



SIR C R REDDY COLLEGE ELURU, W.G.District, A.P.

e-Governance Policy

1. Preamble

Sir C R Reddy College, Autonomous, Eluru endeavors to elevate the academic environment in the institution through a well-designed, systematic, structured and all-inclusive e-governance mechanism for greater transparency, accountability, networking, convenience, simplicity and efficiency. Relying on the core value of excellence, e-governance intends to meet the expectations of all stakeholders, incorporate modern technology trends and to ensure maximum effectiveness in all aspects of campus administration and to provide the optimum user experience.

2. Scope

The e-governance policy is applicable to all the members Sir C R Reddy College, Autonomous, Eluru and permeates all academic, administrative and support process and services.

3. E-Governance Committee

A committee shall be established to implement and monitor the e-governance policy. The composition of the committee shall be as follows:

Principal	-	Ex-officio Chairman
Deans	-	Ex-officio Members
Senior Faculty	-	Co-ordinator (Nominee)
Senior IT Staff	-	Co-Coordinator (Nominee)
Office Superintend	-	Ex-officio Member

4. Role and Responsibilities of E-Governance Committee

The e-governance committee of the institution plays an important role in the modern educational scenario. Integration of ICT with the latest infrastructure has become inevitable among facts that define a conducive learning ambience in the present times. The committee shares the responsibility of ensuring e-governance in the institution in collaboration with other committees and stakeholders.

- 4.1 The Committee shall plan and strategize effective e-governance process in the institution.
- 4.2 The Committee shall assess the IT need of the stakeholders and emerging trends in the industry.
- 4.3 The Committee shall advise the installation of necessary passive / physical IT infrastructure and procurement / activation and renewal of licenses for various software.
- 4.4 The Committee shall monitor the development of latest IT infrastructure of the institution and the updation of the existing IT infrastructure with a futuristic mindset.
- 4.5 The Committee shall ensure a transparent, accountable, convenient, smooth and efficient academic process through the integration of ICT.
- 4.6 The Committee shall guarantee that the institution abides by ethical norms and guidelines of the government and IT authorities.
- 4.7 The Committee shall ensure a secure environment for the privacy and protection of personal and institutional information.
- 4.8 The Committee shall adhere to environmental standards in IT integration, sustainability and conservation as its paramount responsibilities.

5. IT Infrastructure

A state of the art infrastructure with a great potential to integrate ICT in every process is the mark of a modern educational institution. Rapid changes are noticed in the teaching-learning process, evaluation research and all educational sources. The institution shall update its IT infrastructure.

- 5.1 ICT facility shall be provided in all classrooms. Courses requiring hi-tech ICT usage may be provided with smart classrooms.
- 5.2 IT laboratories shall be set up with workstations / systems whose configurations are adequate for the respective software packages to deliver their optimal performances.
- 5.3 The institution shall ensure seamless internet connectivity to the users by subscribing to an adequate number of internet service providers and install the required hardware to augment and distribute bandwidth optimally.
- 5.4 Wired and wireless LAN connectivity with suitable bandwidth distribution capability shall be provided to commensurate with the growing academic and administrative needs and to achieve the required transfer speeds to access data

from local and global networks with the latest hardware components in the related domain.

- 5.5 Institution shall setup local servers, firewalls and subscribe to various cloud services, to handle and secure the data, during administrative and transactional affairs.
- 5.6 Various campus spaces for academics, content delivery, cultural performance arena, the office of examinations, online admissions and administrative affairs shall have systems installed and equipped with the respective software and hardware to handle and depict the relevant data or multimedia content.
- 5.7 Adequate technology infrastructure shall be installed and upgraded to provide a blend of online and offline learning experiences to the students.
- 5.8 Learning resource management centre shall be instituted and maintained with automated library and information centre, which are periodically upgraded with relevant e-resources and database subscriptions.
- 5.9 Infrastructure shall be procured for media production and dissemination.
- 5.10 A digital depository for maintenance of certificates and documents shall be created.
- 5.11 Adequate electrical and electronic support shall be provided for the effective functioning of IT systems.
- 5.12 E-waste disposal mechanism shall be planned and installed.

6. IT Human Resources

The growing IT requirements of the institution necessitate the recruitment of competent and skilled IT staff.

