E-Governance Policy

ANIL NEERUKONDA INSTITUTE OF TECHNOLOGY & SCIENCES

(AUTONOMOUS)

Objectives:

1) To provide a platform for easy, efficient and any-time access to prepare, modify, retrieve and communicate various documents used in the Institution
2) To provide easy, quick and efficient access to information and documents among the internal and external stakeholders of the Institution
3) To use applicable software/other tools for monitoring students and staff Attendance, Library, Examination section including 24x7 online access to teaching-Learning material
4) To accomplish paperless administration in the Institution for protection and preservation of environment and reduce pollution
5) To promote online internal and external communication among the members of the Institution

Policy and Implementation

ANITS has implemented e-governance in the areas of operation of:
- Administration
- Finance and Accounts
- Students Admission and Support
- Library
- Examination

Administration:

1) **Biometric attendance**: Biometric attendance is implanted for all faculty and staff members.
2) **Paperless administration**: Google Apps are used for majority of activities such as
   a) Google Sheet: For data collection from various Department
   b) Google Docs: To prepare notices and activity reports
   c) Google Forms: To prepare Feedback forms and get online feedbacks of Students, parents
3) **CCTV:** The college campus is equipped with CCTV cameras installed at strategic points.
4) **Intercom:** Intercom facility is available and used for communication among the Principal, faculty and staff of the institute.
5) **Online meeting tools:** Zoom, Webex, Google meet etc. have been used effectively during the Covid19 lockdown period for holding HoDs and faculty meetings to plan and implement Academic programs.
6) **Emails and WhatsApp:** Group mails and WhatsApp groups are used for quick communication of notices, circulars among the administration, faculty, staff and students for smooth functioning and quick update of the events to be organized in the college.

General guidelines for grant of internet and Wi-Fi access to the users, for security and privacy and prohibited downloads are covered under IT Policy of the Institute.

The Institute Website www.anits.edu.in provides necessary information about the activities, and important notices and documents facilitating access and retrieval among all internal and external stakeholders such as students, parents, faculty, staff, regulating agencies, industry, prospective students, parents and faculty and staff as well as people in the society at large.

Library

1) **OPAC:** Institute Library is enabled with OPAC (Online Public Access Catalogue) system to provide easy and faster searching of print books, e-books, e-journals, theses, reports, patents etc. by title, author or subject for students and faculty of the Institution.

2) **NDL:** The Institute Library is also connected to National Digital Library (NDL) hosted by Ministry of Education, Government of India. NDL enables access for students for test preparations to GATE, UGC NET (National Eligibility Test), JAM (Joint Admission test for Masters), Career development and Recruitment, Study at Home Materials in Engineering, Science, Humanities, Law & Management as well as Covid-19 Repository and featured collections.

3) **e-Shodh:** The Institute Library also provides access to e-ShodhSindhu, formed by Ministry of HRD, Government of India merging three consortia initiatives namely UGC-INFONET Digital Library Consortium, NLIST and INDEST-AICTE Consortium.

4) **IRINS:** The Institute library is also connected to IRINS, the web-based Research Information Management (RIM) service developed by the Information and Library Network (INFLIBNET) Centre. The portal facilitates the academic, R&D organizations and faculty members, scientists to collect, curate and showcase the scholarly communication activities and provide an opportunity to create the scholarly network.

5) **NPTEL:** In addition, the Institute library provides access to the students and faculty to NPTEL Video lectures, Turnitin online plagiarism tool, apart from a host of online e-resources, including journals/e-books from IEEE, ASME, ASCE, Springer, Elsevier, J-Gate, Delnet etc.

6) **Turnitin:** Turnitin anti-plagiarism tool is available and used for checking plagiarism before submission of Research papers and R&D proposals by the faculty members of the institute.

Finance and Accounts

- **ERP Software:** The Institution employs Crystal HR ERP software for maintenance of finance and accounts.
- Financial matters are also dealt with pay U Money and other tools for transaction purposes.

Student Admission & Support

1) **Indigenous software:** Institute employs software for Admissions, Fee collection, designed and developed indigenously by the institute faculty and staff.
2) **Web support:** The college website act as a mirror of the college information. Admission and online transaction interfaces are provided on website. College is having a full time web developer and team members.
3) **Online Attendance:** Student attendance is managed through "EzSchool software"
4) **Moodle:** The institute hosts online repository of Teaching-Learning materials etc. through Moodle, which enables 24x7 access to the students. In addition, Moodle is used by faculty to conduct on-line quizzes to the students.
5) **Google Class:** Google classroom has been effectively used by the Institute to conduct online classes, as well as for posting study materials and monitoring class attendance during Covid-19 lockdown period. It is being used now based on the need.
6) **Online meeting tools:** Google meet, Webex, Zoom etc. have been effectively used by the faculty members to attend record number of FDPs / webinars organized by various national/international agencies during the Covid-19 lockdown period.
7) **WhatsApp groups:** WhatsApp groups are used not only to provide quick and easy communication among students but also for doubts clarifications, sharing of question papers and study materials at the individual class level etc.

Examination

1) **BEES Software:** Exam section employs Examination Management System (EMS) developed by "BEES SOFTWARE" for complete management of exam system for core and elective courses registration, online submission of examination applications, issue of hall tickets, evaluation, results declaration, and promotion of students.
2) **Google Forms:** Exam Section also uses Google forms for securing syllabus and model papers from faculty members and also to collect key and scheme of valuation for Regular and Supplementary examinations
3) **Google Class:** Google classroom has been effectively used by the Institute for conducting project work viva voce, Mid examinations and Assignments etc. during Covid-19 lockdown period. It is being used now based on the need.

Principal
ANITS