Axis Institute of Higher Education, Kanpur
Office of Director

Ref. No: AC/DO/2019-20/127   **Date: 14/10/2019**

Circular
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 Institute .
- To achieve and create a paperless environment in the Institute.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smart boards, Projectors, etc.
- To establish a fully automated Library.

Policy:

- The Institute 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.

CONCEPT OF E-GOVERNANCE

Technology has become a part of our daily life. We can say that we are living in a technology era and it has made everything easy for us. Technology and the internet have made the money transitions secure, fast, and free from much human interference. The process of globalization is a gift of technology and due to the technology and its benefits, the concept of E-governance is introduced in India. The 'E' in E-governance signifies electronic and E-governance means the governance with Information technology. The increasing demand for transparency in administration, faster information transfer, and other demands that can be fulfilled by the E-governance only.

The application of IT is fairly widespread all sectors in India and particularly in the education sector in all over the world. Most of the Institutions are having their digital portal to provide the services to various stakeholders of the education. Our education system is disordered because of a lack of infrastructure, obsolete syllabi, scattered government policies, inappropriate funds, unqualified staff, high dropout rate, un-employability of graduate students and a lot. This is because of the current system that lacks of monitoring, evaluation of students and staff, no coordination with industry, no uniform policy by government, no proper utilization of Information and Communication Technologies (ICT) and e-Governance, no transparency in functioning of institutions, visionary leadership etc. By implementing e-Governance in education sector, most of the problems will be dissolved. At the root, it has the power of e-Governance which provides good governance, empowers the stakeholders, cutting the process cost, time, and improves the administrative performance (e-Administration), interacting with industry and society (e-Service and e-Society), providing swift services and so on

Registrar
Axis Institute of Higher Education
Kanpur

Address
Village Hathipur, Maharajpur, Kanpur Nagar – 209402
Website : www.aihe.ac.in |

Contact
email: info@axiscolleges.in
Toll Free: 1800 313 2464

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NEED OF E-GOVERNANCE

The purpose of implementing e-governance is to enhance good governance. Good governance is generally characterized by participation, transparency and accountability. The recent advances in communication technologies and the Internet provide opportunities to transform the relationship between Institute administrations in a new way, thus contributing to the achievement of good governance goals. The use of information technology can increase the broad involvement of employees in the process of governance at all levels by providing the possibility of on-line discussion groups and by enhancing the rapid progress and efficiency of pressure groups. Advantages for the Institute involve that the College may provide better service in terms of time, making governance more efficient and more effective. In addition, the transaction costs can be lowered and services become more accessible.

BENEFITS OF E-GOVERNANCE

➤ E-governance is an important tool to the governing body of the institute. In general, it provides following advantages to the administration:

➤ Empowerment of faculties, students and encouragement of their participation in governance process.

➤ Transparency and absolute clarity in administration, governing and admission process.

➤ Increase efficiency of faculties and of administration process.

➤ It empowers students and parents to gather information regarding any course, college, department of universities, government policies and get involved in the process of decision making.

➤ E-Governance strengthens the very fabric of democracy by ensuring greater student, staff and parent's participation at all levels of governance in universities and institutions.

➤ E-Governance leads to automation of services, ensuring that information regarding every work of public welfare is easily available to all stakeholders apart from geographic and language barriers.

➤ This revolutionizes the way governments and universities functioning, ensuring much more transparency in their functioning, and thereby eliminating corruption.

➤ As the information regarding every activity of government is easily available, it would make every Institute department responsible as they know that every action of theirs is closely monitoring and audited.

➤ Proper implementation of e-Governance practices makes it possible for students and parents to get their work done online thereby sparing themselves of unnecessary hassles of traveling to the respective offices.

➤ Successful implementation of e-Governance practices offers better delivery of services to students, improved interactions with business and industry, students empowerment, better management, greater convenience, revenue growth, cost reductions etc.

➤ Availability and quick circulation of material may increase the timeliness or relevance of material being presented.

➤ Areas of implementation of e-governance in educational sector are:

E-Administration: It involves the use of ICT and e-Governance in order to improve administration processes and the internal working of the departments within an educational organization.

E-Services: The main aim to improve the delivery of services to students by providing interactive services. Examples are: Online admission, online syllabus, request for certificates, online results, issuing on-line ID cards etc.

E-GOVERNANCE @ AIHE

E-Governance in AIHE incorporates the technology to bring an e-governance system that is necessary to successfully handle all of the challenges of running an educational institution. Automating every unit of an academic institution, it provides real time information processing and knowledge management. It is an integrated solution that facilitates the processing and maintenance of large volumes of information to its stakeholder. The e-governance system is designed to make the system user-friendly, time saving and cost saving also. Many of them are flexible enough to adapt to the changing educational environment efficiently and quickly.

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AIHE has implemented e-governance in the areas of operation of:

Administration

Finance and Accounts

Student Admission and Support

Examination

Faculty Attendance

IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF ADMINISTRATION:

➢ The Administration communicates with Governing Body members as well as the teaching and non-teaching staff through email

➢ All important administrative information including notices is regularly published on the website & social media

➢ Biometric attendance for all staff members

➢ 24×7 internet facility

➢ To achieve the target of Paperless communication use of social media and e-mails are being implemented.

➢ Indigenously developed website to prepare Feedback forms and get online feedbacks of Students, Parents and other stakeholders.

➢ Indigenously developed website for recording student attendance.

➢ The college campus is equipped with CCTV Cameras installed at various places of need.

➢ WhatsApp Group helps to provide the brief notices of any event to be happened on college and of smooth functioning of the same.

➢ The Institute decides to make the following policies and procedure:

Website:

The website will act as an information center which will reflect about the Institute, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the Institute. 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 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 Institute. The Institute brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal 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 Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Co-Ordinator.

Accounts:

The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the Institute. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, 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. The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc. all are managed by this system.

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Report scan be generated for all Staff members. 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 add more and more e-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 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 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 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:
➢ Attendance Management Software 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.

➢ 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 semester 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 Institute, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

E-Waste Management:
Institute 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.

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➢ Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
➢ The infrastructure to be complemented by Risograph, 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, MSOffice and Antivirus to be purchased and updated regularly.
➢ The Institute to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.

E-Governance Cell of the Institute (2019-20)

S. No.	Particulars	Name (Designation)
	Head of E-Governance Cell	Director
	IT Coordinator	IT Head
	Data Security and Privacy Officer	HOD
	Academic Administrative Representative	Controller of Examination
	Student Affairs Representative	Admission Head
	Finance and Accounts Officer	Accounts Officer
	Communication and Outreach Coordinator	Assistant Professor
	Quality Assurance Officer	Coordinator IQAC

Dr. Ashish Malik
Director

cc: 1. Office of Chairman Sir for kind information
2. All Deans, Department Heads & In Charges for information
3. Registrar Office for information
4. Accounts & HR for record
5. All Notice Board
6. All concerned

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