

INDIAN ACADEMY

Degree College - Autonomous

E- governance policy

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E-governance in Higher Education Institution empowers the education system by leveraging cutting-edge technologies and providing novel methods of delivering the desired knowledge to students. This efficient system of governance offers new ways of communication between stakeholders and brings in flexibility in academic and administration activities. The deployment of solutions for seamless administration help to deliver the requisite services for the overall development of the institution.

Objectives

1. Attaining efficacy in various operational functions of the institution
2. Promoting transparency and accountability
3. Accomplishing paperless administration
4. Facilitating online communication between various entities of the institution and also improving interface with stakeholders
5. Providing and maintaining seamless data access to information
6. Giving a global visibility to the Institution

Areas of Implementation:

1. Student Admissions
2. Student Administration including Hostels
3. Academics
4. Examinations
5. Communication System
6. Finance & Accounts
7. Library
8. Payment Systems
9. Employee management

E-governance Initiatives:

1. Adopted and implemented e-governance in maximum areas of operation, entered into an agreement with an ERP vendor and provided efficient system of governance within the institution.
2. Executed e-governance in General Administration, Student Admission, Support Services, Accounts and Examinations.
3. Demonstrated the policy through ERP trainings.

Areas of E governance:

For convenience purpose, the policy is divided into several areas of operation which are illustrative.

Student Admission: The College processes admissions for all UG and PG programmes using the ERP solutions that simplifies and hastens the admission process by displaying all vital information in a single place for easy accessibility.

Academics and Administration: To provide a hassle free, convenient process all the academic and administrative activities like internal communication between the employees, booking of venues, admission for programmes, hostels, transport, attendance, internal marks, stake holders feedback are managed through e-governance.

Examination: The institution follows the ERP module for examination purpose wherein many activities like filling of examination forms, examination fee collection, conducting examination, uploading of marks, announcing the results, etc. are processed

Communication: ERP affords excellent control of communication both external and internal. Regular updates about students to be communicated to parents with respect to student attendance, college updates, parent teachers meeting, examination fees & other academic matters are delivered on time and efficiently enhancing the image of the institution.

Finance and Accounts: For optimizing operations, streamlining the daily activities, effective maintenance of accounts, fee collection, reports and resolving issues, E-governance renders a smooth and quick execution.

Library: Library is fully automated. Efficient e-governance with respect to biometrics, issues, references, staff & students access to e-journals & e resources.

Payments: Parents & Staff to make payments using Debit/Credit Card & UPI Platforms.

Employee Management- Maintaining employee database, fetching employee reports, employee attendance, employee leave (online leave management), performance appraisal etc.