 2008 Certified College

AVAPADU, PRAKASARAOPALEM – 534112, Nallajerla Mandal, W.G.Dist. (A.P)

Cell: 9951277789, E-mail: principal.wise@gmail.com , website : www.wise.ac.in

E-GOVERNANCE POLICY

E-governance or Electronic Governance is the application of information & communication technologies to transform the efficiency, effectiveness, transparency and accountability of informational & transactional exchanges with in the college and other agencies to empower the stakeholders through access & use of information It is both governance of the environment and governance within that environment, using electronic tools.

West Godavari Institute of Science And Engineering has designed E-governance Policy with primary objective of implementing E-governance in various interactions and services of the institution. This policy will help in achieving efficiency in all the various operations the instructions in an integrated manner in order to enable transparency Clarity in different functionalities of the instructions pertaining to administration, website, student admissions, Examinations, Finance-accounting, library, and Learning management systems.

Various vendors are identified and called for demonstration and on the basis of recommendation by the concerned authorities and direction the vendors for I DESIGN HUB and CMS site development and maintenance, SMS services. Digital Marketing partners are shortlisted and procured the necessary support to promote and practice E-governance. We have integrated, user friendly I DESIGN HUB and CMS solutions automate various modules of institutional functioning, and the adequate training to all the staff for effective use is also planned

Scope:

The College implements e-governance in all aspects of functioning like library, admission,administration, examination, Accounts and finance etc. The policy is designed and framed to make each and every function transparent and accountable.

The scope of this policy extends to the following areas

1. General Administration
- 2 . Website
3. Student Admission
- 4 .Examinations
5. Library
6. Accounts and Finance
- 7 . Learning Management Systems (LMS)

Principal
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Objectives:

Implementation of E-governance, in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.

To achieve efficiency in the administration

To facilitate online internal and external communication between various entities of the University.

To promote transparency and accountability in all the functions of the college

To achieve and create a paperless environment in the college.

To provide easy and quick access to information

To make campus Wi-Fi enabled


To make ICT Enabled Classrooms, etc

To establish a fully automated Library

Policy:

The College implemented E-Governance policy in the following areas:

1. Website
2. Administration
3. Student Admissions
4. Examination
5. Learning Management System
6. Accounts and Finance
7. Library


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Website:

The website is an information centre of the college needs to be revamped taking in to account the new changes. The website is a mirror of the college and about all activities, important notices, etc should be made easily available to the students and other stakeholders general public

For this purpose, a separate web designer is being appointed by the college Training is given to the administrative and teaching staff to make important updates on the web site a marketing Committee is formed for the administration of the college website. The committee will look after the process of updating ,maintaining and working of the website an 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. Web site is put in to full use as a vital information source to all the stakeholders and all important communication, circulars, notices are made available in web site to ensure reaching information to the needy any time anywhere SMS feature has been put in to maximum use to stay connected with parents, students and staff for the purpose of intimating absentees, academic performance, holiday's and other required information.

Administration:

- Administrative office should use Advanced Excel and File Management System tools to maintain effective database .
- To provide a hassle free, convenient and smooth process of the administration.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff are provided with adequate training and development to keep them abreast with the new technology.
- CMS software is used for all the administrative works for making it much easier.

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Student Administration:

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as desired by the Jawaharlal Nehru Technological University, Kakinada. The College brings out a Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal in I DESIGN HUB software is used to manage the admissions in the college, number of students applying to each course, withdrawals, fee submission. And all operations are managed through this I DESIGN HUB. Students may submit a separate Online Application Form for taking admission to the college.

Examination:

The Office in charge of Examinations is established and an examinations management system software CMS was purchased to hold the examination activities. The complete details of the students admitted to the 1st year of the degree programme and the semester-wise curriculums details of the programme offered in the college are entered every year. As per the academic schedule the assessment details of the students who attend, mid examination marks are entered and the internal and external marks are computed accordingly as per the regulation. Once the end semester examination marks are entered, the results will be processed and will be published. The required reports of students, assessments, examination activities and results are maintained. The database of the complete examination activities of the students of each and every semester are maintained confidentially and secured back up is made in a periodic manner. The grade sheets are printed after the option of the end semester examinations every semester.

Learning Management System:

CMS learning management system that is designed to help staff to create an online classroom setting with opportunities for academic interaction and collaboration. It contains various design aspects that allow faculty members and students to interact, collaborate, and experience online learning in multiple ways. The faculty members can upload the content of their courses in the CMS for further usage of learning by the students. The staff members can utilize the platform for assignments, quiz and test purpose.

Accounts and Finance:

West Godavari Institute of Science And Technology college cash management system is accessed by QR code and CMS software for effective management of cash transactions. Appropriate security measures are taken for maintaining confidentiality of the transactions. Training to the existing staff and update of the existing software must be done on a timely basis.


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Library:

For the best of the students, the institute has a large library .The holdings include the books and Journals syllabus, question papers and Project reports .The users of the Library both Teachers and students can access e books, e-journals publications of all major publishers and publications by DELNET. The web based services must be used for easy access to library services An E-Subscription facility for learning materials and journals are requires based on the Library Committee's recommendations.


PRINCIPAL

Principal

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