



# **E-Governance Policy**

**of**

## **GONNA INSTITUTE OF INFORMATION TECHNOLOGY & SCIENCES**

(Approved by AICTE, New Delhi, Affiliated to JNTU GURAJADA, VIZIANAGARAM)  
Gonnavanipalem, Aganampudi, Visakhapatnam, Andhra Pradesh-530053  
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## **Policy Statement:**

Gonna Institute of Information Technology & Sciences has designed an E-Governance Policy with the primary objective of implementing e-governance in various operations, transactions, and services of the institution for better efficiency, and transparency. This policy shall apply to the Administration, Finance and Accounts, Student Admission and Support, and Examination, of the institute.

## **Objectives:**

- To implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- 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 establish a fully automated Library.

## **Scope:**

The scope of this policy extends to the following areas:

- **General Administration**
- **Student Admissions**
- **Examination**
- **Accounts and Finance**

## **Action Plan/Area of Implementation**

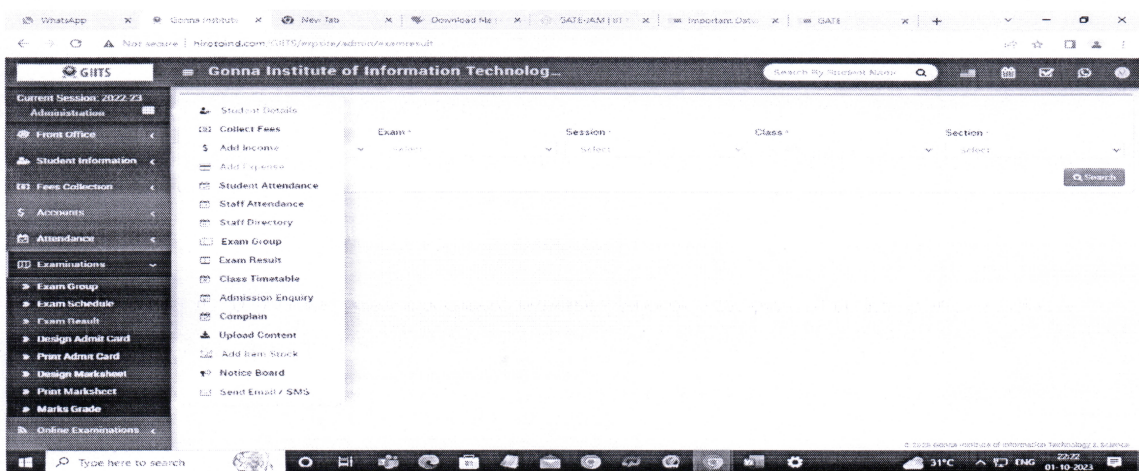
### **General Administration:**

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.

  
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- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- 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.



### Student Admissions:

- 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 University of JNTU GURAJADA, VIZIANAGARAM. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process.
- An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only.

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- 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.

**Student Admission**

Admission No. [ ] Roll Number [ ] Class [ ] Section [ ]

First Name [ ] Last Name [ ] Gender [ ] Date of Birth [ ]

Category [ ] Height [ ] Caste [ ] Mobile No. [ ] Email [ ]

Admission Date [ ] Student Photo [ ] Blood Group [ ] Student House [ ]

Height [ ] Weight [ ] Age [ ]

**Parent Guardian Detail**

Father Name [ ] Father Phone [ ] Father Occupation [ ] Father Photo [ ]

Mother Name [ ] Mother Phone [ ] Mother Occupation [ ] Mother Photo [ ]

If Guardian is:  Father  Mother  Other

Guardian Name [ ] Guardian Phone [ ] Guardian Occupation [ ] Guardian Address [ ]

Save

**Parent Guardian Detail**

Father Name [ ] Father Phone [ ] Father Occupation [ ] Father Photo [ ]

Mother Name [ ] Mother Phone [ ] Mother Occupation [ ] Mother Photo [ ]

If Guardian is:  Father  Mother  Other

Guardian Name [ ] Guardian Phone [ ] Guardian Occupation [ ] Guardian Address [ ]

