



Criterion 6 – Governance, Leadership and Management

Key Indicator - 6.2 Strategy Development and Deployment

Metric 6.2.2

Institution implements e-governance in following operations:

1. Administration including complaint management
2. Finance and Accounts
3. Student Admission and Support
4. Examinations

Metric 6.2.2

List of Supporting Documents

Sr. No	Particulars
1	E-Governance Policy

E-Governance Policy

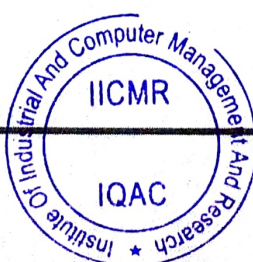
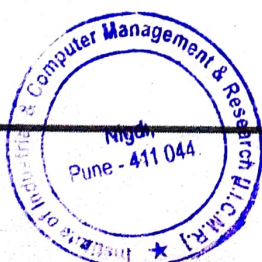
Preamble:

Institute of Industrial and Computer Management and Research is committed to streamlining administrative processes, enhancing transparency, and improving overall efficiency through the use of digital technologies. The objective is to strategically plan and implement robust infrastructure to support the adoption of advanced applications and solutions, thereby ensuring efficient administration across the institution. The institution commits to integrating e-governance practices to ensure seamless access to data, facilitating informed decision-making across all organizational levels transparently.

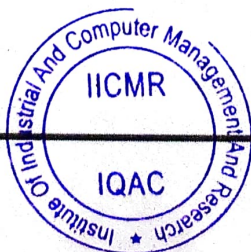
Scope:

The scope of e-governance is extensive and covers various aspects of institutional management and operations, including Administration, Finance and Accounts, Student Admission, Academics, Examination and Support, Library, Pre placement training and stakeholder engagement and the implementation of a robust feedback mechanism.

E-Governance Policy	
Topic	E-Governance Policy
Aim	To enhance the system of governance for the holistic advancement of the institution by leveraging new and cutting-edge technologies.
Policy Objectives	To enhance efficiency by implementing digital solutions to streamline administrative processes, reduce paperwork, and improve overall operational efficiency across various departments and functions.



	To improve accessibility by facilitating easier access to institutional services and information for students, faculty members, staff, and other stakeholders through the institution's website, ERP solution, and other digital platforms. To promote transparency and accountability in institutional operations by providing access to information related to admissions, examinations, academic programs, financial transactions, and other relevant activities. To enhance the delivery of services to students, faculty members, and staff by digitizing key processes such as admissions, student registration, academic record management, and examination management. To encourage innovation in teaching, learning, and administrative practices by leveraging technology to meet the evolving needs of the institutional academic community. To strengthen stakeholder engagement by facilitating effective communication, collaboration, and feedback mechanisms among students, faculty members, staff, alumni, and other stakeholders to promote their active participation in institute governance and decision-making processes. To ensure data security and privacy by implementing robust security measures. To establish an automated library. To achieve and create a paperless environment in the institute.
Policy Applicability	This policy applies to all stakeholders who are involved in the e-processes of the Institution.
Policy Details	Administration: The administrative office will use a suitable software package to maintain an effective database



and create a paperless administration process to help with productivity

- Implement a biometric attendance management solution for faculty members and staff to ensure accurate and efficient attendance tracking.

Student Admission:

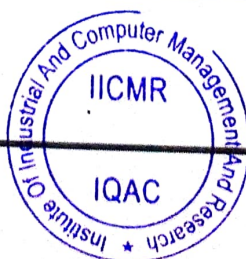
- The Institute will handle admissions through the Admission Portal mandated by the regulating bodies. The admitted students' registration will be done on the ERP solution during the admission process to manage their academic journey with the institute.

Teaching -Learning and Evaluation:

- Student academic management will be facilitated through a suitable ERP solution. It will support teaching- learning and evaluation process. The ERP solution supports in planning, tracking of the curriculum- university prescribed courses, open courses and add on courses and its delivery. All concurrent internal assessments will be managed with a suitable ERP solution. The faculty members will enhance student engagement and class participation with the use of blended tools.

Placements:

- The placement process will be managed electronically, maintaining student information and providing easy access to placement-related information.



Library (Knowledge Centre):

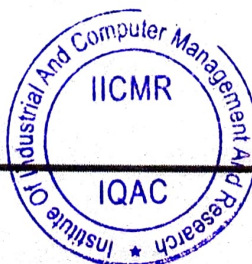
- The library system, including book issuance and reference management, will be automated. Both faculty members and students will have access to library resources on and off-campus, including e-journals and e-resources.
- To facilitate easy navigation of its vast collection, the library will offer Online Public Access Catalogue (OPAC) terminals.
- The integration of the institutional repository with the institute's website to ensure the seamless dissemination and preservation of scholarly output.

Finance & Accounts:

- A suitable accounting and finance software package will be implemented to streamline the pre-approved financial transactions and management processes and ensure updating it to the latest versions regularly.
- Use computational software for payroll calculation.
- Use Electronic Fund Transfer to maintain confidentiality of financial transactions through appropriate security measures (like One Time Password).

IT Infrastructure:

- The Institute ensures that it has adequate number of desktops/laptops for the students, faculty members and staff for day-to-day operations.



- Smartboards, Projectors and multimedia devices are provided in the classrooms, Seminar halls, GD rooms and laboratories.
- A firewall will be setup to protect against cyberthreats in institutional network, to monitor and regulate network data and traffic, to manage multiple internet services. Antivirus software will be installed and regularly updated to provide real-time protection against virus attacks.
- A ticketing system will track and manage users' network, hardware, and software issues.
- Required licensed software will be purchased or renewed based on the Institute's needs.

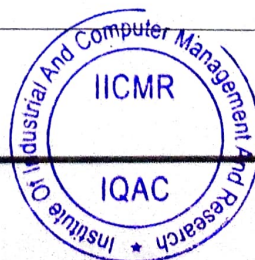
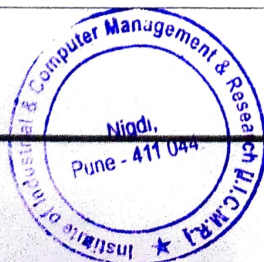
E -waste management:

- The institute will ensure that all usage of its technology and generation of e-waste does not impact the environment. The e-waste management process will be strictly followed for the disposal of e-waste.

Institute Website, Programme wise Websites:

- The institute website will reflect the mission, vision, and the programs offered by the institute. It will serve as a comprehensive source of institute-related information.
- The programme-wise websites will showcase their vibrancy and activeness. The alumni page on the website will serve as a platform for maintaining a strong alumni network and branding the institute.

Social Media:



	• Social media platforms will be utilized to highlight important achievements and updates.
Policy Compliance	• Standard SOP will be constituted and communicated to the stakeholders for the proper utilization of hardware, software, and network resources of the institute. • The websites will be regularly updated by the website committee to reflect current activities and provide easy access to important information and notices.
Policy Non-Compliance	• In case, where non-compliance is due to a lack of understanding or awareness, mandatory training and awareness programs will be conducted for the concerned individual(s) or department(s).




DIRECTOR
Institute of Industrial & Computer
Management & Research [I.I.C.M.R.]
 Nigdi, Pune - 411 044