



उच्च शिक्षा उत्कृष्टता संस्थान, भोपाल
Institute for Excellence in Higher Education, Bhopal



Office – Kaliasot Dam, Kolar Road, Bhopal - 462016 Tele: (0755) 2492433, 2492460
E-mail: iehebhupal@mp.gov.in, iehe.iqac2020@gmail.com, Website: <https://www.iehe.ac.in>

Title of the Policy: 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
- Any other area as & when required

Objectives:

1. Implementation of e-governance in all functioning of the institution in order to provide a simpler and more efficient system of governance within the Institute.
2. Promote transparency and accountability in all the functions of the Institute.
3. Achieve and create a paperless environment in the Institute.
4. Provide easy and quick access to information.
5. Make campus Wi-Fi enabled and firewall protected.
6. Make our Classrooms ICT Enabled by having Desktops, Laptops, Smartboards, Interactive Panels, Multimedia Projectors, etc.
7. 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 every function transparent and accountable. The Institute decides to make the following policies and procedures:

Website: The website will act as an information center that will reflect the institute, all its activities, important notices, courses offered, etc. For this purpose, a separate ICT cell has been developed by the Institute. 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 rules and regulations of the government of MP. 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 Institute. The number of students



उच्च शिक्षा उत्कृष्टता संस्थान, भोपाल Institute for Excellence in Higher Education, Bhopal



Office – Kaliasot Dam, Kolar Road, Bhopal - 462016 Tele: (0755) 2492433, 2492460
E-mail: iehebhupal@mp.gov.in, iehe.iqac2020@gmail.com, Website: <https://www.iehe.ac.in>

applying to each course, withdrawals, and fee submissions, are all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the Institute and for this purpose application package is to be developed by the ICT Cell in consultation with 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 Sheets are generated through this software only. The Institute also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online modes such as NEFT, RTGS, Bank Transfers, etc.

Library

- The Library to install fully automated ILMS software which should have an easy-to-use-Graphical User Interface, and Unicode support with Multilingual Search and export facility for most reports.
- The use of the 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 the printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.

Administration: Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports and Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.

- The administrative Office should use Advanced Excel and File Management System Tools to maintain an effective database.
- To provide a hassle-free, convenient and smooth process, the administration of the Institute is 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.



उच्च शिक्षा उत्कृष्टता संस्थान, भोपाल
Institute for Excellence in Higher Education, Bhopal



Office – Kaliasot Dam, Kolar Road, Bhopal - 462016 Tele: (0755) 2492433, 2492460
E-mail: iehebhopal@mp.gov.in, iehe.iqac2020@gmail.com, Website: <https://www.iehe.ac.in>

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.

Alumni: To strengthen our alumni relationships, a separate alumni page is 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: IEHE ensures that its usage of technology and generation of e-waste does not impact the environment.

Any other area as & when required

Policy developed by:

- Dr R K Shrivastava, Professor of Chemistry, IEHE, Bhopal
- Dr Sunil Mishra, Professor of Physics & Electronics, IEHE, Bhopal
- Dr Seeme Mehmood, Professor of English, IEHE, Bhopal

(Signatures of Dr R K Shrivastava, Dr Sunil Mishra, and Dr Seeme Mehmood)

Policy approved by:

- Dr Anuj Hundet (IQAC Co-ordinator, IEHE, Bhopal)
- Dr Pragyesh Kumar Agrawal (Director, IEHE, Bhopal)

(Signatures of Dr Anuj Hundet and Dr Pragyesh Kumar Agrawal)