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E-Governance Policy

Objective: To improve transparency, providing speedy information, dissemination, improving administrative efficiency and public services in all the aspects of education. To fulfill this objective, following measures should be taken:

1. To get updated the information on the website.
2. To maintain accounts and fee collection through the Tally software platform.
3. **Library:** There should be extensive application of Information Technology for accessibility of the library resources from anywhere at any time. Electronic facilities like bio-metric reader, RFID should be made available to make the Library user friendly. It should also include the plagiarism software.
4. **Administration:** To provide a time saving, convenient and result-oriented process, in different administration functions including HR related matters like leave, performance appraisal, online leave management of employees, e-copy of salary certificates, etc., online fee payment by students.
5. **Admissions:** The admission process should be carried out through online mode to the extent possible.
6. **Academics:** Appropriate online soft wares and platforms should be resorted for different academic activities.
7. **Examination:** Application for examinations, obtaining hall tickets, uploading of marks, etc. to be done through e-mode.
8. **Alumni:** A separate alumni portal should be started to provide facilities like registration, information of institutional activities, alumni profile, feedback and other aspects.
9. **Feedback:** To develop an online Feedback mechanism so as to get regular feedback from the students.
10. **Bio Metric:** To register and monitor the employee attendance through Bio metric, machine.

Registrar