E-Governance Policy

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Preamble

E – Governance is the application of ICT for delivering services to the stakeholders of an organization. The exchange of information, integration of various stand-alone systems and services between institution and the stake holders are covered under e – governance.

E – Governance promotes more efficient and effective administration facilitates more accessible services, allows public to access information and making the administration more accountable and transparent.

The institution has recognized the importance of e – governance in the year 2016 and initiated steps in incorporating the e – governance into various functions of the Institution. The objectives and benefits of implementation of e – governance in the functioning of the institution are identified and a policy is formulated and approved.

Objectives of the Policy:

➤ To provide effective and efficient system of governance within the Institution
➤ To adapt and implement e – governance in all functions of the institution such as Administration, Teaching and Learning Process, Pay Roll and Financial Accounting, Student Admission and Examinations.
➤ To facilitate easy access to information for all stake holders through well maintained website and electronic notice boards.
➤ To promote transparency and accountability in the Institutional activities.
➤ To enable efficient communication among the various sections of the Institution.
➤ To upgrade the e – governance tools regularly for its effective utilization.

Policy

1. Website:

Website is one of the technological tools through which the Institution shares its academic profiles with the rest of the world. The website acts as a mirror of the college activities reflecting the information about admission criteria, courses, facilities, departments, faculty information, research activities, placements, alumni information, event that takes place, important notices, etc. It plays a crucial role in reaching out to the stakeholders. It also essential to comply statutory obligations of the government, approval and affiliation bodies. For this purpose, a separate service provider/web designer may be appointed by the Institution or can be developed in-house. Qualified personnel shall be identified at the college level for website administration.

Hence website creation and maintenance by the College /committee on regular basis is essential. All Heads of the Departments, sections and individuals are responsible to send information from time to time about their Web pages to Computer Center.

The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

2. Email Account Use Policy

In an effort to increase the efficient distribution of critical information to all faculty, staff and students, it is recommended to utilize the College e-mail services, communication and for academic & other official purposes. E-mail for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and individuals. Formal College communications are official notices from the College to faculty, staff and students. These communications may include administrative content, such as human resources information, policy messages, general messages, official announcements, etc.

Staff, faculty and students may use the email facility by logging with their User ID and password. For obtaining the college e-mail account, user may contact System Admin for email account and default password by submitting an application in a prescribed pro-forma. Users may be aware that by using the email facility, the users are agreeing to abide by the College norms.

3. Accounts:

For ease of maintaining accounts, the office shall maintain its accounts on Tally software. Latest versions of the software shall be purchased and used by the college. 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 updation of the existing software must be done regularly. Reports can be generated for all Staff members. Payments shall be made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

4. Library:

The Library at VEMUIT acts as integrated knowledge resource center comprising, a Central Library and digital library. It is automated with ECAP software package which is an Integrated Library Management System (ILMS) that supports cataloguing and circulation by issuing of books with bar code reader.

Latest e-journals by the KNIMBUS, JGATE, DELNET, N-LIST, IE INDIA, periodicals, references, national and international journals and CD-ROMs, in addition to other Departmental Libraries shall be provided.

Digital Library is equipped with 30 Desktops and LAN enabled with 40Mbps for fast and seamless access of the Internet and e-Resources for the benefit of their academic and research. Library resources have been completely bar-coded and computerized. Circulation counter is available for issue, return and renewal of books using ILMS package.

Automated Library Management System:
- Library of the institute is fully automated.
- ECAP is automated which is an Integrated Library Management System (ILMS) used to take care of all the operations. OPAC is available in ECAP so help users to select their choice such as details about the book like as title, cataloguing by author, title, publication and etc.
- Wi-Fi facilities available for the convenience of users.

Details about software:
- Name of the ILMS software: ECAP for Windows by WebPros India Pvt. Ltd
- Nature of automation : Fully Automated Version : 1.0
- Year of Automation : 2019
- Capacity: Can handle high end data and web application with full security.

Operations carried out through software:
- Accession register.
- Bar-coding of books.
- Circulation of books.
- Master entry of books with details.
- Cataloging through OPAC, sorting by author, title, publication etc.
- Reports generation.

5. **Administration:**
Administrative Office shall use ECAP software package for fee collection and related updates. Administrative Office shall use Advanced Excel and File Management System Tools to maintain effective database.

6. **Examination:** The College shall use an Examination Management system (EMS) in collaboration with the affiliating university where students can view end to end information. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

7. **Alumni:** In order to strengthen our alumni relationships, a separate alumni pages shall be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects.

For Vemu Institute of Technology

CHAIRMAN

PRINCIPAL
Vemu Institute of Technology
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