# Indore Institute of Management and Research (IIMR)

## Institutional Policy

## On

# E-Governance

*Green Waves Club*

**Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331**
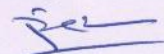0731 - 4010637 | Fax : 0731 - 4010502 | Toll Free - 1800 103 3069

# E-Governance Policy

Indore Institute of Management and Research, Indore has designed E- Governance Policy, with primary purpose of implementing E-governance in various interactions and services of the institution. This policy will help in achieving efficiency in all the various operation of the instructions in an integrated manner in order to enable transparency, clarity in different functionalities of the instructions.

## Objectives:

1. Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
2. To promote transparency and accountability in all the functions of the college.
3. To achieve and create a paperless environment in the college.
4. To provide easy and quick access to information.
5. To make campus Wi-Fi enabled.
6. To make our Classrooms ICT Enabled having Desktops, Projectors, etc.
7. To establish a fully automated Library.

## Policy:

1. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
2. Institution to embrace e-governance for the seamless access of data for better decision making at various levels of the organization.
3. To have integrated, user friendly Enterprise resource planning (ERP) solutions to automate various modules like teaching learning, administration, Examinations, Finance and accounting, library and admission.

## Standard Operating Procedure (SOP):

Various venders/service providers are identified and called for demonstration with quotation, comparative statement with unique features have made and the basis of recommendation of the Technical committee of the intuitions followed by the directions of the Governing Council suitable ERP, Website development and maintenance. SMS Services. Digital Marketing partners are shortlisted and put into the appropriate use, required training has been given for teaching and non-teaching fraternity of the college with a view to get the optimal benefits from the software and strangle connect with stake holders.
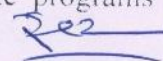
## E-Governance Domains:

1. **Website & Social Media:**

   - The website of the college to be continuously updated taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices etc. should be made easily available. Important information & achievements will be posted in the Social Media

   - A Website / Social Media Committee to be formed for the administration of the college website / Social media. The Committee will look after the process of updating, maintaining and working of the website on a regular basis and provide content for social media. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website.

2. **Student Admission:**

   - An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the DAVV University. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. Complete Admission process is managed by DTE for MBA program and E-Pravesh Portal for undergraduate programs thus e-

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governance policy of the respective bodies need to be adopted in this regard. At college level Admission Portal to be used to manage the admissions enquiry and visit in the college.
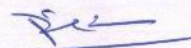
3. **Academics:**

- Institution to manage student academics using a suitable ERP Solution with Real time communication.

- E-Governance will reflect in recording attendance, feedback, lesson plan, posting note, assignment and etc.

4. **Accounts:**

- The office continues to maintain its account on Tally. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet is 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 updation of the existing software must be done regularly. The College also uses multiple software 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. Almost Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

5. **Library:**

- The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers while

subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

- Complete atomization of library process to include new arrival, entry, issue, return, renewal, and reference, e-journals, and projects reports.

## 6. 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.

- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.

- **CCTV:** Excellent and modernized coverage of the IIST campus that includes places like corridors, class rooms, labs and canteen which helps the administration to monitor all the issues at the maximum level.

- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.

- Students must be able to obtain maximum services in online mode.

- The college 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.

## 7. Examination:

- The Examination process is regulated by the DAVV University and thus e-governance policy of the University to be adopted in this regard. As per the directions of the University, it is mandatory to handle various part of examination in online manner on their prescribed portal like examination forms, uploading the marks etc.

8. **Transport:**

CCTV and GPS facility must be installed for student's safety and administrative officer or transport officer monitor the bus through GPS app.

9. **ICT Tools:**

**Hardware Infrastructure**

- The College to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by computer networking devices and scanners etc.

**Software Infrastructure**

- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.

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