

E-Governance Policy

IET Bhaddal, Ropar, has embraced e-governance as a crucial part of its academic and administrative activities in the quickly changing digital landscape of today. The institution's dedication to improving accessibility, efficiency, and transparency in every facet of its operations is demonstrated by the use of e-governance.

The scope of E-Governance extends to the following areas:

- Student Enquiry and Registration Management
- Admission Management
- Student/ Staff Attendance
- Fee Management (Academic, Tuition, Hostel, Transportation, Scholarships, Exam, Fine etc.)
- Exam Management
- Transport Management
- Hostel Management
- Time Table Management
- Payroll Management
- Library Management
- Inventory Management

Objectives:

- Implementation of E-governance in all functioning of the institution in order to streamline administrative processes, enhance transparency, and improve the overall efficiency and effectiveness of institutional operations.
- To offer online platform for students and staff to access services like attendance tracking, and results from anywhere, at any time.
- To make campus Wi-Fi enabled.
- To achieve and create a paperless environment in the college.
- To facilitating better communication between the administration, faculty, students, and parents through digital platforms.
- To promote transparency and accountability in all the functions of the college.
- To enable efficient data storage, retrieval, and analysis for better decision-making and reporting.
- To make our Classrooms ICT enabled having Laptops, Projectors, etc.
- To establish a fully automated Library.

Key Features of E-Governance Implementation:

The college will implement e-governance in all aspects of functioning like Administration, Finance and Accounts, Student Admission and Support, Examination, Teaching, etc.

- **Administration:** To handle administrative duties like student enrollment, attendance monitoring, and exam administration, IET Bhaddal has integrated cutting-edge technologies. This move to digital systems guarantees real-time updates, minimizes errors, and cuts down on paperwork.
- **Transparent Financial Management:** Financial functions such as fee collection, payroll payout, and budget administration are now included in e-governance. The digitization of financial procedures guarantees accuracy, accountability, and convenient access to financial records for both students and staff. The office continues to maintain its account on Tally. The college uses tally prime for the transparent functioning of Accounts department. Advanced features help the staff to maintain financial records effectively and efficiently
- **Website:** The website will act as an information centre which will reflect about the college, all its activities, courses offered, various committees such as SC/ST Committee, anti-ragging committee, internal complaint committee etc. Announcements, newsletters, and event updates can be easily shared, keeping the community informed and engaged. Websites can serve as a central repository for policies, procedures, and resources, making it easy for stakeholders to access important information. For this purpose, a separate service provider/web designer will be appointed by the college. The website Committee is to be formed for the administration of the college website. The committee will look after the process of updating, maintaining and working on a regular basis. The committee will also look for other changes that are required on the website. Websites can incorporate forms and surveys, allowing students, faculty, parents, alumni, Employer and staff to provide feedback and participate in decision-making processes. Institution can offer services such as application submissions, fee payments, and document requests online, streamlining administrative processes.
- **Enhanced Communication Channels:** The institute has set up efficient e-communication channel to bridge the gap between students, faculty, and administration. The stakeholders can stay informed and linked through specialized portals, emails, and instant messaging systems, guaranteeing a smooth information flow.
- **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 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.

Benefits of E-Governance at IET Bhaddal:

Efficiency: The institute can now operate more efficiently since digital process streamlining has drastically cut down on the time and effort needed to finish administrative duties.

Transparency: E-Government encourages transparency in the institute's operations by giving parents, teachers, and student's unobstructed access to institutional decisions and procedures.

Accessibility: All stakeholders can interact with the institute more easily thanks to digital platforms, which provide information and services at any time and from any location.

Sustainability: E-governance supports the institute's sustainability objectives by reducing dependency on paper and other tangible resources, which is in line with international initiatives to lessen carbon footprints.

All things considered, IET Bhaddal's adoption of e-governance represents a major advancement in modernizing administration and education. In addition to improving the institution's operational effectiveness, this forward-thinking strategy makes sure that the institution stays at the forefront of educational innovation by improving the whole experience for staff, teachers, and students.