Policy Document of E-Governance

Introduction

SAS Government Degree college , Narayanapuram,is envisaging to provide the best higher educational services to the students who mostly hail from rural and socially marginalized communities in backward area in the state.

In order to achieve the access, transparency, accountability, efficiency in the functioning, the college is endeavoring to implement e-governance initiative in the important areas of its functioning like administration, teaching-learning, examination and evaluation, library, research, student supporting services, extension services, finance etc.

Objectives

- To implement e-governance in various functioning areas of the institution

- To achieve transparency, accountability and efficiency in college functioning

- To ensure easy and speedy access to various services offered by the college through online mode

- To maintain the speedy and effective communication between various stake holders in the college

- To facilitate the speedy and effective decision making in the college

- To encourage eco-friendly approach in administration by practicing paperless methods

- To preserve the data related to functioning of institution in secured and effective way for further use

Specific Areas of E-Governance

- Website & Social Media

- Student Admission and Support Services

- Teaching-Learning

- Examinations

- Finance & Accounts

- Library & Research

Details of E-Governance Areas

College Website:

College Website - https://gdckandukur.ac.in/ shall be used for administration of the college. Important information and updates can be posted in the website where students and public can view, responds and enquire through given e-mail addresses and contact numbers.

College WhatsApp Group and Emails:

The WhatsApp groups titled "SAS GDC FAMILY" shall be used for the internal administration to share information, instructions about college among the staff - Teaching and non-teaching along with another Whats app group to share information about NAAC prepared ness. Similarly, the college will maintain the Year-Program Wise (BA, BCom, BSc) and individual Subject wise

WhatsAPP Groups for the internal communication with students and share information & material related to academics, career, motivational etc to them.

The Email based communication shall also be used to share the information with staff.

CC TV Surveillance:

CC TV surveillance system has been installed in the college to monitor the college functioning. Adequate number of CC Cameras to be functioning in all the important public places that helps the administration to maintain orderliness in the college.

Internet and Wi-Fi System:

Internet and Wi-Fi system shall be continued in the college to provide the seamless and free internet services to both the students and the staff. This system shall be made continued in al the Departments, Library, Seminar Hall, Computer Lab and JKC.

e-Office:

Govt. of Andhra Pradesh developed an application for File Management System (e- Office) for establishment of office procedures through online e-office management and transfer of files to higher authorities and internal file management system. The college shall effectively use this facility for the governance.

e-SR (Electronic Service Register):

e-SR is intended for maintaining the Service Registers of the employees in the online electronic form. It is useful to easy recording of service related matter in an transparent and efficient way. The college shall effectively use this facility for the governance.

Integrated Attendance Management System (IAMS):

Government of Andhra Pradesh has developed Software application which is used for Students and Staff Aadhar enabled Biometric Attendance system connected to CMs Dash board and the attendance is monitored through online by the Higher authorities. This IAMS is an IOT application. The college shall effectively use this facility for the governance.

Online Teaching Learning Process (OTLP):

OTLP is introduced by CCE, Govt of AP to submit the details of classes taken by the teachers to through online APP mode. The college shall effectively use this facility for the governance.

Facial Recognition Attendance Management System (FRS):

FRS-App is planned to be implemented by the Government of Andhra Pradesh for the state government employees including the staff in Government Degree Colleges in the state. The college shall be using this FRS-App since its inception

Comprehensive Financial Management System(CFMS):

Finance Department, Govt. of Andhra Pradesh implements CFMS for all Govt. institutions in Andhra Pradesh for financial transaction. The college continue to this application for Salary bills and other expenditure bills through online mode

AP State Integrated Academic Management System (AP iAMS):

The college shall continue to use iAMS for taking biometric attendance for both Students and Staff and for student admission and scholarship processing.

Jnanabhoomi portal:

The use of Jnanabhoomi web-portal shall be continued for Students post metric Scholarships registration and disbursing process for all BC/SC/ST and Minorities.

OAMDC (Online Admission Module for Degree Colleges) System:

OAMDC system is introduced by APSCHE in 2022 for making a transparent and efficient online admission system for all the Degree Colleges in the State. According to this students need to apply and get allotment of college admission through online based on their merit and preferences. The college shall effectively use this facility for the governance.

Online Feedback System for Students:

Online Google Form based Feed system shall be effectively used by the students in the college. This will enable the college administration to have a

transparent and effective feedback system in the college which will be helpful in improvement of student services.

Online Classes and other Online services through Google Suit based Google Class Room, Cisco Webex, Zoom platforms and WhatsApp to the Students:

Online Classes through Google Suit, Cisco Webex, Zoom platforms shall continue to be offered to the students since Corona Pandemic period onward as per the need. Online classes are to be offered to the students for the purpose of extra time classes, Certificate course and any other specific need based classes. The academic material and other useful information can be shared to the students through Google Class Room, WhatsApp and e-mails. The students shall be given assignments, quiz and tests through these online platforms.

Library e-Service and Research:

Library shall continue to provide e-service to the students and staff through INFLIBNET, N-List and National Digital Library for online and e-resources for academic & research. It shall continue to offer the book and material browsing service in the library through a computer based SOUL software.

Examination:

The online portal https://aknu.edu.in/Exams/timetable.phpprovides the online examination services to the college and students. The examination related processes like application, fee payment, issue of hall-tickets, uploading of internal marks, final results declaration, supplementary exams, betterment exams etc all are done through this online portal with transparency and efficiency.

F-MAP

F-MAP is introduced by CCE, Govt of AP for the purpose of students to pay the fees –admission, examination etc to college through the online App. The college will motivate the student for its effective use.

I-MAP

I-MAP is introduced by CCE, Govt of AP for the purpose of enrolling and mapping the students in the industrial internship through the online App. The college will make effective use of it.

G-MAP

G-MAP is introduced by CCE, Govt of AP for the purpose of raising the grievances by the employees to the authorities. The college will motivate the staff to raise their grievances through this APP for maintaining the transparency, accountability and effectiveness.
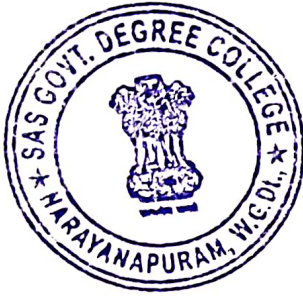
PRINCIPAL
SAS GOVT. DEGREE COLLEGE
NARAYANAPURAM
West Godavari District.
Pin: 534 406, Andhra Pradesh