

**GNIOT**  
ENGG. INSTITUTE

### 6.2.2

#### **Implementation of e-governance in areas of operation**

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

#### **e-governance Policy**

**Greater Noida Institute of Technology (Engg. Institute)**

**Plot No. 7, Knowledge Park II, Greater Noida**

**Uttar Pradesh 201310 India**

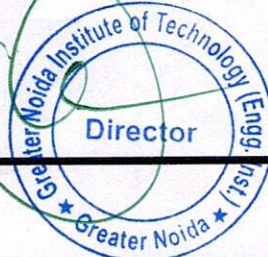




ग्रेटर नोएडा इंस्टीट्यूट ऑफ टेक्नोलॉजी (इंजीनियरिंग इंस्टीट्यूट)  
**GREATER NOIDA INSTITUTE OF TECHNOLOGY (Engg. Institute)**

# e-governance Policy

(Approved by AICTE, Delhi & Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow)  
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**Vision :**

**To enhance the system of governance for the overall development of the institute by leveraging technologies**

**Mission :**

**Deploy new solutions and ideas in various departments of the Institute for seamless data access enabling better decision making.**

**Scope :**

**The Scope of this Policy extends to the following areas:**

- **Website**
- **General Administration**
- **Student Admission and Support**
- **Examination**
- **Library**
- **Finance and Accounts**
- **ICT Infrastructure**
- **Alumni**

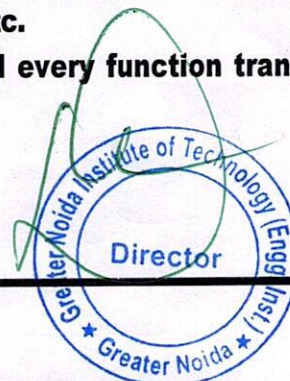
**Objectives:**

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

**Policy :**

**The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, examinations, student and faculty daily attendance, faculty leave application monitoring, etc.**

**The policy is designed and framed to make each and every function transparent and accountable.**

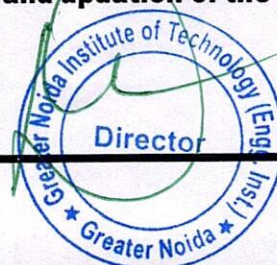


The College decides to make the following policies and procedure:

**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. Website is hosted & deployed by a third party on a secure platform. Along with it, training should be given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updating at the college level. Important information & achievements will be posted in the Social Media.

**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 Dr. A.P.J. Abdul Kalam Technical University, Lucknow which is our affiliating University. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. In ERP Portal the Admissions to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students will be provided with Registration Link by the concerned department head and the students have to apply Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Co-ordinator and Department. Institution to process admissions for programs, hostel, transport etc. using a Suitable ERP Solution. Students also must be able to obtain transfer certificates, bonafied certificates, etc. on an online mode.

**Finance & Accounts** : The office continues to maintain its accounts on ERP. The same page will be updated from time-to-time on each of the accounts modules which is used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through ERP. 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 like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System 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. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc. Regular updates about student to be communicated with respect to Student on Fees, college updates & other academic matters. Parents & Staff to make payments using Debit/Credit Card & UPI Platforms.

**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 and students while subscribing to the e-resources. Teachers can submit the requisition to concerned HoD and HoD with the approval from Dean Academics and Director will finalize the requirement to get books of different authors for the subjects they are teaching to increase the knowledge database.

- The Library to install fully automated ILMS (Integrated Library Management System) software which should have an easy to use-Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.
- The use of Online Public Access Catalogue (OPAC) module of the software to allow library database searching by entering preferred terms for information retrieval.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.



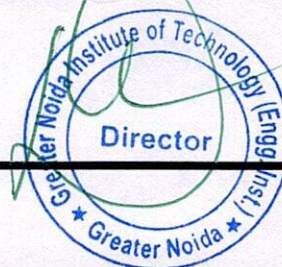
**Administration :**

- 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 to automatically calculate the Internal Assessment marks for attendance.
- Facilities should be provided for online admissions, online fee payment, online leave management of employees
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- 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.
- Lab Staff to be provided with adequate training and development to keep them abreast with the new technology.

**Feedback :** An online Feedback mechanism to be developed and put in place so as to get regular feedback from Students/Alumni/ Parents etc. By considering the feedback of every faculty member, they are graded according to a 4 point scale (Satisfactory; Good; Very Good; Excellent) and rewarded/ improvised accordingly.

**Biometric :** Biometric facility to be developed in place to monitor the punctuality and regularity of the staff by recording the in and out time swipes.

**Examination :** Campus ERP is used to automate the entire process of the internal examination system i.e. filling of sessional marks, internal marks records, attendance of students in the internal examination, uploading of marks, etc. everything is done in an online manner. Utmost secrecy and confidentiality is maintained while handling examinations and work is done in an utmost care and caution way. The Controller of Examinations supervises the entire process of examination under the guidance of the Director of the institute. The college has adopted an online system where students can view their total internal



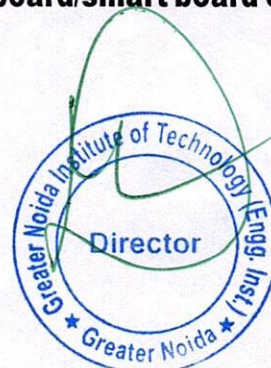
assessment marks at the end of Class Test, each semester and can report discrepancies, if any. The Examination process is regulated by the University (AKTU) and thus the University (AKTU) regulations should be adopted accordingly in this regard. Institution to manage student academics using a suitable ERP Solution with Real time communication to parents with respect to Student Progress. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution. Regular updates of Students Internal Performance to be maintained and communicated to the parents through mentors.

**Alumni :** In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management. For this purpose a separate agreement can be entered into with suitable service providers by the Secretary and a separate alumni coordinator at the college level be appointed to take care of the entire activity. Placement to maintain student info & provide access to placement information on their fingertips.

### **ICT Tools :**

#### **Hardware Infrastructure :**

- The College to ensure that it has adequate number of desktops for students in departmental computer labs and faculties in cabins.
- Computers and printers to be made available in the concerned departments.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by Reprography, computer networking devices, scanners and interactive teaching board/smart board 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.**
- **The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.**

