



Policy Document for e-governance

Introduction

ICT based technology has been implemented in all spheres of activities of the Institute. As part of it, e-governance has been adopted wherever possible since 2005 for implementation in the area of Administration, Examinations, Admissions, Accounts, Website, Library and Social media.

Objectives of the policy:

1. To implement e-governance in various activities of the Institute.
2. To achieve efficiency in the functioning of the system by ensuring transparency, accountability and coordination in the activities of the Institute.
3. To follow paperless administration wherever possible.
4. To encourage online internal and external communication between all stake holders by internet/ intranet / ERP portal.
5. To circulate all required information to students such as timetable, learning materials, extra-curricular and cocurricular activities through ERP portal.
6. To enhance the visibility of the Institute in website and social media.

Implementation of the policy:

e-Governance has been in vogue for the past few years. Circulars and Internal communication among the functionaries, faculty and students are sent by email and through the Institute ERP **PALPAP-INSPRO PLUS**. Automation of Examination systems has been in place and is linked through the ERP. Office uses Tally as well as ERP for maintenance of all accounts. Auto Lib software as well as ERP is being used by the Library. The Institute uses social media platforms to inform students about various activities in the campus. Website is professionally managed for its effective functioning.

Further, a new ERP portal has been installed which integrates all the systems and ensures smooth governance in the campus.

01.09.2021




REGISTRAR

Registrar

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(Deemed to be University U/S 3 of the UGC Act. 1956)
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