



Maitrey Educational Society's

Nagarjuna

Institute of Engineering, Technology & Management



E-Governance Policy



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Institute of Engineering, Technology & Management

College Address : Village Satnavari, Amravati Road, NAGPUR - 440 023

Mobile No. : 9579850361, 362, 363

E-mail : maitrey.ngp@gmail.com Website : www.nietm.in

e-Governance Policy

The following are the Objectives of NIETM e-Governance Policy-

1. To implement e-governance policy in several functions of the College
2. Incremental operations in an efficient manner
3. Collective accountability and transparency.
4. Consecutive growth of college's e-administration
5. Facilitate online internal and external communication among the College's numerous entities
6. Access to information in an easier way

e-Governance Policy

The institution has a well-defined e-governance policy on Academic, Administration, Student Support, Finance, Examination Library and Website. This document acts as a supporting document to the "Policy on e-Governance of NIETM" for rapid and effective adoption of the policy to its benefit. Its intended audience includes Management, Academicians and Non Academicians, Librarians, Accountant, Controller of Examination.

In order to provide a simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance with maximum activities. In higher educational institutions e-Governance has become a significant tool in advanced management.

The institution has already started with e-governance in some aspects of functioning Administration Finance and Accounts, Student Admission and Support, and Examination. Digital and Social media assist the institution to promote the events and reach the higher chances of success.

Areas of e-Governance:

For easily accessibility purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the institution reserves the right to implement e-governance.

Principal

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1. Administration:

To provide a hassle free, convenient and smooth process, maximum administration activities of the institution handled with ICT based technology. E-Governance of the Administration module is handled by Campsys Cyborg-ERP software. The features of the software are Reporting Manager, online leave management, Time tracking and permission, pay slip and profile of employees

2. Finance and Accounts:

For ease of maintaining accounts, the institution is using Campsys.

The implementation of e-Governance in the Finance and Accounts areas:

The Finance and Accounts department is the key department for every organization. The department functions with lots of paper movements besides they are using e- Governance. Few of the areas are as follows.

Accounting: The institution has been using accounting software Tally.

Emails: Apart from that all the details / workings / Reports are shared through using Email with Internal and external like Auditors, Bankers and Management. Each and every user of the Accounts department has separate mail Id's for better communication.

Payment to Vendors, Statutory & Others:

Payment to vendors and others are done through RTGS / NEFT / All statutory payment like Salary, GST, TDS, ESI, Property Taxes are done through Online mode only.

Tuition fees collection:

Online payment provision is made for students paying fees through online mode.

All the payments to vendors and Government payment are made through RTGS /NEFT / Net banking. The same basis is followed for all the fees collection done through online banking. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing softwares must be done on a timely basis.

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3. Student Admission and support:

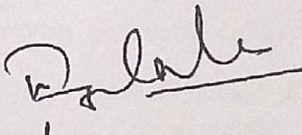
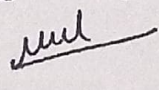
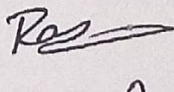
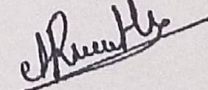
The Institution has made the decision to conduct admissions only through Online. The Institution brings out its application form online along with payment mode with acknowledgement. This covers admissions to programmes like Undergraduate and Postgraduate courses.

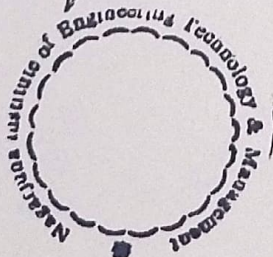
4. Examination:

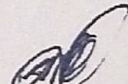
The aim is that all departments are in a position to enter the marks through E - Examination software and RTMNU website.. It allows the office of Controller of Examination to do the below operations.

1. Student Data Capturing Process
2. Course Allotment
3. Subject Entry
4. Application Generation and Printing
5. Internal and External Mark Entries
6. Moderation Process

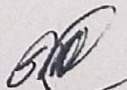
Utmost secrecy and confidentiality need to be maintained while handling examinations and work needs to be done with utmost care and caution. The institution Examination Controller needs to supervise the entire process of examination under the guidance of the Principal of the institution.

1. Prof. M.K. Rahangdale 
2. Prof. Manish Thool 
3. Prof. Ranik Upadhye 
4. Prof. Bina Rewatkar, (CSE) 




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