Add More Details

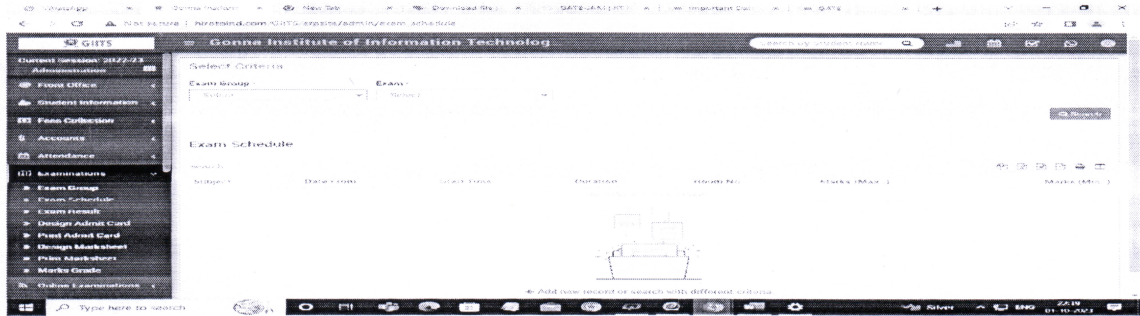
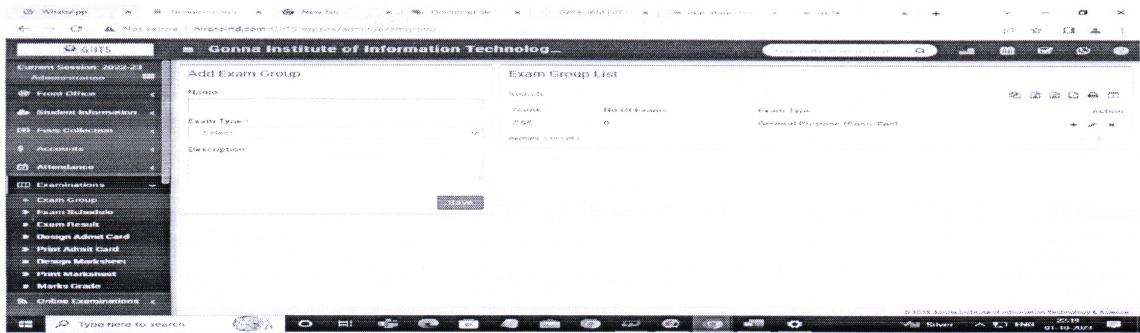
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### Examination:

- 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 those-governance policy of the University to be adopted in this regard.
- Use of ERP to handle the entire Examination process.

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## Finance and Accounts:

The office continues to maintain its account on Tally.

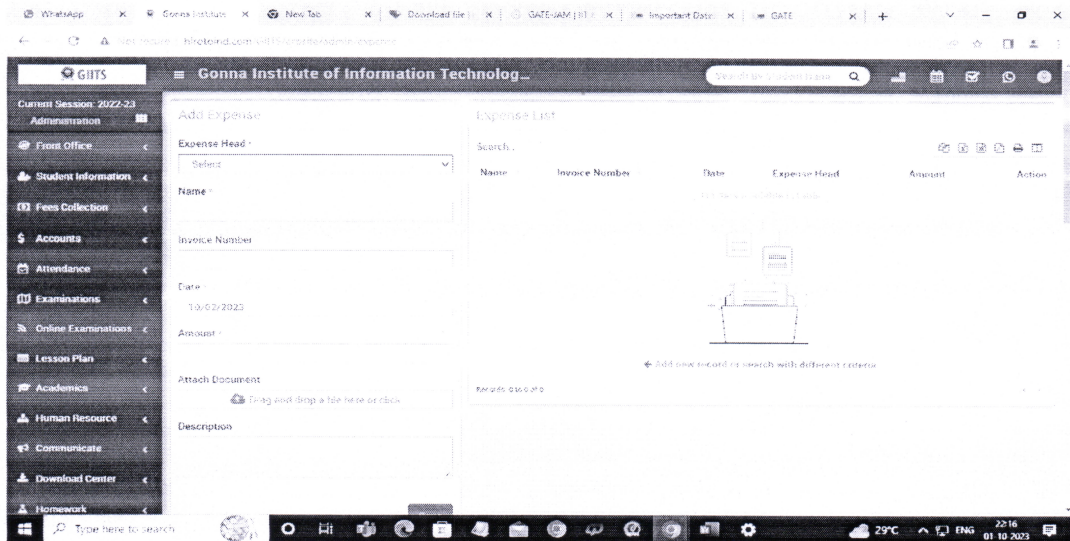
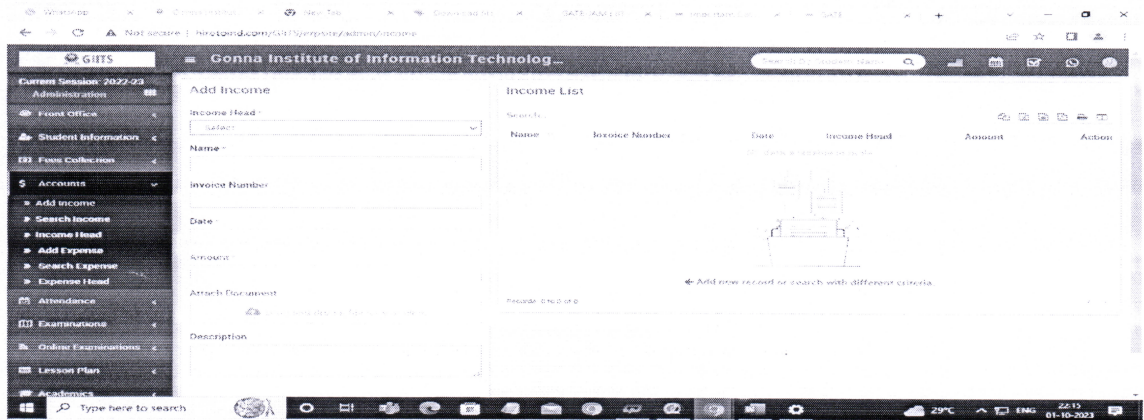
- Latest versions of the software to be purchased and used by the college.
- Advanced features help the staff to maintain financial records effectively and efficiently.
- Profit and loss, Balance Sheet are generated through this software only.
- All the analysis reports are also generated through Tally.
- Appropriate security measures should be taken for maintaining confidentiality of the transactions.
- Training to the existing staff and updating of the existing software must be done regularly.

The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system.

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- Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.



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