



SAMATA DEGREE COLLEGE

Affiliated to Andhra University & Approved by AICTE

An ISO 9001 : 2015 Certified Institution

Sector – 10, MVP Colony, Visakhapatnam – 530 017. (A.P.)



E-Governance Policy

Objectives

1. Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
2. To promote transparency and accountability in all the functions of the college.
3. To achieve and create a paperless environment in the college.
4. Promoting Online internal and external communication among the members of the institution, providing easy access to information.
5. To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
6. To establish a fully automated Library.
7. To provide e-facilities to students, teachers, Alumni and Parents in various activities relating to the institution.

Policy

1. In order to provide simpler and efficient system of governance within the college, it is decided to adopt and implement e-governance in maximum activities of our functioning.
2. Institution to embrace e-governance for the seamless access of data for better decision making at various levels of the organization.

THE FOLLOWING ARE THE AREAS OF IMPLEMENTATION

The e-governance policy is divided among various areas of operation. These areas of operation are descriptive and the society describes right to implement e-governance even in areas not enlisted herewith.

Website

The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. Training will be given to the administrative and teaching staff to make important updates on the website. 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.



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DIRECTOR
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Library

The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College continues to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database. The library shall create a separate section in college website where students and teachers can easily go through all the rules and regulations, services, e-resources, various informational links and question papers.

Finance and Accounts

The Central Office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Financial Audits are conducted every year by an external Auditor and all such records are properly maintained.

Student admission and support

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

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Alumni

In order to strengthen our Alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. The college strives hard to maintain continuous rapport with the Alumni who are located in different parts of the World. From the past 17 years, Samata Degree College is conducting Alumni Meets successfully inviting Alumni from different parts of the country. Alumni Association is to be formed in order to channelize and improve the Alumni database and participation in the coming years.

Examination Cell

The college shall adopt an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard. As per the directions of the University, it is mandatory to fill examination applications, revaluation applications, obtaining hall tickets, uploading of marks, etc. everything in online mode. Regular updates of Students Internal Performance to be maintained and communicated to the parents. As per the directions of the University, it is mandatory to handle examination in online manner. Utmost secrecy and confidentiality need to be maintained while handling examinations and work needs to be done with utmost care and caution.

Recently, Mr.G.Ramesh, Assistant Professor in the Department of Commerce and Management Studies is appointed as Officer of Internal & External Examiner of Samata Degree College and is supervising the entire process of Examination under the guidance of the Director & I/c Principal of the College.


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