e-GOVERNANCE

POLICY

Subramanya Education Society
EAST WEST INSTITUTE OF TECHNOLOGY
Bengaluru-560091
www.ewit.edu.in

EAST WEST

Subramanya Education Society®

EAST WEST INSTITUTE OF TECHNOLOGY

(Affiliated to VTU Belagavi, Approved by AICTE, New Delhi, Recognized by Govt. of Karnataka, Accredited by NAAC & Recognized U/S 2 (f) & 12 (b)) of the UGC Act 1956)

e- GOVERNANCE

POLICY

Principal
East West Institute of Technology
Off. Magadi Main Road, Bengaluru-91

e- Governance Policy

Objectives of e- Governance:

1. Implementation of e- Governance in major functional areas of the institution.
2. To enhance the efficiency of institute functioning.
3. To maintain transparency and accountability.
4. To facilitate online internal and external communication between various entities of the institution.
5. To provide easy access for the information.
6. To make our class rooms ICT enabled having desktops, laptops, projectors, speakers etc.,
7. To support students during admission, attendance, examinations , results, library, curricular, co-curricular and extracurricular activities.

Scope: Broad thrust areas of e-Governance are as follows:

1. Administration
2. Student Admission
3. Student Examination
4. Accounts and Finance
5. Library
6. Information and Communication Technology –ICT implementation

Policy:

1. In order to provide simple and efficient system of governance within the institution, it has been decided to adopt and implement e-Governance in maximum activities of the institute.
2. The institution has already implemented e-Governance in some modules like library, accounts, students' attendance, etc. In lieu of above, to implement e-Governance in other areas, we have drafted this policy frame work.

   For convenience, e-Governance policy is divided into various areas of operation which are as follows:

   1. **EWIT Web site:** The website of the institute needs to be updated. The website should act as a mirror. The website should act as a mirror of institute activities and information about all activities, important notices etc. and should be made easily available to the outsiders. For this purpose, a separate service provider has been appointed by the institution. Along with it, training should be given to the existing

staff and persons should be identified who will undertake responsibility of website administration and updating at the institution level.

2. **Student admission:** The institute has decided to process all admissions in online mode. This will cover admissions to all courses whether graduate or post graduate. For this purpose, an arrangement can be entered with a reputed banking company , with whom the institute management maintains all its accounts. The institute management is given the authority to take appropriate decisions and identify the persons responsible for implementation of these aspects of the policy.

3. **Accounts:** For easy handling and maintaining accounts, the institute already uses Tally software. But with new accounting methods and compliances, it has become necessary to procure other software as well. Accordingly requirement should be assessed by the principal, director and the management in discussion with accountant and other accounts staff and accordingly new software may be purchased. Appropriate security measures should be taken for maintaining confidentiality of the transaction. Training to the existing staff and updating of the existing software must be done on timely basis.

4. **Library:** EWIT needs to add more and more e-learning resources for the benefit of the teachers and students. Library is presently using LIB SOFT , a LMS software for its internal working. It needs to update timely. E-Learning resources like journals, magazines etc., have been identified and subscribed through VTU consortium taking into account the recommendations of the Head of the department. Recommendations of faculty members and students are also taken into account while subscribing to these resources. Appropriate training to staff and students for using the e-learning resources is provided.

5. **Administration:** To provide hassle free, convenient and cost effective process, maximum of the administration of the institution should be handled with ICT based technology. Facilities should be provided for online leave management of employees, e-copy of salary certificate and tax related documents like form 16 etc. Students must be able to obtain maximum services like attendance internal marks etc in online mode.

6. **Examination:** Uploading the internal marks, etc has to be done in online manner. Utmost confidentiality need to be maintained while handling examinations and work needs to be done at most care and caution. Examination in charge needs to supervise the entire process of examination under the guidance of the Principal of the institute.

7. **Alumni:** In order to strengthen Alumni interaction, a separate alumni registration portal is provided in website. Separate alumni head at the college level to be appointed for taking care of entire activity.

8. **Academic System:** For smooth conduction of academic activities and for transparency in the student performance, the attendance and its analysis, lesson plan session plan even sessional marks should be clearly visible in the students' online portal. All the courses and its activities related to the NBA/OBE, CO-PO mapping should be reflected on EWIT ERP.

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