

# **SWAMI VIVEKANAND INSTITUTE OF ENGINEERING & TECHNOLOGY, PUNJAB**

**(Affiliated to IKGPTU, Jalandhar & Approved by AICTE, New Delhi)**



## **E-GOVERNANCE POLICY**

**2022**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

## **GUIDELINES FOR E-GOVERNANCE POLICY**

### **PREAMBLE:**

E-Governance policy primary goal is to provide efficient and real-time monitoring of educational quality. The goals of e-Government are to boost productivity, foster more accountability and transparency in the administration of educational institutions, reduce the cost of administrative services (e-administration), and provide easier, quicker access to services and the general public (e-services). It aims at planning and facilitating any infrastructure for the deployment of cutting edge applications and deployment of solutions for seamless administration of the institute.

### **OBJECTIVES:**

1. Implementation of E-governance in various functioning of the college
2. Achieving efficiency in day to day functioning
3. Promoting transparency and accountability in the system
4. Achieving paperless administration of the University
5. Facilitating online internal and external communication between various entities of the college
6. Providing easy access to information to all stakeholders
7. To maintain the Data on a secure environment and server.
8. Making the college visible globally

### **POLICY:**

1. In order to provide simpler and efficient system of governance within the college, it is decided to adopt and implement E-Governance in maximum activities of SVIET.

2. SVIET to embrace E-Governance for the seamless access of data for better decision making at various levels of the organization.

#### **AREAS OF IMPLEMENTATION:**

1. Website & Social Media
2. Student Administration including Hostels
3. Academics & Office
4. Communication System
5. Finance & Accounts
6. Library
7. Placements
8. Alumni
9. Feedback
10. Online Video Lectures and E-Content
11. E-Waste Management

#### **WEBSITE & SOCIAL MEDIA:**

The website will act as an information centre which will reflect about the college, all activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A website in charge to be appointed for the administration and day to day working of the website. The website in charge will look after the process of updating, maintaining and working of the website on a regular basis. The website in charge will also look for other changes that are required on the website. The college 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. Social media plays a significant role in modern communication, providing opportunities for personal expression, networking, business promotion, and information sharing. The college also strives to showcase its vibrant self and activeness through its website.

#### **STUDENT ADMINISTRATION INCLUDING HOSTELS:**

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 Swami Vivekanand Institute of Engineering & Technology. The college brings out its Brochure which is displayed on the website that has guidelines for the admission process. The college website has to be used to manage the admissions in the college. Number of students can apply to each course by registering this website, admission fees is managed through this website only. Students are also required to submit a separate Online Application Form for taking admission to the college.

#### **ACCOUNTS:**

The office continues to maintain its account on Tally & ERP. Advanced features help the staff to maintain financial records effectively and efficiently. Balance Sheet is generated through this software only. All the analysis reports are also generated through Tally & 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. With the use of Tally & ERP software automatically calculates the salary, generate salary slips and disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system software. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

**LIBRARY :**

The college continues to maintain its academic excellence through maintaining a well-stocked library. The SVIET will add more and more e-learning resources for the benefit of the teachers and the students. The SVIET 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 apply to get books of different authors for the subjects they are teaching to increase the knowledge database. The Library to install fully automated ILMS software which should have an easy

1. To use- Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports.
2. The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
3. 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.
4. The Database Maintenance module should cover all operations of database creation and maintenance.
5. To encourage original writing among students and teachers, the Library should provide access to automated software for plagiarism check.

**ADMINISTRATION:**

The college has a special portal to record and track Attendance, Internal Assessment, etc. The administrative offices using advanced Excel and File Management System tools for maintaining an effective database. The Administrative staffs are provided regular and adequate training to help them keep abreast with the new technology. This practice provide a hassle free, convenient and smooth process, administration of the college to be made paperless.

**EXAMINATION:**

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

**ALUMNI:**

In order to strengthen our alumni relationships, a separate alumni page to be created on the college website providing facilities like registration, prominent alumni of the SVIET, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

**E-WASTE MANAGEMENT:**

Swami Vivekanand Institute of Engineering & Technology ensures that its usage of technology and generation of e-waste does not impact the environment.

**Authorized Signatory**