



Adusumilli Gopalakrishnaiah & Sugarcane Growers Siddhartha Degree College of Arts & Science

Vuyyuru – 521165, Krishna District, Andhra Pradesh

(An Autonomous College in the Jurisdiction of Krishna University, Machilipatnam)

Accredited by NAAC with “A” Grade

ISO 9001:2015 Certified Institution

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E-Governance Policy Document

The scope of this policy extends to the following areas:

- Administration
- Admissions
- Examinations
- Scholarships
- Library
- Maintenance of Accounts

Objectives:

- To promote transparency and accountability in all the aspects of the college.
- To achieve and create a paperless environment in the College.
- To provide easy and quick access to the information.
- To establish a fully automated Library.

Policy:

The College will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, Examinations, etc. The policy is designed and framed to make each and every function transparent and accountable.

IMPLEMENTATION OF E-GOVERNANCE:

❖ ADMINISTRATION:

- ✚ Important information, circulars are communicated to the teaching and non-teaching staff through email.
- ✚ All important administrative information including notices is regularly published on the website.
- ✚ Institution develops online forms to obtain feedback from stakeholders like students, Parents, alumni.
- ✚ The college campus is equipped with CCTV Cameras installed at various places of need.
- ✚ WhatsApp Group helps to provide the brief notices of any event to be happened on college and of smooth functioning of the same.

❖ STUDENT ADMISSION:

- ✚ Andhra Pradesh State Council of Higher Education (APSCHE) introduced Online Admission Module for Degree Colleges (OAMDC) from the academic year 2020-21 vide G.O Ms. No. 34 Higher Education Dt: 15-10-2020.
- ✚ This website has the options for students:
 - Registration
 - Exercise web options
 - Download seat allotment letter
- ✚ This website has the options for college:
 - Student allotted list
 - Confirmation of admission

❖ EXAMINATIONS:

The Office of the Controller of Examination of the college using IT reforms for the smooth running of Internal Examinations, External Examinations for UG & PG courses. Links are provided in the college website for announcement of notifications, results, and examination time tables. In addition, the office of the controller of examinations is using software SPRS (Student performance review system) for fee related reports, preparation of exam time tables, nomination rolls, generation of D-forms, bundle slips for preparation of various documents.

❖ SCHOLARSHIPS:

For scholarships, the college using jnanabhumi portal, credentials were provided by social welfare department, the eligible candidates were registered in the jnanabhumi portal for Jagananna Vidya Deevena, Jagananna Vasathi Deevena schemes. The applied candidates list is displayed in our login, options provided to the Principal of the college for verification and authentication through biometric, forwarding the list of verified students to social welfare department. Govt. credit the amount to the Mother account of the verified and approved students only under Jagananna Vidya Deevena, Jagananna Vasathi Deevena schemes.

❖ LIBRARY:

The college Library uses SOUL 2.0 software for maintaining books list, user registration, and issue of books to staff / students.

❖ ACCOUNTS:

Maintenance of accounts is done in our college by using Tally package. Profit and loss, Balance Sheet is 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. Training to the existing staff and updating the existing software must be done regularly.



Principal
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