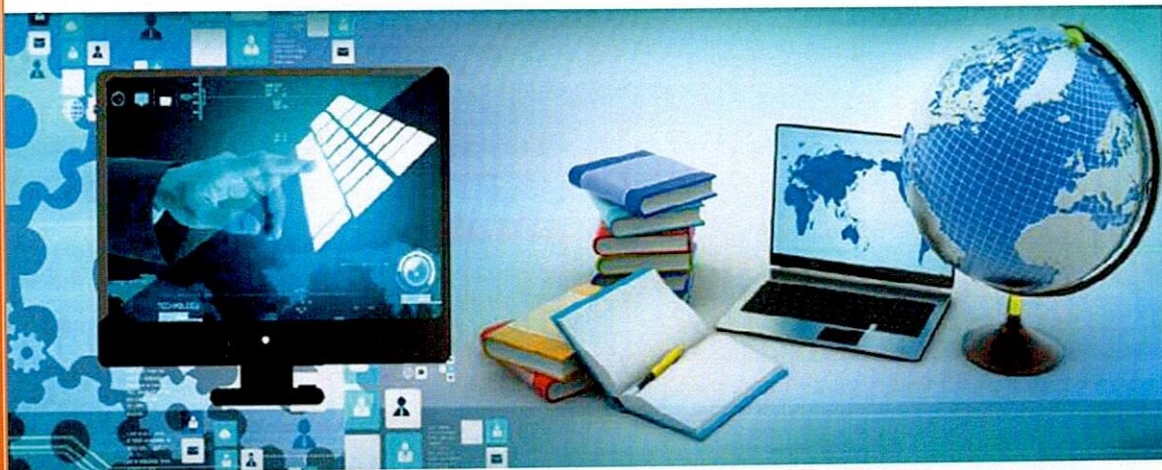# JMJ COLLEGE FOR WOMEN
## (Autonomous)
Tenali - 522202

e-GOVERNANCE POLICY

IMPLEMENTATION OF E-GOVERNANCE AT INSTITUTIONAL LEVEL

E-Governance refers to the utilization of information and communication technologies (ICT) within organizations to enhance user services, improve operational efficiency. The fundamental purpose of e-governance is to inculcate transparency and efficiency in organizational operations, responding to the growing expectations of the information age. The motivation for transparency and efficiency arises from the growing demands of the information age. E-Governance influences the benefits of rapid and cost-effective communication, transparency, providing convenience, accountability, and broader access to information. These elements form the cornerstone of the e-governance concept, fostering an environment where organizational processes are streamlined and optimized to meet the evolving needs of a technologically advanced Society.

JMJ College for Women is actively embracing the latest applications of e-governance to streamline various digitally performed functions through the internet. The essential infrastructure is funded both by the UGC and the College Management. The majority of our Staff and Students are using smartphones to connect with the contemporary technologies in Higher Education. To ensure continuous functioning of Computer Systems and address IT related issues, IT-Policy has been established within the College. Adapting digital technology has significantly enhanced the prospects of e-governance across various operational areas in the College. The quest for e-governance excellence focuses on the following key operational fields within educational administration.

ADMINISTRATION:

The college is exploring potential opportunities to automate various administrative tasks. College Automation System facilitates the maintenance of Student Attendance, student internal assessment marks, student assignments and other study materials.
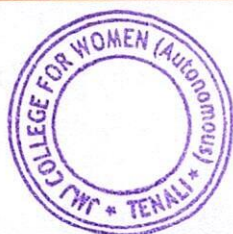
Biometric system is maintained to monitor the faculty attendance for Aided staff through AP state government. The Staff members use smart phones to maintain the WhatsApp groups for each class to to give information about the events conducted in the college, results release notifications, examination time table notifications. The College campus is equipped with CC cameras at various places to monitor the safety and security.

