e-GOVERNANCE POLICY
(From 2017-18)

Scope:

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Accounts and Finance

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 institute.
- To achieve and create a paperless environment in the institute.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.

Policy:

The institute 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 Institute decides to make the following policies and procedure:

Website: The website will act as an information center which will reflect about the institute, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/ web designer will be appointed by the institute. 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 institute 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 Institute 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.

Student Admission: An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations. The Institute brings out its brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the institute. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only.

Students are required to submit a separate Online Application Form for taking admission to the institute and for this purpose an online software to be used by the Admission Cell.

Accounts: The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the institute. 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 updating of the existing software must be done regularly. The Institute also uses multiple software like SARAL - Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc. all are managed by this system.

Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Administration:

- Attendance Management Software 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. The biometrics system is also introduced for marking the 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 institute to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The institute 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 institute has adopted various online system to be used for different activities associated such as ESG, OPUS, SRS, SEGS etc. The Examination process is regulated by the Controller of Examination under the defined policy of the Institute, thus, e-governance policy of the institute is to be adopted in this regard.

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