

**6.2.2. Institution implements e-governance in its operations**

**1.Administration**

**2.Finance and Accounts**

**3.Student Admission and Support**

**4.Examination**

**3.1). Annual e-governance report approved by the Governing Council and policy document on e-governance is also required. - Annual e-governance report**

# **Annual e-Governance Report**

**ECAP (Engineering College Automation Package)**  
**Academic Year**  
**2018-19 to 2022-23**



KITS IQAC drafted policy for implementation of E-Governance in various administration and academic activities of the college from the academic year 2014-15 to accelerate college functioning and development in terms of speed, efficiency and reliability.

### **Implementation of E-governance in areas of operation**

It has been decided to automate all the various operation of the instructions in an integrated manner in order to enable transparency clarity in different functionalities of the instructions pertaining to teaching learning (Academic), Administration, Examinations, Finance and accounting, Admissions and HR wings.

In this direction a few vendors /service providers of ERP Software are called and quotations are invited as per the recommendation of the IQAC of the institutions followed by the directions of the governing council suitable ERP has been deployed and put in to the appropriate use. Required Training has been given for teaching and non-teaching fraternity of the college with a view to get the optimal benefits from the software and strangle connect with stake holders.

### **Academic & Examinations**

For the ERP solutions, College has initiated its service with Webpros Solutions Pvt. Ltd, Visakhapatnam .After the trail test of the software in year 2014-15, various modules are given for all the areas of operations.

All the assessment marks have to be uploaded in the automation software which simplifies the work by expanding the analyzing capacity and faster feedbacks. Controllers of Examinations need to supervise the entire process of examination under the guidance of the Principal of the college through e-governance.

1. Master Management
2. Staff Management
3. User Management
4. Student Management
5. Fee Management
6. Time Table
7. Academic Activity
  - Syllabus
  - Class plan
8. Student Attendance
9. Student Evaluation and assessment



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10. Examination
11. Material Upload
12. Online Exam
13. Student Feedback
14. Training & Placement Activity
15. Staff Attendance and Leave

**Administration:** Enterprise Resource Planning (ERP) aims at immediate availability of data in required formats that ease the work of staff and management and increase in transparency and accountability in administration. Facilities should be provided for online leave management of employees, internal communication between the employees etc. Students also must be able to obtain maximum services like hostel leave approval, bonafide certificates, etc. in online mode.

**Accounts:** Tally software is being used for maintaining Finance & Accounts. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing softwares must be done on timely basis. Office shall continue with Tally solutions for Finance management.

**Website:** The website of the college needs to be revamped taking into account the new changes. The website should act as a mirror of the college activities. Information about all activities, important notices, etc should be made easily available to the outsiders. For this purpose, a separate service provider/web designer can be identified. Along with it, training should be given to the staff who will undertake the responsibility of website administration and updation at the college level. The college website updations and maintenance services are continued with Webpros Solutions Pvt. Ltd., Visakhapatnam.

The E-Governance report is submitted to the Governing Council and the Governing Council has verified and accepted the report.

  
**IQAC - Coordinator**

  
**PRINCIPAL**  
**KRISHNA CHAITANYA INSTITUTE**  
**OF TECHNOLOGY & SCIENCES**  
**DEVARAJUGATTU(Vill) 523 320**  
**Peddaraveedu(Mdl), Prakasam Dist.**




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## **ANNUAL E-GOVERNANCE REPORT**

**2018-19**

1. To further strengthen the usage of ERP software, annual maintenance has been carried out by Webpros Solutions Pvt. Ltd., Visakhapatnam.
2. SMS feature has been put in to maximum use to stay connected with parents, students and staff for purpose of intimating absentees, academic performance, holidays and other required information. For bulk SMS to students and staff, services from Webpros Solutions Pvt. Ltd , Visakhapatnam is used.
2. New version of Tally Business solutions was updated in college office for accounting.
3. All the assessment marks were uploaded in the smart camp which simplified the work by expanding the analyzing and faster feedbacks.
4. Websites is put in to full use as a vital information source to all important communications/ circulars notes are made available in web site to ensure reaching of information to the needy any time anywhere.

