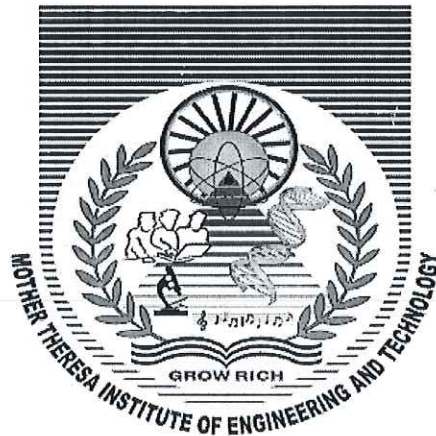


# MOTHER THERESA INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE, New Delhi :: Affiliated to JNTUA, Anantapuramu  
Accredited by NAAC, Bengaluru :: An ISO 9001 – 2015 Certified Institution

Melumoi Post, Palamaner, Chittoor(Dist.). AP, India-517408



## POLICY DOCUMENT

## E-GOVERNANCE

## VISION

To promote excellence in the field of Engineering Education, Research and Consultancy which encompasses knowledge, skills and values to produce technically and intellectually competent and socially committed students to become responsible citizens.

## MISSION

- To empower the students in developing professionalism through innovative teaching and learning process
- To improve high ethical values in engineering and technology through research and consultancy
- To promote high standards in education to meet the needs of the society
- To impart knowledge and technical skills to enhance intellectual property of primary stake holders.

## PROGRAM OUTCOMES (POS)

Engineering Graduates will be able to:

- **PO1. Engineering knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.
- **PO2. Problem analysis:** Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
- **PO3. Design/development of solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.
- **PO4. Conduct investigations of complex problems:** Use research-based knowledge and research methods including design, of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
- **PO5. Modern tool usage:** Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.
- **PO6. The engineer and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.
- **PO7. Environment and sustainability:** Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
- **PO8. Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
- **PO9. Individual and team work:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
- **PO10. Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
- **PO11. Project management and finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
- **PO12. Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.



## E-GOVERNANCE POLICY DOCUMENT

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### **Scope:**

The scope of this policy extends to the following areas:

- General Administration
- Student Support
- 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.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Projectors, etc.
- To establish a fully automated Library.

### **Policy:**

The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, 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:

**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, 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. The College strives to showcase its vibrant self and activeness through its 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. Latest versions of the software to be purchased and used by the college. 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 transactions. Training to the existing staff and updation of the existing software must be done regularly. 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 can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

- The Library to install fully automated ILMS software which should have an easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.
- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance. To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

#### **Administration:**

- College Automation Package (e-CAP) 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.
- Administrative Office should use Advanced Excel and File Management System tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode like Academic Register, Day Attendance Reports, Class Attendance, Time Tables, Parents Correspondences, Students List, Feedbacks, Lesson Plan, External Marks Data etc..
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.



### **Examination:**

- The college has adopted an online system (E-CAP) where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any.
- The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

### **Alumni:**

In order to strengthen alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

## **ICT TOOLS**

### **Hardware Infrastructure:**

- 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 infrastructure to be complemented by Computer networking devices, scanners and interactive teaching board/smart board etc.

### **Software Infrastructure:**

- 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.
- The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.

For Mother Theresa Institutions

M. Madhvi  
CHAIRMAN  
Chairman

