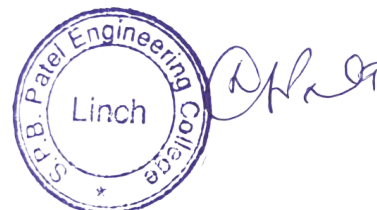


E-GOVERNANCE POLICY

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Introduction

This E-Governance Policy articulates the principles and guidelines for implementing and managing electronic systems across key areas at the Institute:

1. Administration, including complaint management.
2. Finance and Accounts.
3. Student Admission and Support.
4. Examinations.

Objectives

The objectives of implementing e-governance at the Institute are:

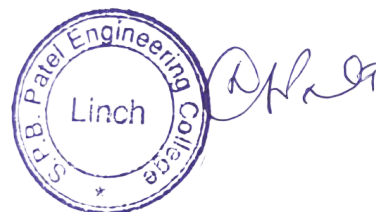
- To enhance transparency, efficiency, and accountability in administrative processes.
- To streamline financial and accounting procedures for improved accuracy and timeliness.
- To provide a seamless and user-friendly student admission and support system.
- To modernize and streamline examination processes for better reliability and accessibility.

Administration, including Complaint Management

1.1 Introduction

In our commitment to transparency, efficiency, and accountability, the Institute adopts a comprehensive e-governance approach in administrative operations, particularly in complaint management.

1.2 Communication and Collaboration



Email is the primary channel for communication with the Governing Body, teaching staff, and support staff.

1.3 Technological Infrastructure

Biometric Attendance: All employees are required to use biometric attendance.

WiFi-enabled Automated Workplace: Ensures constant internet access for efficient operations.

CCTV Surveillance: Strategically deployed for campus security.

1.4 Paperless IQAC Committee

Utilizes Google services for collaboration, data collection, announcements, and feedback.

1.5 Complaint Management Guidelines

Online Complaint Platform: A platform for receiving and addressing complaints.

Roles and Responsibilities

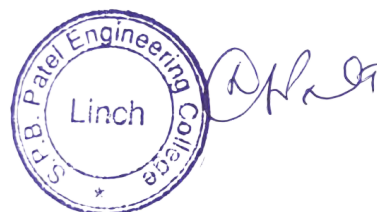
Clearly defined roles and responsibilities ensure accountability and contribute to overall efficiency.

Continuous Improvement

Regular reviews and updates ensure alignment with technological advancements and evolving needs.

Compliance and Security

Adherence to relevant laws and regulations, coupled with regular security audits, safeguards data integrity and confidentiality.



Finance and Accounts

2.1 Financial Management Principles

Accuracy: Upholding commitment to accurate and reliable financial data.

Timeliness: Implementing systems for timely financial reporting.

Security: Employing robust security measures for financial data protection.

2.2 Accounting Software Utilization

Tally software and ERP streamline financial management.

2.3 Financial Transaction Guidelines

Online Financial Transactions: Encouraging and facilitating online collection & payment systems.

2.4 Continuous Improvement

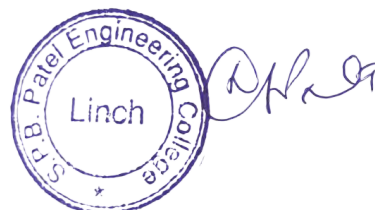
Regular reviews and updates ensure alignment with technological advancements and evolving best practices.

2.5 Compliance and Security

Adherence to relevant financial laws safeguards data integrity and confidentiality.

2.6 Stakeholder Communication

Transparent communication through regular updates and reports fosters trust and accountability.



Student Admission and Support

3.1 Admission and Support Principles

Accessibility: Providing a user-friendly online platform for seamless admissions and support.

Communication: Establishing effective communication channels for prospective and current students.

3.2 Online Admission and Support Guidelines

Online Admission Process: A robust online admission system.

Student Support Portal: A centralized portal for counseling, academic guidance, and resources.

3.3 Continuous Improvement

Regular feedback mechanisms ensure effectiveness and identify areas for enhancement.

3.4 Accessibility and Inclusivity

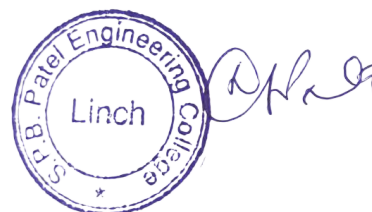
Ensuring accessibility for all students, adhering to standards for an inclusive environment.

3.5 Communication Strategies

Transparent and effective communication strategies through multiple channels.

3.6 Stakeholder Engagement

Active engagement with students and stakeholders, with feedback loops for continuous improvement.



Examinations

4.1 Examination Principles

Reliability: Ensuring the reliability and security of examination processes.

Accessibility: Providing easy access to examination-related information for students and faculty.

4.2 Examination Guidelines

Online Examination Systems: Implementing secure online systems for flexibility and accessibility.

Result Publication: Developing an online platform for prompt and secure publication of examination results.

4.3 Continuous Improvement

Regular assessments and updates enhance reliability, security, and accessibility.

4.4 User Training and Support

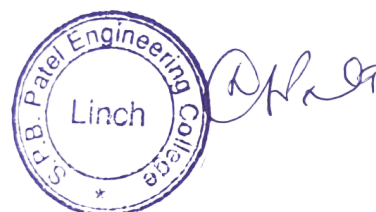
Comprehensive training programs and ongoing support ensure a smooth transition to online examination systems.

4.5 Security Measures

Robust security measures to safeguard the integrity of the examination process.

4.6 Stakeholder Engagement

Engagement with students and faculty through feedback mechanisms fosters a collaborative approach to improvements.



This e-governance policy for the Institute reflects our commitment to leveraging technology for transparency, efficiency, and accountability across administrative, financial, student admission, and examination processes.

