

E-GOVERNANCE POLICY

Scope:

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- E-waste Management

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 resourceful Library.

Policy:

The Institute will implement e-governance in all aspects of functioning like, teaching ,accounts, admissions, administration, library, etc.

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

The Institute decides to make the following policies and procedure:

Website: The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college . A Branding Committee to be formed for the administration of the Institute website. the Committee will look after the process of updating, maintaining and

working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The Institute strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

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 AICTE. The Institute publishes its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the applications & admissions in the Institute. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the Institute and for this purpose an online software to be used by the Admission Department.

Accounts: The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Income and Expenditure, Balance Sheet are 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. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library: The Institute continues to maintain its academic excellence through maintaining a well-stocked library. The Institute will update the learning resources for the benefit of the teachers and the students. The Institute should continue to subscribe to new journals and books regularly. Recommendations are taken from the Concerned stakeholders while subscribing to the e-resources.

- The Library to install Library 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 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 and E-Journal 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:

- Leave Management System to be used by Administrative Staff to record and track Attendance & Leave . Monthly Reports should be generated to automatically calculate the attendance.
- 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 Institute to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The Institute 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.

Examination: The Institute has adopted an online system where students can view their total internal assessment marks at the end of each trimester and can report discrepancies, if any. The Examination process is regulated by the Institute and thus e-governance policy of the Institute to be adopted in this regard.

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.

E-Waste Management: IMIK ensures that its usage of technology and generation of e-waste does not impact the environment.

ICT TOOLS

Hardware Infrastructure

- The Institute 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 Internet , computer 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 purchased and updated regularly.
- The Institute to provide access to all standard Econometrics, Statistical, computational and other Programme related academic packages.

IMA
INTERNATIONAL MANAGEMENT INSTITUTE
KOLKATA