

Date : 09-08-2022

POLICY ON E-GOVERNANCE

Great administration includes the cycles that address the difficulties and requirements of the partners of an establishment. E-administration strategy is fundamental in scattering different exercises through digitalization. Srinivasa Institute of Management Studies has carried out e-administration in different tasks and administrations of the organization like Administration, Finance and Accounts, Student Admission Examination and such segments, for improved productivity, straight forwardness and responsibility.

Objectives:

- To give e-facilities to every stakeholder.
- To advance responsibility and straightforwardness for compelling working of the college.
- To achieve paperless organization in the college by diminishing the utilization of paper
- To advance web-based internal and external correspondence among the individuals of the college
- To giving simple admittance to the data

Policy:

1. The organization gives simple and proficient arrangement of e-administration and carries out it in every one of the exercises utilizing single programming called CMS (College board programming) bought from HirotoInd Technologies
2. E-administration is carried out in regions like Administration, Finance and Accounts, Student Admission Examination and library.

The college site shows data connected with the college, vision and mission, courses offered, perspectives connected with affirmation, subtleties of the personnel, offices accessible, augmentation exercises, significant notices and so on. The site is constantly refreshed by the new changes. The college site www.simsvizag.com is kept up with by the site advancement and support advisory group, which is going by the head and other staff individuals and is routinely refreshed and worked with the authorization of the principal.

Administration:

The authoritative graph is completely trailed by the organization for powerful organization with decentralization rehearses alongside effective personnel and scholastic advisors. The organization is all around upheld by Wi-Fi organizations and the correspondence in the organization occurs through messages which incorporate arrangements, rules, guidelines, boards of trustees, issues, booklets and so forth are conveyed paperless to the staff and partners. All the understudy and staff subtleties are likewise remembered for the e-administration.

sims**SRINIVASA INSTITUTE OF MANAGEMENT STUDIES**

(Affiliated to Andhra University & Approved by AICTE, Govt. of INDIA)

Finance and Accounts:

The organization utilizes Microsoft Excel bookkeeping. It works on the complicated everyday exercises of the records. The upsides of the product incorporate upkeep of records, overseeing accounts, payables, receivables and checks. Legitimate safety efforts are being taken for keeping up with classification of the exchanges. The outer monetary reviews are led each year which is very much kept up with by e-accounts with all e-installments and e-assortments.

Student Admission and Support:

The college site shows the courses presented by the college. The foundation keeps up with understudy's confirmation records, endorsements, reservation amounts, expense subtleties, grants and enlistment process. These are made accessible utilizing e-administration. E-inquiries and e-ideas are rehearsed with the understudies to gather data for tentative arrangements and improvements. E-learning office is made accessible to understudies for the scholastic exhibitions. Understudies likewise upheld to sign up for NPTEL affirmation courses.

Library:

The organization has fantastic library office and e-learning assets are added to serve the understudies and staff. SOLE software is the virtual product that is being utilized as of now and will be refreshed convenient. E-learning assets like journals, periodicals, and so on are recognized and bought in thinking about the proposals of the library panel, workforce and students.

Examination Cell:

Examination Cell is controlled by associated College, which commands to fill the application for assessments, revaluation, relating and for getting temporary and solidified marks reminder, transfer of inner imprints, pragmatic imprints, acquiring lobby tickets, and so on in web-based mode. Greatest mystery and privacy are kept up with while taking care of assessments. The assessment cell accountable for the college directs the whole course of assessment under the direction of the Head.


PRINCIPAL

Principal

Srinivasa Institute of Management Studies
P.O. Palam, Madhurawada,
Visakhapatnam - 530041



SECRETARY

Date: 08-08-2022

MEETING NOTICE

The Meeting of the Academic Committee MBA, MCA and BBA Staff of the SIMS College will be held on 11th August 2022 at 11:30 a.m. to discuss the following Agenda. All members are requested to attend the meeting without fail at SIMS Board room.

AGENDA

1. Industrial visits
2. Guest lectures
3. Seminars
4. Commencement of classes for MCA 2nd semester
5. Policy on E-Governance
6. Policy on IT policies and Guidelines.
7. Any other point.

Copy to:

1. Hod's / teaching staff
2. Circulation to students
3. Accounts office for information
4. Admin office for information
5. Office file

M. J. J. J.

Principal

Date: 12-08-2022

Minutes Of The Academic Committee Of SIMS College Held On 11th August 2022Members Present:

S.No	Members	Designation	Designation in committee	Signature
1.	Dr. M. Jagadish	Principal	Chairman	M. Jagadish
2	Dr. K. Yasoda	Associate professor/ IQAC coordinator	Member	K. Yasoda
3	Mrs. G. Sudhakar	Head Of The Department -MBA	Member	G. Sudhakar
4	Mrs. R. Santhisree	Head Of The Department -MCA	Member	R. Santhisree
5	D. Uma Sundari	Head Of The Department - BBA	Member	D. Uma Sundari
6	Mrs. Swathi	Officer In-charge of Examinations	Member	Swathi
7	Mr. Y. Rajesh	Administration	Member	Y. Rajesh

Dr.M. Jagadish, Principal convened the meeting by welcoming all the faculty members.

S. no	Agenda points	Resolutions
1	Industrial visits	Resolved to organize industrial visits as part of our academic/professional activities to enhance practical learning.
2	Guest lectures	Resolved to organize guest lecturer to provide valuable insights and expert knowledge to students.
3	Seminars	Resolved to organize seminars to promote learning and discussion.



4	Commencement of classes for MCA 2 nd semester	It has been verified, in the meeting that MCA 2 nd semester classes' were started as per schedule. In this regard the concerned HOD's informed about the commencement of class work.
5	Policy on E-Governance	The committee received and approved policy on E- Governance.
6	Policy on IT policies and Guidelines.	The committee received and approved policy on IT Policies and Guidelines.
7	Any other point	Director instructed the entire faculty to submit the teaching notes for verification. Principal suggested completing the syllabus in time.

M. Jayaram
Principal