

B.T. INSTITUTE OF EXCELLENCE, SAGAR - 470004

E-Governance Policy

CONCEPT

Academic institutions have benefited greatly from technology in the sphere of education, which keeps educational standards higher and streamlines governance structures. The ability to meet the needs and overcome the obstacles of the present circumstances is referred to as good governance. An institution's e-governance policy aims to improve the governance framework for the organization's development using cutting-edge technologies. Its goal is to plan and enable any infrastructure needed for the introduction of state-of-the-art software and solutions for the institute's flawless administration.

BTIE College created an e-governance policy with the primary goal of integrating e-governance in various accountability. The policy was created with the current needs of the college keeping in mind. As a sustainability endeavors, the college has made paperless administration a priority. The institution uses e-governance in all aspects of its management and administrative operations to guarantee a clean and green campus. E-governance is explained to and advocated for all stakeholders. This policy will be applicable to the institute's administration, finance and accounting, student admission and examination etc.

An e-governance system will facilitate the automation of several tasks and the integration of all stakeholders in the institution. It will also provide the procedure an extra degree of transparency. The management team of the college understands how crucial it is to have an e-governance system in place in order to coordinate the college's administration as it develops into a reputable institute. It will help with many functions being automated as well as the integration of all the stakeholders in the institution. It will also provide the procedure an extra degree of transparency.

OBJECTIVES

- E-governance implementation for the institution's efficient operation.
- Minimize the amount of paper used for institution administration.
- To increase accountability and transparency.
- Facilitating online communication between the institution's various executive bodies on both an internal and external level.
- To fulfill the vision of becoming a user- and environmentally-friendly organization.
- Assist in making the information easily accessible and in keeping it safe.
- To automate the library's infrastructure.



- Utilizing modern media to make the institution visible to stakeholders worldwide.
- To give parents, instructors, alumni, and students access to e-facilities for a range of institution-related activities.

SCOPE

- General Administration
- College Website
- Student Admission
- Accounts & Finance
- Quality Enhancement
- Library
- Examination
- ICT Infrastructure
- E-Waste Management

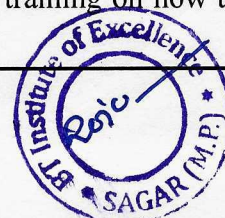
GENERAL ADMINISTRATION

Paperless college administration offers a hassle-free, convenient, and seamless experience. Encouraging students to make use of the most of internet resources is crucial. The college looks at whether any of its administrative tasks could be automated. Appropriate training and development are provided to administrative employees in order to keep them informed about new technology. Monthly Reports and Semester End Reports are prepared in order to Internal Assessment marks for attendance to be automatically calculated. Information including attendance, grades, schedules, homework, and other study aids are available to students.

The Mid semester examination marks and attendance is automatically calculated and generated as Semester End Report. To maintain an efficient database, the administrative office use advanced Excel and file management system tools. The college is trying to go paperless in its administration to offer a hassle-free, convenient, and seamless approach. The most of the services are available to the students online.

COLLEGE WEBSITE

The central hub of the college is its website. It ought to serve as a reflection of the college and everything that it does. External parties should have easy access to all pertinent data. The college's activities are displayed on the website, together with details on all events, essential notifications etc. for this purpose, a web designer/service provider has been assigned. The teaching and administrative personnel got training on how to make important



updates to the website. Along with it, the current personnel receive training, and the person or people assigned to handle website administration and upgrades at the college level have been identified. The college's website is the source of information on all of its activities, significant announcements, and course offers, among other things. The college's website is updated often to reflect the latest developments. A third party will host and implement the website on a secure platform. Through its website, the College highlight its dynamic personality and level of activity. On the website, immediately post all significant notifications as soon as they are made available.

STUDENT ADMISSION

The admission process employs an open and transparent approach, which is done on-line (M.P. On-line) by the affiliating university Dr. Harisingh Gour (Central) university, Sagar's ethical guidelines and procedures.