- 6.1 An IT administrator shall be appointed to coordinate and monitor the activities of the IT department.
- 6.2 Adequate IT staff shall be employed to maintain adequate IT infrastructure in classrooms, laboratories and educational spaces.
- 6.3 An exclusive administrator for website maintenance shall be appointed.
- 6.4 The IT staff shall plan and implement the IT requirements of the institution.
- 6.5 The staff shall ensure maintenance and upkeep of IT resources and infrastructure.
- 6.6 the staff shall liaison between the institution and IT vendors, software and hardware agencies.

- 6.7 Staff development programmes and training shall be provided to the IT staff for updating their knowledge and skills.

7. Administration

Administration functions serve as the bedrock of academic effectiveness in an educational institution. IT integration saves time, increases convenience, enables transparency and enhances effectiveness. The institution shall probe avenues of enabling IT integration at all levels of administration.

- 7.1 IT infrastructure and ERP systems shall be developed for interconnecting administrative offices and sections.
- 7.2 A systematic, well-planned, timely and transparent process shall be designed for documentation, collection, processing and maintenance.
- 7.3 An online or blinded mechanism shall be followed for the collection, screening, and processing of applications for programmes (students) and job positions (teachers and staff).
- 7.4 Record keeping and maintenance of students, faculty and staff shall be digitalized.
- 7.5 All institutional and departmental collaboration and linkages shall be led by the administrative office.
- 7.6 Infrastructure planning, development and maintenance shall be facilitated, monitored and audited through e-governance by the administrative officer.
- 7.7 Online mechanism shall be in place for periodic inventory management.

8. Accounting and Audit

Financial management is the corner stone of the growth and development of the institution. The e-governance of the finance section is vital for the long-run efficiency of the institution. A meticulous system with hardware and software support would enable an accountable, transparent and efficient accounting and audit process.

- 8.1 Accounts section shall have competent staff to execute all financial and accounting process through authorized software.
- 8.2 Integrated software shall be used for the preparation of budget and filing of financial statements for auditing by external auditors.
- 8.3 Adequate server support shall be provided for data maintenance, privacy and protection.

- 8.4 Staff remuneration, welfare, incentives, insurance, provident fund, loan and grant details shall be accounted and audited with online support.
- 8.5 Student fees, scholarships, concessions and wavier details shall be accounted and audited.

9. Admission Process

The institution attracts admissions from all over the country for academic programems, which has gradually increased over the year. The IT infrastructure for admissions shall enable and enhance accessibility, dissemination of information, adherence to time schedules in the conduct of counseling, declaration of results and ensure greater transparency for all the procedures.

- 9.1 Dissemination of programme details and admission process shall be done through the website etc.
- 9.2 IT infrastructure shall be provided for the admission process such as screening of candidates, online interview and final selection.

10. Student Engagement in Classrooms, Laboratory and Educational Spaces

ICT shall be an integral part of student engagement in various realms of the academic process. Effective learning with life-long impact is possible with adequate IT support.

- 10.1 Smart classrooms may be provided for those courses requiring hi-tech support.
- 10.2 All the classrooms shall be provided with LCD projectors/Wi-Fi projectors.
- 10.3 Laboratories and educational spaces shall be provided with the latest IT infrastructure.
- 10.4 Video conferencing facilities shall be provisioned in the required campus spaces as per the requirements.

11. Learning Management System (LMS)

The modern trends in IT promise newer frontiers for the education sector. The convenience and effectiveness of IT can be harnessed for an enhanced learning experience. The institution shall move towards blended learning, flipped classrooms, open online courses to enhance global competency.

- 11.1 An exclusive LMS with a permanent license shall be procured for the use of the members. It shall be customized to meet the needs of the institution.

- 11.2 All faculty members shall undertake flipped classroom pedagogy with complete integration of all course content and assignment submission through LMS.
- 11.3 LMS shall be used for the introduction of Massive Open Online Courses (MOOC) for the benefit of the members of the institution and the community.

12. Examination

Evaluation plays a pivotal in the academic process. E-governance protocol for examinations is applicable from the time a student joins the institution till the completion of the programme.

