

E-GOVERNANCE POLICY

Visvesvaraya college of Engineering & Technology has framed an 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. This policy shall apply to the Administration, Finance and Accounts, Student Admission and Support and Examination sections of the institute.

E-Governance in the field of the educational sector has changed the way of administration. With the data and processes model of an educational Institution, makes the process easy, well organized and error free. This is designed to make the system user-friendly, time saving and cost saving also. It helps in improving transparency, providing speedy information, dissemination, improving administrative efficiency and public service in all the aspects of education.

The institution was successful in implementing the following services in this year.

Objectives:

- To install an integrated, user-friendly Enterprise Resource Planning (ERP) solution to automate various modules of intuitional functioning.
- To implement E-governance in every function of the institution and provide simpler and efficient system of governance within the institution and outside as well.
- 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.

I-Administration:

- The regular functioning of all service units in the office shall be supervised by the authorities through ERP software.
- An Attendance Management Software will be used by the faculty and staff to record and track attendance, Internal assessment etc.
- Digital messaging services like SMS, Mails will be put to maximum use for real time information sharing with parents, students and staff in relation to absentee intimation, academic performance, holidays and other required information.
- The administrative Office will use advanced Excel and File Management System Tools to maintain database.
- Make transition towards Paperless transactions by enhancing the use of Google facilities like;
 - ✓ Google sheet : For data collection from Various Departments
 - ✓ Google Docs: To prepare notices and activity reports.
 - ✓ Google Forms: To prepare Feedback forms and get online feedbacks from stakeholders.
- The Administration shall use e mail service in its communication withGoverning Body members as well as the teaching and non-teaching staff.

- Regularly publish administrative information including notices and circulars on the website and digital displays at all strategic locations.
- All staff members shall use Biometric attendance.
- Upgrade to a fully automated, wireless office with 24x7 internet facility in near future.
- CCTV Cameras will be installed at various places of need.
- ICT shall be introduced in every administrative function /work.

II- Finance and Accounts:

- The accounts of the institution will be maintained through Tally software and ERP.
- All payments/transactions will be through online mode such as NEFT, RTGS, Bank Transfers, UPI, etc.
- Purchase latest software versions.
- Make application of software to generate Profit and loss, Balance Sheet etc..
- Generate all the analysis reports through Tally.
- Implement appropriate security measures for maintaining confidentiality in transactions.
- Provide regular training in updated versions of software to the new as well as existing staff.
- Use automated Payroll Management System in all aspects including salary calculation, salary slips, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc.

III- Student Admission and Support:

- Use ERP to manage all student data including course, fee submission.
- Update college website regularly for real time information sharing/dissemination, including admission and online transaction interfaces etc.
- Make timely update of website by the designated Information and website committee.
- Post regular updates on Alumni portal for information of passed out students
- Share Digital Brochure, video teaser, social media posts on course details, sanctioned intake, placements, and facilities during admission time.

IV- Examination:

- Use ERP to handle the entire Examination Process.
- Make the examination records of students available online with an interactive platform for students to view their internal assessment and semester marks/grades and raise discrepancies online, if any. .
- Maintain compatibility of examination process with the regulations of the affiliating University as far as e-governance policy is concerned.

IMPLEMENTATION OF ERP

- ERP access is provided 24/7 for employees and students of the Visvesvaraya College of Engineering & Technology
- Each user shall be given the necessary and restricted access to the ERP.
- Employees shall be held responsible for inappropriate use of information, which they have to feed in to it. All passwords must be kept confidential and computers shall be logged out after usage.
- The institute has the right to monitor any and all of the aspects of its technology.
- Employees shall be required to read and follow the technology updates sent from time to time. These shall include tips for effective use of technology, information security and upgrades.
- All personal greetings, displays or messages on any technology shall be formal and professional.
- Carrying information in printed or soft copy shall be prohibited without prior sanction and any information shall not be copied illegally.
- Inappropriate use of any technology can cause unintended consequences. An employee shall consider the availability of resources for others as well as the overall operational efficiency of the technology system.

USER ACCESS AND ROLES

- Access to the ERP system will be role-based, ensuring users only access data relevant to their functions. A formal process is followed to grant, modify and revoke access rights. Periodic audit of user roles will be conducted to prevent unauthorized access.
- The Principal/ Officer-in-Charge, being the super-admin will have the access to all modules of the ERP.
- The Coordinator, IQAC will have the access to the IQAC and student feedback modules.
- The Principal/ Officer-in-Charge, as the Controller of Examinations, and the Convener and Joint Convener of PG Examination Committee, as the Deputy Controller will have the access to the Controller Module. The Convener of the PG Result Publication Committee will also have the restricted access to the module.
- The Convener of the Website Committee will have the access of Website module. All Heads of the Departments will have the limited access to the Website module only for their respective department.
- The LPP module can be accessed by all Heads of the Departments.
- The Store module can be accessed by all Heads of the Departments and the Office Staff assigned for the duty by the college authority.
- Fees, students and finance modules can be accessed by the Office as assigned by the college authority.
- All teaching faculty will have the access to the LMS, Faculty, Employee and Notification modules.

- ERP administrator will set the strategic direction for ERP use, approve any major changes or upgrades to the system, and oversee day-to-day operations of the ERP system.
- Administrator will also ensure policy compliance, manage user roles.
- All users must adhere to the policy and guidelines. Any discrepancies, issues, or security concerns must be reported to the ERP administrator.
- A breach of any of the guidelines or not following the policy guidelines shall lead to disciplinary action against the concerned employee.

Data integrity and quality

All data entered into the ERP system must have defined quality standards. Regular data validation and cleaning exercises will be conducted to maintain data accuracy.

Maintenance and upgrades- Scheduled maintenance will be communicated in advance to all users. Unplanned issues will be addressed promptly to the stakeholders.

Customization and integration- Integration with other systems requires prior approval from the ERP administrator and College authorities. Customized features should not compromise the integrity, performance, or security of the system.

Policy Review

This policy shall be reviewed every 2 years or as required by changes in technology or regulations

PRINCIPAL



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