

## VIKAS GROUP OF INSTITUTIONS

(Sponsored by Mother Theresa Educational Society)

Approved by AICTE, New Delhi, PCI, New Delhi & Affiliated to JNTUK, Kakinada

ISO 9001 : 2015 Certified

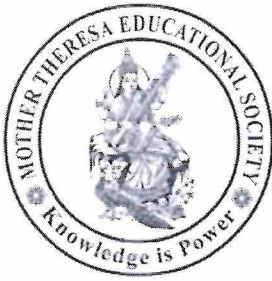
Nunna – 521 212, Vijayawada Rural, NTR District, A.P. India.

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### 6.2.2(1)

## *Policy on E-governance*

*PSS2015*  
PRINCIPAL/DIRECTOR  
VIKAS GROUP OF INSTITUTIONS  
NUNNA - 521 212  
Vijayawada Rural, NTR Dist., A.P.



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## E-Governance Policy for Vikas Group of Institutions

### Objectives:

1. Implementation of E-governance across various institutional functions.
2. Promotion of accountability and transparency within the institution.
3. Achievement of paperless administration.
4. Facilitation of online communication, both internally and externally, among members of the institution, ensuring easy access to information.

### Policy:

1. Vikas Group of Institutions is committed to establishing an efficient e-governance system, encompassing all operational activities.
2. While certain departments such as the library and accounts have already integrated e-governance, our institution aims to extend its implementation to additional areas.


The following domains have been identified for e-governance integration:

#### 1. Website

The institution will conduct a thorough overhaul of its website to accurately represent current developments and guarantee easy access to pertinent information, events, and announcements.

#### 2. Library

- Our institution is proud of its library facility and is committed to enhancing it further by integrating e-learning resources for the benefit of both students and faculty members.
- Utilizing the Software for University Libraries to achieve full automation, our Integrated Library Management Software (ILMS) effectively streamlines operations. We will ensure seamless functionality through regular updates and subscriptions to new e-resources.
- Input from the library advisory committee, faculty, and students will steer these enhancements, ensuring that our library remains a leading source of educational support.
- Furthermore, user feedback and analytics will drive strategic decisions, ensuring that our library continually evolves to meet the changing needs of our academic community.

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### **3. Student Admission and Support**

- Admission records, fee details, scholarship information, and registration processes will be seamlessly managed through electronic systems, offering students convenient access to vital information.
- We actively encourage e-queries and e-suggestions to solicit feedback for ongoing improvements, fostering a collaborative environment between students and the institution.
- Students will have access to a comprehensive range of e-learning facilities and digital repositories, housing course materials, NPTEL videos, e-books, and staff publications, enriching their academic experience.
- Our commitment to digital accessibility ensures that students can leverage these resources anytime, anywhere, promoting flexibility and self-directed learning.

### **4. Examination Cell**

- The examination branch efficiently manages student data and exam-related details through electronic systems, ensuring seamless administration.
- All exam-related information, such as dates, results, fees, hall tickets, and notifications, will be easily accessible online, providing students with convenient access to essential details.
- To uphold the integrity of examinations, stringent measures are in place to maintain confidentiality, safeguarding the integrity of the assessment process.

### **5. Administration**

- The institution adopts a structured organizational chart to facilitate efficient administration, emphasizing decentralization and collaboration among Heads of Departments (HoDs) and Academic Counselors. Clear lines of communication and accountability are established to ensure smooth operations.
- Communication within the administration is conducted primarily through paperless means, such as emails, fostering instant dissemination of policies, rules, regulations, circulars, and other pertinent information. This approach promotes swift decision-making and reduces administrative overhead.

  
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