



GREAT GANGES INSTITUTE OF TECHNOLOGY

Affiliated to C.S.J.M. University, Kanpur (College Code - UN51)

6.2.2: Institution implements e-governance in its operations

Annual e-governance report approved by the Governing Council/ Board of Management/
Syndicate Policy document on e-governance



Annual E – Governance report 2022 – 23

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, Projectors, etc.
- To establish a fully automated Library.

Policy:

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

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

The College 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. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the college 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 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.

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 C.S.J.M. University, Kanpur. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. NEO Dove software is to be used to

manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Software only. Students are required to submit a separate Online Application Form for taking admission to the college.

Accounts: The office continues to maintain its account on ERP software. Advanced features of ERP help the staff to maintain financial records effectively and efficiently. Profit and losses, Balance Sheet are generated through this ERP only. All the analysis reports are also generated through ERP. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing ERP must be done regularly. 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 College will add more and more e-learning resources for the benefit of the teachers and the students. The College 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 ERP software which should have an easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.
- The Circulation module of the ERP software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database 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 fully automated software for plagiarism check-Grammarly.

Administration:

- ERP is to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for 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 college to be made paperless.
- Students must be able to obtain maximum services in online mode through college ERP.

Examination: The college has an ERP where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The

Examination process is regulated by the University and thus e-governance policy of the University is 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. The official portal of the alumni association, powered by Whatsapp Community.

E-Waste Management: The institute has always been making utmost efforts to create a green and healthy environment for all the stakeholders as well as for the society. Use of technology is the need of the day but keeping a balance between the environment and the modernization is the actual challenge. GGIT ensures that its usage of technology and generation of e-waste does not impact the environment.

ICT TOOLS

Hardware Infrastructure

- The College 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 conference room, classrooms, seminar rooms and computer labs.
- The infrastructure to be complemented by Reprographic facility, computer networking devices, scanners and interactive teaching board/smart board etc.

Software Infrastructure

- The College 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.

