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## E Governance Policy

### Scope:

The scope of this policy extends to the following areas:

- ❖ General Administration
- ❖ Student Management
- ❖ Examination
- ❖ Library
- ❖ Accounts and Finance
- ❖ ICT Infrastructure

### Objectives:

- ❖ Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- ❖ To promote transparency and accountability in all the functions of the college
- ❖ Providing easy access to information.
- ❖ To maintain the Data on a secure environment.
- ❖ To establish a fully automated Library

### Policy

The college will implement e-governance in all aspects of functioning like library, accounts, administration etc. The policy is designed and framed to make each and every function transparent and accountable. The College decides to make the following policies and procedure:



# MALINENI LAKSHMAIAH WOMEN'S ENGINEERING COLLEGE

Pulladigunta (Vil), Vatticherukuru (Md), Prathipadu Road, GUNTUR - 522 017, A.P.

(Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)

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College Code : Ke

Eamcet & ICET Code : MLEW

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**Website:** The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. All the important notifications have to go live on the website as and when they are released.

**Accounts:** The office continues to maintain its account on Tally. 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 Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc

**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 should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers



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can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

The central library is fully automated using Koha (open source software). Koha is fully featured ILMS software for Libraries of varying types and sizes, volunteers and support companies worldwide. MLEW library is fully automated using the Koha software .

### Administration

MyStudentBoard 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. By using this we can also provide Transport details and staff management etc.

### ICT TOOLS

- ❖ The College to ensure that it has adequate number of desktops and laptops for students and staff.
- ❖ Computers and printers to be made available in the administrative block.
- ❖ Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- ❖ The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- ❖ Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly

  
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