



Date-15/06/2021

E-Governance Policy

Academic Year-2021-22

Scope:

The scope of this policy extended to the following areas:

- Student Admission
- Accounts
- Academics
- Finance and Accounts
- Library
- Administration
- Examination
- ICT Infrastructure

Objective:

- Application of E-Governance in various operational functions of the institution in order to deliver Simpler & efficient system of governance within the institution.
- To uphold transparency & accountability in all the tasks of the institute.
- To promote sustainable environment help to maintain paperless environment in the institute for easy, Simple and quick access to the required information.
- To use and promote ICT tools through computer labs, Laptops, Smart boards, Projectors supported By Wi-Fi enabled campus etc.
- To user friendly automated Library.



Policy Statements:

The institute will implement e-governance in all day to day functioning of various departments such as library, account, admissions, administration, teaching etc. The policy is well designed & user friendly to make all day to day functioning faster, easily accessible, transparent.

The Institute decides to make the following policies & procedure:

Website:

The website will act as an information center which will provide all information about the Institute. The website will display the tabs of Activities like admission, Placement, Human Capital, Student corner, also. Spot light Tab gives information about Current happening/event in the institute. Detailed information of institute and activities available on web Site it works as an information hub by institute. A website Coordinator & few Student Coordinators to be appointed for the administration of the institute Website, this Team will circulate information on web site throughout the year. This is one of the important platform for Institute to promote all its activities, circular from Government, Regulators as and when require.

Student Admission-

Due to guidelines given by AICTE/DTE/SPPU "Online Open access" given to all by the institute is transparent strategy followed by SBPIM, it's done through the brochure of the institute circulated on Website with Full guideline for proper Understanding of the admission process in a Tab called "Admission", with full details of CET admission process from start to end.

Account

All the Analysis Reports are also generated through "Tally" Appropriate security measures should be taken for maintaining privacy of the transactions. Employee's salary slip generated automatically after Salary get credited in employee bank Account this shows all salary Particulars like TDS, Provident funds etc. all staff members can avails this facility

Library

SBPIM Constantly keeping its academic distinction through well stock library. Institute time and again updates its e-learning resource for the assistance of teacher & students, institute already subscribe various journals, magazines useful, in current industry requirement for placement point of view.

- Open Public Access Catalog (OPAC) facility will be ended Available which a Digital Database is of Materials such as text files, e-books, Journals, etc. held by a Library.
- To boost novel script among students and teachers, the Library should provide access to fully mechanical software for plagiarism check.
- Library Automation with RFID and Barcode Technology with Koha software by GTS Technology & 2CQR automations, Vriddhi software version 2.0 built 261.0 full version.



- Online Database with N-List, E-Pearson library, ProWess IQ, Industry Outlook (CMIE Database) IEEE, A.S.C.E., A.S.M.E, ProQuest, DELNET, Science Direct.

Administration:

- Administrative Staff and Teaching Faculty regularly use Attendance management Software Record Monthly Reports, Semester End Reports should be generated routinely to Analyze/Measure internal Assessment marks for Attendance purpose.
- Registrar and administrative staff 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 institute to be made Paperless.
- Students able to obtain maximum services/Facilities in an online mode.
- The institute will look into opportunities to automate some of its functions related administration.
- Admin Staff to be provided with adequate training and development to keep them well-informed With the new technology.

Examination:

The institute has adopted an online system where Examination process is regulated by the University and thus e-governance policy of the University will be adopted in this regard. The Institute will provide institute- email address to faculties, staffs and students. Subject teachers can Create Google Forms to take MCQ based exams also can provide Study material. This will help Students in exam preparation.

ICT TOOLS Infrastructure

Hardware Infrastructure

- The Institute to guarantee that it has satisfactory 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 **WI-FI**, 1Computer Networking Devices, Scanners and Interactive Teaching board/smart board etc



Software Infrastructure

- The Institute 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 Acquired and updated regularly.



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