



KAKINADA INSTITUTE OF TECHNOLOGY AND SCIENCE
DIVILI, TIRUPATHI (VI), PEDDAPURAM (MANDAL)
(Approved by AICTE, New Delhi & Affiliated to JNT University, Kakinada)
(Accredited by NAAC with B+ grade)

POLICY ON E-GOVERNANCE

For an Educational Institution to recognize nationally and internationally, it has to have a good e-Governance Policy. For a Professional Institute like KITS, it is an essential component for its overall growth and development. To sustain and set up itself as one of the Institutes of Excellence in the country in professional higher education, the institute has started implementing several e-Governance initiatives. Governance is not only participatory but also accountable and transparent for the smooth functioning of the system. e-governance can facilitate improving transparency, and participation providing speedy information, dissemination, and improving administrative efficiency and public services in all aspects of education.

Objective:

1. Implementing e-governance in various aspects of the institution
2. Improving the efficiency of our operations
3. Promoting transparency and accountability
4. Achieving paperless institution administration
5. Facilitating online internal and external communication among the institution's various entities.
6. Making information readily available
7. Making the institution visible globally

Policy:

e-governance is utilised in the following areas to provide a simple and efficient governance structure within the institution:

For the convenience of usage, the approach is separated into distinct service areas. These operating areas are illustrative, and the organisation reserves the ability to implement e-governance in areas not specifically mentioned here.

Website: The college's website should be updated to reflect the most recent developments. The website will serve as a mirror of the college's operations, providing visitors with information on all activities, vital updates, and other relevant information. This will be handled by a different service provider/web designer, which the chairman will choose. In addition, current employees should be trained, and personnel in charge of website management and upkeep at the college level should be identified.

Student Admissions: The College has decided to conduct admissions through the Internet. This will refer to the graduate and postgraduate certificate and Institution course admissions. The principal is given the authority to make reasonable decisions and designate the people who will be in charge of putting the policy into action.



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Accounts: The Institution already uses WEBPROSINDIA software to keep track of its finances. For transaction confidentiality, appropriate security measures should be taken. Current personnel must be qualified and existing software must be upgraded regularly.

Administration: The majority of the institution's administration should be handled with existing ICT-based technology, i.e. WEBPROSINDIA software, to provide a hassle-free, convenient, and low-cost process. Employees should, among other things, be able to manage their leaves remotely, receive e-copies of their pay stubs, and communicate with one another internally. Students must also be able to access as many online resources as possible, such as transfer certificates, legitimate certificates, and so on. Students must also be able to access as many resources as possible online, such as transfer certificates, bonafide certificates, and so on.

Library: We are fortunate to have one of the best libraries in the country. To keep this tradition going, we need to add more and more e-learning opportunities for the benefit of teachers and students. The library must be updated regularly. WEBPROSINDIA software is used to access the library's services. Similarly, newer e-learning materials, such as journals, should be listed and subscribed to based on the library advisory committee's recommendations. When subscribing to these services, teachers' and students' recommendations must be taken into account.

Examination: The examination cell shall put the required efforts to use ICT-based technology for examination purposes such as filling out forms, payment of exam fees etc. The College Examination cell is in charge of overseeing the entire examination process under the supervision of the college's Principal. When handling examinations, the utmost secrecy and confidentiality must be maintained, and work must be performed with great care and caution.



PRINCIPAL

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