



KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE

Opp : Yerragattu Gutta, Hasanparthy (Mandal), WARANGAL - 506 015, Telangana, INDIA.

కాకతీయ ప్రేక్షోగికీ एवं विज्ञान संस्थान, వరంగల్ - 506 015 తెలంగాణ, భారత

కాకతీయ సాంకేతిక విజ్ఞాన శాస్త్ర విద్యాలయం, వరంగల్ - 506 015 తెలంగాణ, భారతదేశము

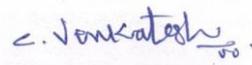
(An Autonomous Institute under Kakatiya University, Warangal)

(Approved by AICTE, New Delhi; Recognised by UGC under 2(f) & 12(B); Sponsored by EKASILA EDUCATION SOCIETY)

A Policy Document on Implementation of e-governance



Internal Quality Assurance Cell (IQAC) Kakatiya Institute of Technology & Science, Warangal


Coordinator, IQAC




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BACKGROUND FOR THE POLICY

ABOUT KITSW:

Kakatiya Institute of Technology & Science, Warangal (KITSW) is a private self-financing co-education technical institute, established by Ekasila Education Society (EES) in 1980 by an elite group of philanthropists with an objective to impart quality technical education and provide a strong & ethical human resource base to the society. Hon'ble Ex. Prime Minister Late Shri. P. V. Narasimha Rao inaugurated the institute. Over 42 years, the institute through its quality initiatives has attracted academicians of proven competence as faculty, augmented its infrastructural facilities and has emerged as one of the most sought after institutes in engineering and management education.

The campus of KITSW is spread over an area of 65.04 acre green campus, the institute covered by trees and greenery. Through this policy, students and staff are motivated and encouraged to keep the campus environmentally friendly, pollution free and lush green conserving nature and its resources.

OBJECTIVES OF THE POLICY:

An efficient system of governance becomes the backbone of KITSW (Autonomous), Warangal that promotes participative management and a decentralized mode of function. Integrating this cardinal design with proficient technological advancements is certain to produce an educational and work environment streamlined with the following expected virtues:

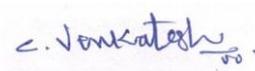
- Accountability
- Efficiency
- Accuracy
- Transparency

KITSW adheres to all the policies of AICTE, UGC and University guidelines for implementing e-governance in the areas of operation. The e-governance report is also attached reflecting the operations in the working processes of our institute.

This policy document serves the purpose of providing an insight on the functioning of e-governance in the institution and the extraction of the aforesaid objectives through this methodology.

For ease of operation e-governance is implemented in our institute covering the following areas of operations:

1. Administration including complaint management
2. Finance and Accounts
3. Student Admission and Support
4. Examinations
5. Library


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Application of e-governance in different fields are given below

S.No.	Name of the e-governance	:	Purpose
1.	Administration including complaint management	:	<ul style="list-style-type: none"> • College Management Software (CMS) is an attendance management system used by the college to deal with matters pertaining to academics and administration. • It is used to record and track attendance, internal assessment, semester-end consolidated reports, student counselors mapping, faculty course mapping etc • 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. • A bulk SMS facility for sending important updates and information to students and staff through CMS • All official communications and notices are sent via domain e-mails and updated on website from time to time. WhatsApp help Groups are also used alongside for sharing important college updates and notices promptly. • The college has ICT enabled classrooms and conference rooms with projectors and screens. • CCTV cameras are installed and maintained at key locations of the college for surveillance • With the view of paperless policy at our institute committees started using Google facilities like Google forms sheets, docs, drives to gather information from staff members and students.

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2.	Finance and Accounts	:	<ul style="list-style-type: none"> • The account office is headed by the registrar and the Administrative officer (AO) facilitates transactions. • Tally ERP 9 is used by the Accounts Office to maintain all the financial records and data of the college such as generating reports, Profit and loss statement, Balance Sheet etc. • All the staff members have received pay-slips through institute domain e-mails from the accounts section • The Accounts office uses Public Financial Management System (PFMS) to manage the funds received from the Government. • Web-e-TDS a complete TDS filing and compliance software to manage TDS, eTDS Filing, Returns and TDS Compliance as per TIN NSDL is being used by the accounts staff. • GST calculation software is introduced to calculate the GST taxes
3.	Student Admission and Support	:	<ul style="list-style-type: none"> • A transparent and impartial service for the admission procedure is to be followed by the institution • A detailed brochure is to be formulated as hardcopy and shall be made available online in the official college website for informing the aspiring candidates on the step-by-step procedures involved in admission and the criteria of selection. • The college Management System (CMS) software shall be put into assistance for managing the procedures of admission, fee collection, and other related information.

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4.	Examinations	<ul style="list-style-type: none"> • This Institute has tied-up with dBase Solutions to ensure 100% automation of examination related processes. • The College Management System (CMS) software is utilized to post all the examination-related information like Assignments, marks secured by the students (in Assignments and MSEs) • The students and their parents have the access to this entire information posted in CMS. • Examination fee notification, schedules of examinations (MSE and ESEs), results of ESEs, schedule for revaluation process is posted in the institute website • The Examination Branch has introduced online fee payment and submission of examination forms from November 2016. • The student portal http://www.kitswexams.com was created to facilitate the students to register for regular & supplementary examinations, online examination fee payment was integrated with BillDesk payment gateway, to download the hall ticket, to view the results, to register for revaluation, to pay revaluation fee, to view revaluation results, to apply for consolidated grade sheet/provisional certificate/original degree certificate etc. • Online fee payment receipt generated through student portal and downloaded at student end. • The student portal https://www.kitswexams.com was created with EVSSL certification to enhance payment security • Hall Ticket generated online through student portal since 2019 • During Covid-19, all examinations were held online using virtual platforms • Examination-related grievances are introduced and redressed through the domain email IDs
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5.	Central Library	<ul style="list-style-type: none"> • Remote Access facility for E-resources • Library Automation with Barcode facility • OPAC (Online Public Access Catalogue) • Digital Library with 25 Computers • NPTEL Laboratory with DLP Projector & Screen • The institute has the subscription of AICTE recommended E-Journals package with which we can access E-Journals & E-Books of ASCE, ASME, ELSEVIER-Science Direct, IEEE, Springer Links, J-GATE (S&MS), Taylor & Francis, NDL and N-List.
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