



# VIJAYA INSTITUTE OF TECHNOLOGY FORWOMEN

An ISO 9001:2015 Certified Institute, Approved by AICTE, Affiliated to JNTU Kakinada, AP

Phone: 0866-2844444, Email: [vijayatechfw@gmail.com](mailto:vijayatechfw@gmail.com) Website: [www.vitw.edu.in](http://www.vitw.edu.in)

College Code: NP, Enikepadu, Vijayawada-521108

---

## POLICY ON E-GOVERNANCE

Vijaya Institute of Technology for Women recognizes the significance of e-governance in improving efficiency, transparency, and accessibility in administrative processes. This policy aims to establish the principles, guidelines, and procedures for implementing e-governance in the college.

The objectives of E-Governance are as follows:

- a. To streamline administrative processes and reduce manual paperwork.
- b. To enhance transparency, accountability, and accessibility of information.
- c. To improve communication and collaboration among stakeholders.
- d. To ensure data security and privacy.
- e. To provide efficient and effective services to students, faculty, and staff.

This policy applies to all administrative processes, including admissions, course registration, fee payment, examination management, library services, hostel management, and human resource management. The institution will ensure the availability of necessary infrastructure, such as computer systems, internet connectivity, and software applications, to support e-governance initiatives.

The policy also provides adequate training and support to faculty and staff for the effective utilization of e-governance tools and technologies. It establishes robust data management systems to ensure the security, integrity, and confidentiality of all data. Access to sensitive data is limited to authorized personnel only, and measures are implemented to prevent unauthorized access or data breaches. Regular backups of data are maintained to enable data recovery in case of system failures or disasters.

The institution is committed to developing and maintaining a user-friendly online portal for students, faculty, and staff to access various services. Online services such as admission applications, course registration, fee payment, examination schedules, results, library catalog, and hostel bookings are provided. The portal will be regularly updated to ensure accurate and up-to-



## VIJAYA INSTITUTE OF TECHNOLOGY FORWOMEN

An ISO 9001:2015 Certified Institute, Approved by AICTE, Affiliated to JNTU Kakinada, AP

Phone: 0866-2844444, Email: [vijayatechfw@gmail.com](mailto:vijayatechfw@gmail.com) Website: [www.vitw.edu.in](http://www.vitw.edu.in)

College Code: NP, Enikepadu, Vijayawada-521108

E-Governance initiatives will utilize appropriate communication and collaboration tools to facilitate effective interaction among stakeholders. This includes the use of email, instant messaging, video conferencing, and online discussion forums to encourage collaboration among faculty, staff, and students. Regular online meetings and webinars will be conducted to disseminate information and gather feedback from stakeholders.

The policy establishes a monitoring and evaluation mechanism to assess the effectiveness and impact of e-governance initiatives. Feedback from stakeholders will be collected and analyzed to identify areas for improvement and address any concerns or issues. The institution aims to enable seamless interaction with various government entities such as JNTUK, AICTE, AISCHE, APSCHE, and NIRF.

By implementing this policy, Vijaya Institute of Technology for Women aims at leveraging e-governance to enhance administrative efficiency, transparency, and accessibility, ultimately providing a seamless and user-friendly experience for all stakeholders.

*G. Chm*

**PRINCIPAL  
VIJAYA INSTITUTE OF  
TECHNOLOGY FOR WOMEN  
ENIKEPADU, VIJAYAWADA-521 108.**