

Policy Document on e-governance

Purpose:

The basic purpose of e-governance is to simplify processes for all the stake holder i.e. teaching staff, non-teaching staff, students etc. It also include achieving efficiency in functioning, optimum utilization of resources promoting transparency and accountability, achieving paperless administration, online internal and external communication, and to make the institute visible globally.

Policy Statement:

To provide simpler, transparent and efficient system of governance within the institution, it is decided to adopt and implement e-governance in every possible functional area of the institute.

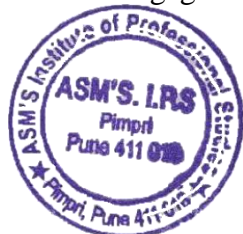
ASM's IPS has already adopted e-governance in some of the functional areas such as student admission and support, library management, accounts management, internal examinations etc. But still there are some grey areas where e-governance can be implemented keeping this moto in view policy document for e-governance is framed.

Objectives:

1. To ensure effective implementation of e-governance across all the functional areas.
2. To deploy simple efficient and transparent governance within the institution.
3. To improve accountability of all office bearers.
4. To achieve paperless office administration.
5. To provide easy and quick access to institute information.
6. To develop robust and efficient grievance redressal mechanism in order to protect interests of all stakeholders.
7. To make institute visible globally.

Scope: The scope of e-governance policy is confined to the following functional areas:

- a) Website
- b) General Administration
- c) Student Admission and Support
- d) LMS & Internal Examination.
- e) Library Management
- f) Accounts and Finance
- g) Grievance redressal
- h) Alumni engagement



Director
ASM's IPS

For the sake of convenience e-governance policy is divided into following areas of operation. Some of the expectations mentioned in this policy documents are already implemented and remaining will be implemented very soon, however the parent trust reserves the rights to decide timeline for implementation of e-governance.

Website: For any educational institute website is a window through which any one can pip into the institute and get an access to vital information about all activities, news, upcoming events, important dates about examination form, scholarship form, eligibility forms, academic calendar, time tables etc. Considering the important role website plays to improve transparency in governance, website should be updated on regular basis. For this purpose, the parent trust has appointed an agency that is responsible for updating website on regular basis.

General Administration: Entire administrative staff should be capable of handling ICT enabled equipment and also, they should be well equipped with necessary hardware and all necessary softwares installed on it so that they will be able to reply swiftly to the issues /concerns of students, teachers and other stake holders. It is recommended that, Institute should have ERP software so that it can start online services such as online leave management, online attendance management, salary calculation, online receipts of payments, e-copy of salary certificates, internal electronic communication, transfer certificate, bonafied certificates and many more.

Student admission and support: Any MBA aspirants, no matter from which part of the country he / she is should not be missed an opportunity to get admission in the institute. For this purpose, institute must have an admission cum enquiry form, where student submit his/her details in electronic form from any part of the country. Also, institute must have an online solution that can be used to update all MBA aspirants about important dates related to admission process, and to track of all activities/information/ communication happened during every engagement between admission counselor and MBA aspirant. For this purpose, the parent trust must appoint third party agency to provide such services.

LMS & Internal Examination: For better utilization of IT infrastructure, institute must have Learning Management System (LMS) to support tradition face-to-face interaction between teacher and student, as well as blended / hybrid and distance learning environment. The LMS should be capable to create deliver content, monitor student participation and to assess students' performance.



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Library Management: Library is the most important learning center in any educational institute. Hence every student must get easy access of the content available in the library whether it is in e form or in physical form. To provide easy access to the content available in physical form, the library of the institute must be atomized fully. Institute must have Auto Lib software bar-code scanner to facilitate book issue and return procedure. To provide easy access to the e-content such as e-journals, e-book etc. institute must have a web-based solution that can be used to provide remote access of content available in the institute. Also, institute must create a multimedia facility in the library itself so that students can utilize this facility to access e-contents available on World Wide Web.

Accounts and Finance: For ease of maintaining accounts of the institute, it must have softwares like Tally or Tally ERP. Apart from Tally/Tally ERP the institute must use multiple software like Public Financial Management System (PFMS), Payroll Management System which helps to automatically calculate the salary, generate salary slips, dispense the salary to the bank accounts, TDS, Provident Fund, Allowances, etc.

Grievance Redressal: As per the directives given by State Government, Central Government and AICTE the APEX body in the field of higher and technical education every institute must have Grievance Redressal cell to deal with all types of grievances, complaints and malpractices including those received from Students, Faculty and other Stakeholders. To deal with the grievances with or without identifying identity of aggrieved person, institute must provide an online platform through which an aggrieved person can raise his voice directly to the concerned authority.

Alumni Engagement: It is a well-known fact that Alumni provide valuable resources and networking opportunities. They can help institute to stay connected with their industry and connect with other industries as well. Alumni can help existing students and give back to their institute in some or other way. To leverage the potential of rich alumni base and to improve alumni engagement, institute must develop an online solution for building alumni network or should hire services of third party online applications that will help in building alumni network.

