



AMRITA SAI INSTITUTE OF SCIENCE & TECHNOLOGY (AUTONOMOUS)

Approved by AICTE, New Delhi, Permanently Affiliated to JNTUK, Kakinada,
Recognized by UGC under 2(f) & 12(B) of 1956 Act.,
ISO 9001:2015 Certified Institution, Accredited by NAAC "A" Grade,
Paritala, Kanchikacherla, Krishna Dist, Andhra Pradesh- 521180.



E-Governance policy

Objectives:

1. Implementation of E-governance in various functions of the institution.
2. Achieving efficiency in functioning.
3. Promoting transparency and accountability.
4. Achieving paperless administration of the institution.
5. Facilitating online internal and external communication between various Entities of institution.
6. Providing easy access to information.

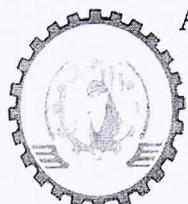
Policy:

In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning. The institution has already started with e-governance in some activities. But now we have resolved to implement e-governance in many more areas and with this aim in view we have drafted this policy framework.

E-governance in following areas:

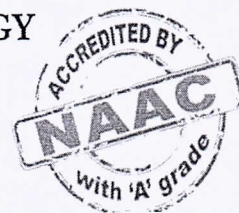
For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the college reserves the right to implement e-governance even in the areas not enlisted herewith.

1. **Website:** The website of the college needs to revamp taking into account the new changes. The website should act as a mirror of the



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college activities and information about all activities, important notices, etc should be' made easily available to the outsiders. For this purpose, a separate service provider/web designer can be appointed by the management. Along with it, training should be given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updating at the college level.

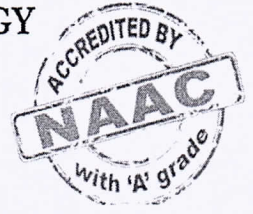
2. Administration: The College strictly follows the organizational chart for effective administration with decentralization practices along with deans, HoD's and senior faculty. The college has adopted ERP software for administration purpose .The institution is well supported by Wi-Fi network and the communications in the administration happens through e-mails which include policies, rules, regulations, committees, issues, circulars etc are delivered paperless to the staff and stakeholders. Institution has provided emails to the faculty in the pksrmce.ac.in domain and at the department level, faculty have created a group in social networks for effective communications.

3. Student Admission & Support: The College maintains the student admission record, reservation quotas, fee details, and student approvals. The college has adopted WEBPROS software to include the above details. College has provided emails to the students in the @ksrince.ac.in domain and at the department level, students have created a group in social networks for effective communications. E-learning facility is provided to students for enhancing their academic performance. The institution also has NPTEL videos, e-Books, e-journals etc.



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4. **Finance & Accounts:** For ease of maintaining accounts, the institution is already using Tally software. This is used to maintain records, managing accounts, payables, receivables and cheques. The salary accounts, EPF statements; student related transactions are properly maintained. It is used to simplify the daily account activities. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing softwares must be done on timely basis.

5. **Examination:** As per the directions of the University, it is mandatory to handle examination in online manner. The Exam section adopted BEES software for its operation. Filling of examination forms, obtaining hall tickets, exam fee payment, receiving of examination papers, uploading of marks, posting of results etc., everything is done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done with utmost care and caution. College Examination Officer needs to supervise the entire process of examination under the guidance of the Principal of the college.


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Amrita Sai Institute of Science and Technology
Amrita Sai Nagar, Paritala
Krishna Dist 521180