



NETAJI SUBHAS INSTITUTE OF TECHNOLOGY (NSIT)

Amhara, Bihta (Patna) Bihar-801106

E-GOVERNANCE POLICY

Scope:

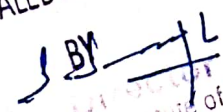
Major scope of e-governance policy towards enhancing the systematic channel to provide a simpler and more efficient system of governance within the Campus premises as well as outsider activities associated with the Institute affairs. Few of areas are as follows:

- General Administration
- Career Guidance Cum Admission
- Examination System
- Automation of Library using ILMS
- ICT Infrastructure of the Institute
- Accounts and Finance
- E-waste Management

Objectives:

- To promote transparency and accountability in all functional areas of the institute.
- Implementation of e-governance in order to create simpler and efficient system within the Campus.
- To provide easy access of information, or sharing the information for users.
- To achieve and promote a paperless environment within the campus premises in view to conserve the natural resources as possible way.
- To ensure fully Wi-Fi enabled campus.
- To ensure ICT Enabled Classrooms having Desktops, Laptops, Smart boards, Projectors, relevant electronic gadgets etc.
- To establish a fully automated Library or up gradation of the Library towards store the Maximum no's of E-books, references, E-Journals etc.

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Policy:

An Institute shall implement e-governance in all functional areas of the Institute viz. General Administration, accounts department, Career Guidance cum Admission Cell, Training Dept etc. This policy is designed and framed towards ensuring each and every operational activity can be transparent and accountable as per the need and interest of the Institute. It will help also to streamline the working flow in effective manner. This policy may be revised time to time after conclusion of the discussion held on any relevant agenda during the Management Review Meeting (MRM) at Institute level.

General Administration:

- In the terms of General Administrative works like as track and record of Attendance of all employees (Teaching and Non Teaching ,Technical & Non Technical Staffs, Supporting staffs) should be used by a establish specific Software /ERP for easily retrievable and accessible to the Management.
- Installation of CCTV Camera at workplaces within the campus premises as security measure of the Institute.
- Workstation/PCs installed at Administrative office should be adequate with latest MS Office/ERP Based or any File Management system tools to maintain database effectively.
- To adopt an effective method for sharing the administrative information/notice/circular in effective way. Same may be done by creating an official WhatsApp/ Telegram Group.
- To Provide the Unique ID /Employee ID for access of all key details of Individual employee like as Availed Leave category wise (Casual Leave, Earned Leave, and Records of Attendance etc by using their Smartphone / Laptop.
- To Provide Maximum services towards academic and administrative supports to the student in online mode.
- An Institute will made effort or always look to adopt latest technology and implement on its functions related to administration.

look to adopt latest technology
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- To Provide Convenient , reliable and smooth process in administrative work and ensure the maximum efforts towards save the paper as possible way in view to save our Natural resources.
- To Establish a Proper Communication channel with all Employees of the Institute in Online mode as per the organizational interest and need.
- To provide adequate training to Admin Staffs and development to keep them updated with the new technology.

Career Guidance cum Admission:

An effective and transparent strategy is followed during the admission process by using the established channel of the Institute. An Institute post the brochure / notification of the entrance test on its Social Media platforms as well as official websites (www.nsit.in) also. The Entrance exam is conducted by Bihar Private Technical & Professional Institutions Association (BPTPIA). An official website is used also to collect all the enquiry related with the admission or any query regarding career guidance raised by the students who want to take the admission in the courses offered in the Institute. Separate Admission Cell is responsible to monitor and deliver the reliable and convenient service to the students. Any students have to only fill the Enquiry form while visiting the Institute website. All queries raised by the students or user of the website is stored by the Institutional ERP specific software (Academist) to give convenient service or provide required assistance to the students. A student can direct fill the online form also from the Official website of BPTPIA and after the result of entrance exam allotment of the college is generated by the BPTPIA. To keep all data records of the students or Generation of the Roll Number is to be done by the ERP software of the Institute.

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Examination: An Institute has adopted an e-governance online system developed by Affiliating University (Bihar Engineering University, Patna) where students can view their total internal or External assessment marks at the end of each semester and download also their marks sheet by visiting the webpage <https://beu.intelliexams.com/BEUEXAMS/LoginScreens/LoginPage.aspx>

Login Access details of this portal is provided to all Enrolled students into offered course thus e-governance policy of the University to be adopted in this regard.

Alumni: In order to extend our alumni relationships, a separate alumni page is to be created on the website providing facilities like the details of Members of Alumni Association of the Institute, registration, prominent alumni of the college, feedback and many other aspects. Alumni association is to be consulted with alumni of the institute for regular updates and database management.

Library: The Central Library of the Institute has adopted Computerized ERP module (Academist) for all operational work on day to day activities. like as Issued of books to student or any user, academic information of the individual user stored Stock of books etc. and It maintain their academic excellence through maintaining a well-stocked Library. The Institute will update or add more e-learning resources or take membership of various E-library services like as (DELNET, NDLI etc).

An Institute should continue to get subscription of new journals and books regularly. Recommendations are taken from the teachers and students to get books of different authors of the specified subject.

ERP/software of the Central Library should be GUI (Graphical User Interface) Based, Unicode Support and enabling of export facility of relevant reports in PDF, EXCEL etc Format.

The user of the Library registered with the institute to allow library database searching by entering preferred terms for information retrieval.

The Circulation module of the ERP/software should cover all the operations of circulation, creating member records to printing of name slip for outstanding books.

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Accounts: The Basic Operational activities of the Account office should be done by ERP software like as record of all students in GUI based interface. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently.

All the analysis reports are also generated by the ERP software based on Accounts dept activities module. Appropriate security measures should be must taken for maintaining confidentiality of the transactions. Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. 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 mode such as NEFT, RTGS, Bank Transfers, etc.

Website: The website will act as an information center which will reflect about the institute, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the institute. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the institute website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College 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.

Alumni: In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

E-Waste Management: NSIT Bihta ensures that its usage of technology and generation of e-waste does not impact the environment.

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ICT TOOLS

Hardware Infrastructure

- The College to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by Resograph, computer networking devices, scanners and interactive teaching board/smart board etc.

Software Infrastructure

- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like OpenOffice, MS Office and Antivirus to be purchased and updated regularly.
- The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.

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