

AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY
(NAAC Accredited, Permanently Affiliated to JNTUK, Kakinada)
Makavarapalem, Narsipatnam, Visakhapatnam Dist, Andhra Pradesh

Date: 16-02-2018

E- Governance

POLICY DOCUMENT

The Governing Body of Avanthi Institute of Engineering & Technology, Makavarapalem, in its meeting held on 18.12.2017, resolved to implement the following Policy to implement E-Governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability from the academic year 2018-19.

Policy Statement

AIETM has developed an e-Governance policy with the primary objective of integrating e-Governance into various operations, transactions and services of the Institute to improve efficiency, transparency and accountability. The policy applies to the Institute's administration, finance and accounting, student admissions and support, and examination departments.

Objectives:

- Install an easy-to-use and integrated enterprise resource planning (ERP) solution to automate the various modules of the institute operations.
- Introduce e-governance in all functions of the institution and provide a simpler and more efficient management system inside and outside the institution.
- Promote transparency and accountability in all functions of the institution.
- To realise and create a paperless environment within the institution.
- Provide quick and easy access to information.

Plan of Action

Administration:

- The regular functioning of all the service units of the office is monitored by the authorities through ERP software.
- Attendance management software is used by the faculty to record and track attendance, internal evaluations, etc.
- Digital messaging services such as SMS, email, whatsapp etc. are fully utilised to share absence notices, academic grades, holidays, and other necessary information with parents,


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students, and staff in real-time.

- The college office uses advanced Excel tools and file management systems to manage the database.
- Go paperless by making better use of Google features such as
 - Google Sheets: used by each department to collect data
 - Google Docs: for creating announcements and activity reports.
 - Google Forms: to create feedback forms and receive feedback from stakeholders online.
- The college uses email to communicate with members of the governing body, faculty, and non-teaching staff.
- Administrative information, including announcements and circulars, will be published regularly on the website and on digital displays in strategic locations.
- CCTV cameras shall be installed at various locations as required.
- ICT should be integrated into all administrative functions/tasks.

Finance and Accounts:

- Institutional accounts are managed using FOCUS and MCB ERP software.
- All payments/transactions are made through online modes such as NEFT, RTGS, bank transfers and UPI.
- Purchase the latest version of the software.
- Apply the software to prepare income statements, balance sheets, etc.
- Use FOCUS to generate all analytical reports.
- Apply appropriate security measures to maintain confidentiality of transactions.
- Provide regular training to existing and new employees on the latest versions of the software.
- Use an automated payroll management system to handle all aspects of payroll, transfer of wages to bank accounts, TDS, severance pay and benefits.

Student Admission and Support:

- Manage all student data such as courses, tuition fees, etc. using ERP.
- Regularly update the college website to share and disseminate real-time information on enrolment interfaces, online transactions, etc.
- The designated Information and Website Committee updates the website in a timely manner.


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- Regularly updates information on alumni on the alumni section.
- Distribute digital brochures, video teasers and social media posts on course details, approved enrolment, placement and admission opportunities.

Examinations:

- Use ERP to manage the entire examination process.
- Ensure that student examination records are available online and provide students with an interactive platform to check their internal assessment and semester grades and scores, and point out any discrepancies online.
- Maintain the compatibility of the examination process with the rules of affiliated universities in terms of e-government policies.

The Institute continuously reviews and updates approved policies and works to implement them.



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