  
**IQAC-Cordinator**

  
**PRINCIPAL**  
**KRISHNA CHAITANYA INSTITUTE**  
**OF TECHNOLOGY & SCIENCES**  
**DEVARAJUGATTU(VIII) 523 320**  
**Peddaraveedu(Mdl), Prakasam Dist.**






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## **ANNUAL E-GOVERNANCE REPORT**

**2019-20**

1. To further strengthen the usage of ERP software, annual maintenance has been carried out by Webpros Solutions Pvt. Ltd , Visakhapatnam.
2. SMS feature has been put in to maximum use to stay connected with parents, students and staff for purpose of intimating absentees, academic performance, holidays and other required information. For bulk SMS to students and staff, services from Webpros Solutions Pvt. Ltd , Visakhapatnam is used.
3. New version of Tally Business solutions was updated in college office for accounting.
4. All the assessment marks were uploaded in the smart camp which simplified the work by expanding the analyzing and faster feedbacks.
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**Devarajugattu (Post) , Peddaraveedu (Mandal), Prakasam Dist. - 523 320**  
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## **ANNUAL E-GOVERNANCE REPORT**

**2020-21**

1. Continuation of existing ERP with Webpros Solutions Pvt. Ltd , Visakhapatnam. All faculty members have been oriented with ERP and have started implementing the same for the current academic year.
2. For bulk SMS student and staff, services from Webpros Solutions Pvt. Ltd , Visakhapatnam has continued.
3. New version of tally business solutions was updated in college office for accounting.
4. All the assessment marks were uploaded in the smart camp which simplified the work by expanding the analyzing capacity and faster feedbacks.
5. The college website updations and maintenance services are continued with Webpros Solutions Pvt. Ltd , Visakhapatnam.
6. E-Box and AMCAT practice platforms were used to train the students effectively for placement activities.
7. Library E-Resources was used to access the required e-books and e-journals through college website.
8. Separate WhatsApp group have been created for individual classes to communicate With students.

  
**IQAC-Coordinator**

  
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**OF TECHNOLOGY & SCIENCES**  
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## **ANNUAL E-GOVERNANCE REPORT**

**2021-22**

1. Continuation of existing ERP with Webpros Solutions Pvt. Ltd , Visakhapatnam.
2. For bulk SMS to students and staff, services from Webpros Solutions Pvt. Ltd , Visakhapatnam has continued.
3. New version of tally business solutions was updated in college office for accounting.
4. All the assessment marks were uploaded in the smart camp which simplified the work by expanding the analyzing capacity and faster feed backs.
5. The college website updations and maintenance service are continued with Webpros Solutions Pvt. Ltd , Visakhapatnam. For increasing college branding and visibility by SEO services from Webpros Solutions Pvt. Ltd , Visakhapatnam was purchased.
6. Skillrack, Cocubes and AMCAT practice were used to train the students effectively for placement activities.
7. Library E-Resources was used to access the required e-books and e-journals through college website.
8. Separate WhatsApp group have been created for individual classes to communicate with students.

  
**IQAC- Coordinator**

  
**PRINCIPAL**  
**KRISHNA CHAITANYA INSTITUTE**  
**OF TECHNOLOGY & SCIENCES**  
**DEVARAJUGATTU(VIII) 523 320**  
**Peddaraveedu(Mdl), Prakasam Dist.**  
**Principal**





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## **ANNUAL E-GOVERNANCE REPORT**

**2022-23**

1. Continuation of existing ERP with Webpros Solutions Pvt. Ltd , Visakhapatnam.
2. For bulk SMS to students and staff, services from Webpros Solutions Pvt. Ltd , Visakhapatnam has continued.
3. New version of talk business solution was updated in college office for accounting.
4. All the assessment marks were uploaded in the smart camp which simplified the work by expanding the analyzing capacity and faster feedbacks.
5. The college website updation and maintenance service are continued with Webpros Solutions Pvt. Ltd
6. Cocubes, Mettl and AMCAT practice platforms were used to train the students effectively for placements activities.
7. Library E-resource was used to access the required e-books and e-journals through college website .Krishna Institute of Technology and Sciences, Markapur registered as NDLI club under the National Digital Library of India.
8. Google Meet, Zoom and Microsoft Teams applications were used to conduct online classes and organizing different events and activities in the department.

  
**IQAC-Coordinator**

  
**PRINCIPAL**  
KRISHNA CHAITANYA INSTITUTE  
OF TECHNOLOGY & SCIENCES  
DEVARAJUGATTU(VIII) 523 320  
Peddaraveedu(Mdl), Prakasam Dist.