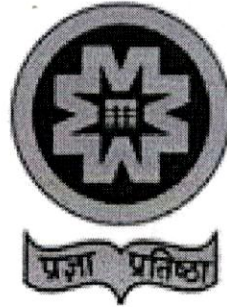


Institute e-governance Policy



SHRI MADHWA VADIRAJA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(A unit of Shri Sode Vadiraja Mutt Education Trust ®)

Vishwothama Nagara, Bantakal-574115, Udupi

Affiliated to VTU, Belagavi, Approved by AICTE, New Delhi

Accredited by NAAC with A Grade

July 2019

Principal

SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY & MANAGEMENT
Vishwothama Nagara Udupi Dist.

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Principal

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1. Concept

Technology has been a boon to academic institutions in education, which helps streamline governance systems and maintain a better quality of education. Good governance can be termed as the ability to address the challenges and needs of the current situation. The E-Governance policy of an institution is to enhance the system of governance for the development of the institute through new and advanced technologies. It aims to plan and enable any infrastructure for deploying cutting-edge applications and solutions for the seamless administration of the institute. Keeping in view the needs of the day, Shri Madhwa Vadiraja Institute of Technology and Management has designed an e-governance policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. The college prioritizes adopting paperless administration as a green initiative. To ensure a green and clean campus, as one of the components of the college, it adopts e-governance in all its management and administrative activities. All stakeholders are oriented and encouraged to practice e-governance. This policy shall apply to the administration, Finance & Account, Examination and many such sections of the institute. Having an e-governance system will aid in the integration of all of the institution's stakeholders as well as the automation of many functions. It will also add a layer of transparency to the process. The college management team recognizes the importance of having an e-governance system in place to coordinate the college administration as it grows into a well-known institution of higher learning. It will aid in the integration of all of the institution's stakeholders as well as the automation of many functions. It will also add a layer of transparency to the process.


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2. Objectives

- Implementation of E-governance in the effective functioning of the institution. Reduce the usage of paper in the administration of the institution.
- To improve transparency and accountability.
- Providing online internal and external communication between various executive bodies of the institution.
- To achieve the aim of being an environmentally and user-friendly institution.
- Facilitate easy access to the information and maintain the data in a secure environment.
- To implement automation in the library facility. Making the institution visible to the stakeholders globally through the use of digital media.
- To provide e-facilities to students, teachers, Alumni and Parents in various activities relating to the institution.
- Achieving paperless administration of the institution.

3. General administration

Most of the college administration is made paperless in order to give a hassle-free, convenient, and smooth process. Students must be able to get the most out of online services. The college investigates the possibility of automating some of its administrative duties. Proper training and development are offered to keep administrative staff up to date with new technologies. The monthly report of students having internal and attendance will be sent to parents through digital media (MIS). Students can access information such as attendance, results, timetables, assignments, and other study tools through digital media. Attendance




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Management system is used by teaching faculty to record and track Attendance, Internal Assessment, etc. The administrative office uses advanced Excel and file management system tools to maintain an effective database. The college will look into opportunities to automate some of its functions related to administration. To provide a hassle-free, convenient and smooth process, the administration of the college is to be made paperless.

4. College website

The college website is the heart of the institution. It should act as a mirror of the college and all its activities. All the relevant data should be made easily available to outsiders. The website shows the college activities and information about all activities, important notices, etc. The college website is to be continuously updated taking into account the new changes. A website committee will be constituted for the administration of the college website. On a regular basis, the committee will oversee the process of updating, maintaining, and operating the website. The committee will also examine for any other website updates that are needed. The college strives to showcase its vibrant self and activeness through its website. All the essential notifications will go live on the website as and when they are released. The vision and mission of the institution, governing council, details of various departments and staff members, and information about different activities, viz., conference, research, technical fest, NSS, and NCC, are available on the website. The placement-related activities are also regularly updated on the website. Further alumni details, grievances and feedback, and academic calendars are available on the website. The link to the website: <https://sode-edu.in/>




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5. Account and Finance

The office continues to maintain its accounts on Tally. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss Balance sheets are generated through this software only. All the analysis reports are to be generated through Tally. Appropriate security measures will be taken to maintain the confidentiality of the transactions. Training for the existing staff and upgrading the existing software are done regularly. Further, Saral PayPack software is used to calculate the salaries of all the employees. All Payments are made and received online, such as NEFT, RTGS, Bank Transfers, Net Banking, etc.

6. Examination

The university regulates the examination process, and thus, the university's e-governance policy is to be adopted in this regard. As per the directions of the university, it is mandatory to majority of examination related work in online. It starts with student registration, student university registration number generation, faculty registration, faculty subject mapping, exam application filing by the students, approval by the university, hall ticket generation, batch creation for laboratory exams, examiner allocation, laboratory examination conduction, marks entry, theory examination question paper downloading, conduction of examination, form A entry, evaluation of answer scripts, semester end results and applying for reevaluation. Link to the website for above purposes is <https://prexam.vtu.ac.in/>. Further, some of the internal examinations in the college will be conducted in online mode to save papers.




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7. 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 maintains a frequent subscription to new periodicals and publications. While subscribing to e-resources, teachers and students are asked for recommendations. Teachers can apply to get books by various authors for the subjects they teach in order to expand their knowledge base. All the new arrived books will be displayed in the college website for the benefit of readers. The college uses easylib software for its database management system. Using easylib, all the book stock is accessed and managed. Also, all the journals and periodicals are made available for all through college websites. Students can log in from anywhere to get the e-resource from the college website. The VTU-Consortium, Knimbus, Shodhganga, NDL (National Digital Library, easylib OPAC website and DelNet are some of the sources made available for all on the college website (<https://sode-edu.in/facilities/central-library/>). Using VTU-Consortium, all the top journals like Elsevier, springer, taylor and francis and IEEE etc. are available for the users. Using drillbit software, users can find the similarity index in their documents. Also, all the old questions are made available for the students using digital media in order to prepare for final exams.

8. Conclusion

In conclusion, the implementation of an e-governance policy at Shri Madhwa Vadiraja Institute of Technology and Management stands as a cornerstone in the institution's journey towards efficiency, transparency, and environmental sustainability. By embracing advanced technologies and fostering a paperless administration, the college aims to streamline operations and enhance the overall




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quality of education. Through this comprehensive policy, the institution endeavors to empower stakeholders with easy access to information while maintaining a secure and user-friendly environment. From digitalizing administrative processes to leveraging e-learning resources in the library, every aspect of the college's functioning reflects a commitment to modernization and excellence. As the college continues to evolve and grow, the e-governance framework will undoubtedly play a pivotal role in fostering a culture of innovation and accountability, ultimately contributing to its stature as a renowned center of higher learning.




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