The college releases its brochure, which is available online and contains instructions for the application process.

ACCOUNTS & FINANCE

The office is using Tally to manage its accounts. The college will purchase and utilize the most recent versions of the software. The personnel can successfully and efficiently maintain financial records with the help of advanced features. The software is the sole one used to prepare the balance sheet and the profit and loss. Tally is used to generate all analysis reports. Regular training of the current workforce and software upgrades are done. The most common ways to send and receive money online are through bank transfers, RTGS, NEFT, and net banking.

QUALITY ENHANCEMENT

All of IQAC's operations, as well as those of its cells and committees, are governed by the e-governance requirements. Online comments from parents, instructors, employers, alumni, and students are gathered. ICT techniques will then be used to aggregate and analyze the information. Exchange programs between academic staff (teacher) and students will be carried out through online resources. Online resources will be used to boost students' competitive spirit, familiarize them with various societal challenges, develop their capacity, and broaden their perspective. Increasing student involvement by holding workshops and seminars virtually.

LIBRARY

The College's well-stocked library helps it to uphold its reputation for academic achievement. To better serve instructors and students, the college will continue to enhance e-learning materials. The College has KOHA software for library. College ought to continue regularly subscribing to fresh magazines and publications. Both teachers and students are solicited for recommendations when subscribing to e-resources. The library has set up KOHA library software. Every facet of circulation, from creating member records to issuing overdue book alerts, should be covered by the software's circulation module. The library should give users access to completely



automated plagiarism detection technologies in order to motivate instructors and students to produce original work. The software's circulation module ought to handle every aspect of circulation, from printing warnings for overdue books to maintaining member details. All database creation and maintenance tasks ought to be covered by the database maintenance module.

EXAMINATION

The 40% of the examination is in the form of internal assessment as mid semester I and II examinations. The end semester examination (60%) is conducted by the affiliating university. Students can check their overall internal assessment scores and report anomalies if any. The University controls the examination process; therefore, the University's e-governance policy should be implemented in this respect. According to university guidelines, all applications—including those for exams, Admit card, uploading of grades, etc. are completed online. When conducting exams, the highest levels of secrecy and confidentiality is maintained. Under the direction of the college Principal, the college Exam Superintendent is appointed, responsible for overseeing the entire examination process.

ICT INFRASTRUCTURE

The College ensure that it has adequate number of desktops and laptops for students and staff. Computers and printers are made available in the administrative block. Projectors and other multimedia devices are provided in the auditorium, classrooms, seminar hall and laboratories. The infrastructure to be complemented by computer networking devices, scanners and interactive teaching board/smart board etc. Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus are purchased and updated regularly. The college provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.

Selected vendors are responsible for installing and maintaining the ICT infrastructure required for e-governance. A portion of the e-governance software modules currently in use are internally developed, while the remainder are outsourced. The needed up keep and improvement are supplied by the college administration and outside software vendors. Since the foundation of e-governance is the computerization of various user and authority functions, various user types are engaged with the e-governance system in distinct ways. To facilitate the usage of the e-governance system, the institute will arrange trainings for various user types.

E-WASTE MANAGEMENT

The institute has consistently worked tirelessly to develop a sustainable and harmless environment for society as a whole and for all stakeholders. Utilizing technology is essential these days, but the real difficulty is in striking a balance between modernization and the environment. Therefore, the institute make every effort to guarantee



that the use of its technology and the production of e-waste do not negatively affect the environment. E-waste of the college is given to the party outside the college.

FUTURE PERSPECTIVE

- It is agreed to adopt and execute e-governance in all of our operational activities in order to provide a more straight forward and effective system of governance within the College.
- The college has already begun using e-governance in certain areas of operations, such as accounts, library etc. However, college has now decided to apply e-governance in a lot more areas, and has created this policy framework with this goal in mind.
- The institute's future plans are obvious to include allowing all faculties to manage their leaves directly through their websites.