- 12.1 Assignment submission schedule, examination schedule, question paper setting, the conduct of examinations, submission of marks shall be executed through online/ERP for CIA.
- 12.2 Examination schedule, question papers setting, hall ticket, seating allotment, the conduct of examinations, valuation and submission of marks shall be executed through online/ERP.
- 12.3 Database management of student evaluation shall be maintained with high security and confidentially.
- 12.4 High level of security features shall be enabled in the ERP for the generation of marks cards, provisional degree and other certificate.
- 12.5 Transcript creation and online document verification system shall be made available for alumni and prospective employers.
- 12.6 The technological facilitation for providing the processing of the end workflow from exam enrolment request /application to the Transfer Certificate shall be provided as the norms defined by the exam office.

13. Library

The library serves as the reservoir of knowledge in a higher educational institution. It facilitates the growth of young minds beyond the curriculum. The Library and information Centre of the college shall be developed according to the needs of the times.

- 13.1 Integrated Library Management System with a permanent license shall be procured to automate and integrate the libraries in the institution.
- 13.2 Access of library resources shall be through online/ERP.
- 13.3 Procurement, inventory and maintenance of books, e-resources and databases shall be recorded through ERP.

- 13.4 Seamless Wi-Fi connectivity shall be ensured for the usage of e-content and e-resources.
- 13.5 The institution shall explore the interconnection of libraries and collaboration with national and international institutions for the sharing of e-resources.
- 13.6 Archaic and heritage literature sources shall be preserved in dematerialized form

14. Data Centre

The huge volume of information generated necessitates a systematic and well-planned data management system. Efficient and quick functioning of management information system is the need of the hour. Coordination between academic and administrative centres is a mark of effectiveness.

- 14.1 A comprehensive data centre shall be established to serve as a repository for storage, retrieval and utilization of data.
- 14.2 Necessary server and cloud support with ERP shall be created. Due importance has to be given to the security system.
- 14.3 Adequate manpower shall be deployed for planning and monitoring the data centre.
- 14.4 Efforts shall be made to convert all existing documents to dematerialized form.

15. Online Learning Resources

The institution has to keep abreast of international educational standards. The policy emphasizes the need for the creation of online learning resources incorporating global trends.

- 15.1 The institution shall invest in setting up technology for creating online learning content.
- 15.2 A lecture /video capturing facility shall be provided.
- 15.3 Training shall provided to the faculty and staff for the creation of online learning resources.

16. Media Production

All spheres of human development in recent times bear the indelible mark of mass media the education sector has to utilize the rich contribution of mass media for the dissemination of knowledge and information.

- 16.1 A full-fledged media production facility with the latest technology shall be set up for mass media creation.
- 16.2 Television, radio and social media productions of the institution shall adhere to regulations.

17. Academic and Cultural Spaces

The college shall have infrastructural spaces for academic and cultural activities that are indispensable for holistic growth. Technology shall be developed in consonance with infrastructural growth.

- 17.1 Technology support for audio, video, projection, and transmission facilities with the latest configuration shall be provided in all academic and cultural spaces.
- 17.2 Trained staff shall be appointed for the operation and maintenance.

18. Maintenance

Obsolescence and depreciation are unavoidable characteristics of equipment and technology. A strategic approach is essential for coping up with obsolescence and changes in technological advances.

- 18.1 An exclusive maintenance team shall function under the IT administrator for the maintenance of IT infrastructure.
- 18.2 The finance committee shall have adequate budget allocation for maintenance and upgradation of the IT infrastructure.
- 18.3 Hardware and software shall be upgraded to relevant and modern versions.
- 18.4 Annual maintenance contracts with authorized agencies shall be executed with due diligence.

19. College Website and Social Media

The website serves as the face of the institution. The perception of the institution is significantly affected by the website, social media handle and mobile app. A well-planned mechanism is important for the creation and maintenance of the website and social media handles.

- 19.1 The primary source of communication of the institution shall be the website, social media handles and mobile app. The important circulars and notices shall be announced through them.
- 19.2 The institutional websites shall be designed and maintained by a team of professional designers and web administrators.
- 19.3 The social media publishing shall be managed by the institutional staff.

20. E-Waste Management

The institution shall place the highest priority for the management of e-waste generated in the campus. Efforts have to be made to reduce the carbon footprint and ensure an eco-friendly environment.

- 20.1 A well-planned process shall be implemented for the collection, segregation and disposal of e-waste in the campus.
- 20.2 The institution shall maintain national standards pertaining to reducing, reusing and recycling e-waste.
- 20.3 An MoU shall be signed with an authorized agency for e-waste management.

PRINCIPAL