

6.2.3.1 Areas of e-governance

Administration:

Notices, Office Orders and various circulars are being circulated through email since the inception of the Institute. Faculty recruitment was made online from the year 2016 and complaint management through ERP is using after 2017. The attendance of the staff, scholars and fellows is managed through a biometric system.

Finance and Accounts:

The Institute is using digital bank transaction platforms provided by ICICI Bank and Paytm (One 97 Communication Ltd.) since the financial year 2013. Initially, it started the collection of semester fees and charges through e-mode/payment-gateway modes and gradually expand the area of financial transactions through this mode. We allow multiple channels for the fee online using Debit Card, Credit Card, Net-banking, UPI, RGTS and NEFT in almost all the available digital modes of payments and very soon we will start the payment gateway facilities with State Bank of India. Similarly, we are releasing payments through digital modes like fee refunds, mess advance refunds, caution money refunds etc. related to our students, all the vendor/suppliers payments, employee's salary and allowances, statutory dues like TDS/EPF/ESI etc. payments into government accounts. We are very close to executing 100% digital financial transactions at our Institute.

Tally Prime Server Release 1.1.1 is used for accounting processes.

Student Admissions and Support:

Admission announcements are through open advertisement and on the institute website. Criteria for admissions are transparently stated in the advertisement, admissions website as well as in admissions brochure.

Students apply through the web portal of the Institute for admissions and all the applications are managed by the Management Information System (MIS)/ ERP software of the Institute. Announcements pertaining to the admission cut-offs etc happens through the Website. All refund applications are received and processed online.

Examination:

E-governance is employed in the integration in maintaining the database, grade review and publication of results. It has not only aided the ease of managing continuous evaluation and situations like the Covid-19 pandemic but also helped in the institutional commitment to transparency. Normally, marks of each evaluation component are shared with the students in 15 days' time. Moodle enabled examinations to make the review of marks quick after evaluation. Additionally, the final results are published on the MIS portal of the students in about one month from the last date of the End Term examination. MIS has been enabled to publish students' marks and grades instantaneously as soon as the grades are approved. The use of e-governance thus not only makes the processes faster but also helps in maintaining both transparency and privacy.