INSTITUTION'S WEBSITE:

The college website plays an important role as a communication and information hub for staff, students and public, to give accessibility, for getting to know the information. Serving as a comprehensive platform, the website reflects college's activities and provides essential information about the institution's Vision and Mission, policy documents for quality enhancement, courses offered, upcoming events, notices, placement activities, as well as examination related information. College website serves as a repository of faculty profiles, their research interests, and achievements.

In addition to the above, website functions as a resource center, it provides access to online libraries, digital learning materials, and research publications. Event calendars and announcements keep the community well-informed about upcoming activities, while online student satisfactory survey and contact information facilitate continuous communication between students, faculty, and administration. To make sure that updates are done timely, a dedicated admin in-charge has been appointed for uploading the information and events conducted in the college.

ONLINE ADMISSION PROCESS:

Implementing a fully online admission process streamlines the application and enrollment procedures, to make easier for students to apply and for the college to manage admissions.

ADMISSION PROCEDURE As per the G.O.MS.No.34 Higher Education Department, Dated: 15.10.2020, the college is following Online Admission Process for admission into both Undergraduate and Postgraduate Courses conducted by the Government of Andhra Pradesh from the Academic Year 2020-21 till today.

ACCOUNTS:

The college uses Tally ERP9 for maintaining its financial accounts, regularly updating to the latest software versions of advanced features that facilitate effective and efficient record-keeping. Tally is the primary tool for generating essential financial documents such as Profit and Loss statements and Balance Sheets. The software is also instrumental in providing various analysis reports.

To ensure the confidentiality of transactions, appropriate security measures are implemented. Regular training programs are conducted for the staff members to stay abreast with the latest features and updates, contributing to the ongoing enhancement of financial management processes. To make the financial workflow streamlined, online modes like NEFT, RTGS, bank transfers, and net banking, are the preferred in the college for both making and receiving payments.

EXAMINATION SYSTEM:

Autonomous Examination Management Software (AEMS) is used for storing, retrieving, managing and aggregating examination objects. It is 100% automation software of autonomous examination structure and it has several modules like Administration, Students detail, Marks, Reports, Cluster and Grades Management. Online Mid Exams are conducted for the students.

Semester End Examination Time Table, Exam Fees, Attendance, Semester Exam Results are placed in the website time to time for giving information to students. The examination module consists of the modules like Add/ edit/ delete student details, Language mapping, Add subjects,Assign subjects, Max / Min Marks Entry, Subject wise Marks entry, Supplementary / Revaluation Marks Entry, Individual Marks View, Marks Reports, Marks Memo Printing, Backlog Subjects, Consolidated Memo Printing and Provisional Certificate Printing.

COLLEGE LIBRARY:

The College maintains its academic excellence through maintaining a well-stocked library. The College is aiming to add more and more e-learning resources, new journals

for the benefit of the staff and the students. Books, Journals requirements are taken from the staff and students while purchasing and subscribing to the e-resources. The Library is integrated with fully automated NewGen Lib Software through which student can search the books easily. The Library System for Issue of books to staff. The library is linked with NLIST consortiums for online books and journals. Access to e-journals & E resources to be provided within the campus by using N-list through digital library, e-Resources in different subjects for teaching, reading, self-study and research are done from the link www.nlist.inflibnet.ac.in and login by their user name and password.

FEEDBACK:

Student Satisfactory Survey (Feedback from) from students, faculty, employers and alumni of our college and the staff is taken both offline and online. The link of feedback forms is given below:

https://www.jmjcollege.ac.in/student_feeback_staff.aspx

To address the Grievances of the students, the grievance redressal committee with the help of the website committee posted Grievance Redressal Mechanism form in college website. The link is given below:

https://docs.google.com/forms/d/e/1FAIpQLSclfvmOxMz3Isucj7SuaUrej3-j9f6IdW5UdnBEt5ek1b-Ugg/viewform

As per the directions from the Admission Committee the Principal allotted two faculty for Online Admissions to provide assistance to the students in registering for admissions inn Online Admission Module for Degree College (OAMDC), making the online admission process easier for the Students.

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