IDEAL COLLEGE OF ARTS AND SCIENCES
(Autonomous & NAAC B)
KAKINADA

E-GOVERNANCE POLICY

Policy Statement:

The college implements e-governance in all aspects like library, accounts, admissions, administration, teaching etc. The policy is designed and formulated to make every function transparent and accountable. It also seeks to strengthen the existing physical regime Promoting seamless information sharing between infrastructure and various stakeholders of the Institution.

Scope:

E-Governance in the Institution, aims to improve the governance system for the development of the college through the use of innovative and scientifically sound technology and extends to the following areas:

- Administration
- Admissions
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- E-waste Management

Objectives:

Key objectives of the policy

- The primary objective is to implement e-governance in all functioning of the Institute to provide an effective system of governance
- To promote transparency and accountability in all functions college can be automated, transferred and utilized with the help of ICT analyze data or information in college administration for all purpose of Admissions, Workload, Timetable, Internal Assessment, Examination, Attendance, Results etc.
- Establishing a fully automated library

- To ensure Wi-Fi enabled campus.
- To provide immediate and ready access to information.
- Making classrooms ICT enabled, equipped with smartboards and Projectors etc.

Policy:

The College implements e-governance in various aspects of its functioning including library, accounts, admissions, administration, teaching etc. The following policies and procedures have been formulated:

Website:

The website will act as a reflective information center about the Institution, admissions, administrations, all Institutional activities, important notices, courses offered, student support etc. For this, a dedicated service provider/web designer is appointed by the college. Administrative and teaching staff are trained to make important updates on the website. A website committee is constituted for the maintenance of the college website. The committee looks after the process of updating, maintaining and working the website time to time. The committee is also look into other necessary changes to the website. The college tries to project its vibrant self and activism through its website.   All-important notifications are live on the website as and when they are released.

Admissions:

The State Government has implemented the policy of online admission for all the Colleges in the State. A schedule of admission is notified through media. The admissions are done on merit basis, College wise and reporting date will be announced in OAMDE website. The list of admitted candidates will be sent merit wise, community wise and women quota. The fee structure will be announced by the Government. 30% of the seats are allotted for Management quota. The fee structure of management quota is announced by the Government body. Dates of starting classes are intimated to students and Management.

Accounts:

Tally software used by accounts office which provides advanced features in managing financial records effectively and efficiently. Adequate security measures are taken to protect the confidentiality of transactions. The college conducts training for the existing staff and ensures that the software is updated regularly. The college also utilizes Public Financial Management System (PFMS) which helps in the

management of funds received from the government, payroll management system, salary calculation, generation of salary slips, disbursement to various bank accounts. TDS, Provident Fund, Allowances are also managed by PMFS.

Library:

Educational Institutions are harbingers of knowledge. The knowledge generation, assimilation. dissemination and timely retrieval are essential prerequisites of growing educational institutions. The good library which provides invaluable literature both past and current would be a necessary concomitant for enthusiastic ebullient and eager learners. Researchers and other serious academicians. Realizing the critical role that a library would play in shaping the lives of generations of students, the Management of Ideal College of Arts and Sciences, Kakinada constructed a Central building. The central library is digitalized/computerized. There is a well-equipped reading room which subscribes to a large number of dailies, weeklies, periodicals and journals on various subjects. The college continues to add e-learning resources for the benefit of teachers and students and recommendations are taken from teachers and students while subscribing to e-resources.

Administration:

The administrative office uses advanced Excel and file management system tools to maintain an efficient database. Regular and appropriate training is provided to the administrative staff to help them keep abreast with the new technology.

Examination:

Based on individual social, national and global needs, the college designed the curriculum and by implementing the designed curriculum, the Institution has imparted quality of education to students. The college follows an online system where students can view their overall marks at the end of each semester and report any discrepancies.

Alumni:

To strengthen our alumni relations, there is a dedicated alumni page. Registration is designed on a website that provide facilities like prominent alumni College, feedback and many other things. A registered Alumni association named "Ideal college former students association" is there for maintain the relationship with Alumni. Separate social media groups are maintained by the association for continuous Institutional infrastructure and curriculum feedbacks by which the Institution can take action on particular area.

E-Waste Management:

The institution ensures that the e-waste generated by the Institution does not harms the environment. Separate e-waste dustbins are arranged in the class rooms. The e-waste generated by the computers are recycled and reuse by computer department.

ICT Infrastructure:

Digital Classrooms

The digital classroom (also flipped classroom, blended learning and smart class room) refers to the "Technology-enabled" classroom where student learning and interaction with the instructor and peers is fully supported through strategic use of Information and communication technologies (ICTs). Smart Classroom Equipment is a solution designed to help teachers in meeting with new challenges and developing student's abilities and performance.

Virtual Classrooms

Virtual classroom is a teaching and learning environment where participants can interact, communicate, view and discuss presentations, and engage with learning resources while working in groups, all in an online setting. The medium is often through a video conferencing application that allows multiple users to be connected at the same time through the Internet, which allows users from virtually anywhere to participate.

IQAC COORDINATOR

CO-ORDINATOR
I Q A C
Ideal College of Arts & Sciences (A)
KAKINADA

PRINCIPAL

Principal
Ideal College of Arts & Sciences (A)
KAKINADA