NARASARAOPETA ENGINEERING COLLEGE
(AUTONOMOUS)

Policy Documents

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Kotappakonda Road, Yellamanda (P.O), NARASARAOPET - 522 601, Guntur Dist. A.P.
Sponsored by Gayatri Educational Development Society, Narasaraopet.
Approved by AICTE, New Delhi & Permanently Affiliated to JNTUK, Kakinada. Code : 47
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e-Governance policy

For an Educational Institution to recognize nationally and internationally, it has to have a good e-Governance Policy. t is an essential component for the overall growth and development of a Professional Institute like NARASARAOPETA ENGINEERING COLLEGE. To maintain and establish itself as one of the country's Institutes of Excellence in professional higher education, the institute has begun implementing several e-Governance Initiatives. For the system to function properly, governance must be participatory, accountable, and transparent. e-governance can facilitate in improving transparency, participation providing speedy information, dissemination, improving administrative efficiency and public services in all the aspects of education.

Objective:

1. Implementing e-governance in various aspects of the institution
2. Improving the efficiency of our operations
3. Promoting transparency and accountability
4. Achieving paperless institution administration
5. Facilitating online internal and external communication among the institution's various entities.
6. Making information readily available
7. Making the institution visible globally

Policy:

e-Governance is utilised in the following areas to provide a simple and efficient governance structure within the institution:

For the convenience of usage, the approach is separated into distinct service areas. These operating areas are illustrative, and the organisation reserves the ability to implement e-governance in areas not specifically mentioned here.

Website: The college's website should be updated to reflect the most recent developments. The website will serve as a mirror of the college's operations, providing visitors with information on all activities, vital updates, and other relevant information. This will be handled by a different service provider/web designer, which the chairman will choose. In addition, current employees

should be trained, and personnel in charge of website management and upkeep at the college level should be identified.

Student Admissions: The College has decided to conduct admissions online. This will cover admissions to all courses whether graduate, postgraduate, PhD, diploma or autonomous courses. Fee collection and other related payments are done online (Digital transaction). The principal is given the authority to make reasonable decisions and designate the people who will be in charge of putting the policy into action.

Accounts: The Institution already uses BEES ERP software to keep track of its finances. For transaction confidentiality, appropriate security measures should be taken. Current personnel must be qualified and existing software must be upgraded on a regular basis.

Administration: To provide a hassle-free, convenient, and low-cost process, the majority of the institution's administration should be handled using existing ICT-based technology, such as ERP software. Employees should, among other things, be able to manage their leaves remotely, receive e-copies of their pay stubs, and communicate with one another internally. Students must also be able to access as many online resources as possible, such as transfer certificates, bonafide certificates, and so on.

Library: We are fortunate to have one of the country's best libraries. To continue this tradition, we must provide more and more e-learning opportunities for teachers and students. The library must be regularly updated. Environ Software's 'Lib Soft' rendition 9.8 is utilized to automate the library. To utilize the library's administrations, the Koha programming is utilized. Similarly, newer e-learning materials, such as journals, should be listed and subscribed to based on the recommendations of the library advisory committee. Teachers' and students' recommendations must be considered when subscribing to these services.

Examination: Exams must be administered online in accordance with the University's guidelines. Filling out examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving examination papers, uploading grades, and so on must all be done online. When handling examinations, absolute secrecy and confidentiality must be maintained, and work must be completed with extreme care and caution. Under the supervision of the college's principal, the College Examination Officer is responsible for overseeing the entire examination process.

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Principal

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