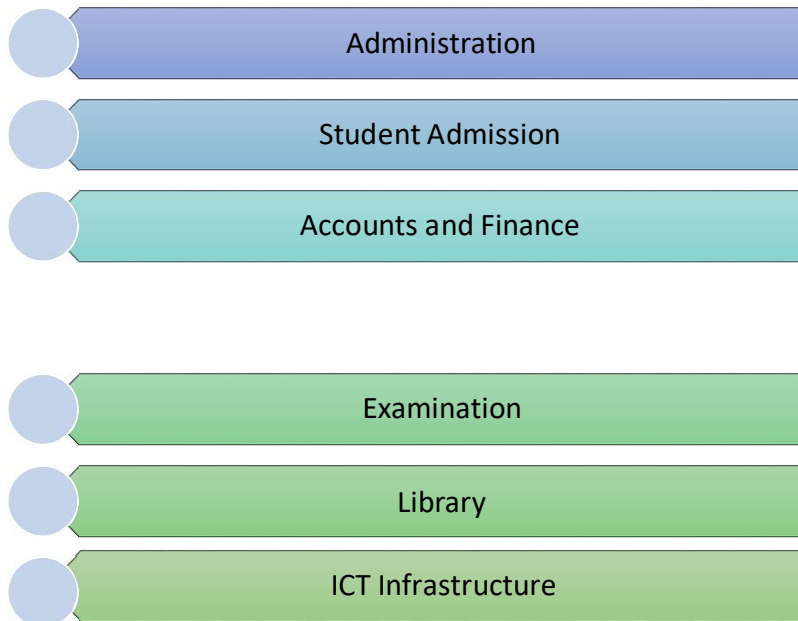## Policy Document

E-Governance Policy

Policy Statement

Atharva Institute of Management Studies is dedicated towards promoting decentralized and participative management in various realms of administrative, financial and examination related affairs. It also seeks to strengthen pre-existing physical governance infrastructure and augment seamless information sharing amongst various stakeholders of the institution.

Scope and Applicability

E-Governance aims at enhancing the system of governance for development of the college by leveraging innovative and scientifically sound technologies and extends to the following areas:

- Administration
- Student Admission
- Accounts and Finance

- Examination
- Library
- ICT Infrastructure

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Key objectives of the policy

- The primary objective is to implement E-governance in all the functioning of the institute for providing an efficient system of governance.
- To encourage transparency and accountability in all the functions of the college with the help of ICT that can be utilized to automate, transfer, and analyze the data or information in the college administration for all the purposes of admissions, workload, timetable, internal assessment, examination, attendance, result etc.
- To provide quick and ready access to information.
- To ensure a Wi-Fi enabled campus.
- To render the classrooms ICT Enabled, equipped with smartboards, and projectors etc.
- To establish a fully automated Library

Policy:

AIMS implements e-governance in various aspects of functioning including library, accounts, admissions, administration, teaching, etc. for which the following policies and procedures have been framed:

(i) Website:

The college has a website that reflects the mission, history, aims and objectives, information related to faculty, infrastructure, courses offered, various activities, noble initiatives taken by the institute, important notices etc. To ensure the smooth running of the website, a separate service provider/web designer has been appointed by the college.

Under the e-governance policy, Atharva Institute of Management Studies has constituted a website committee that takes care of the college website and ensures a speedy update of the latest notices/activities. The college strives to showcase its vibrant self and activeness through its website.

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(ii)   Admission of students:

The college follows a transparent strategy for the admission process which is reinforced by the code of ethics and conduct. All the admission related affairs are managed through the admission portal including update on the number of students applying for each course, fee submission, withdrawals etc. The brochure having detailed information pertaining to the student admission.

(i)   Accounts:

The accounts office uses the software called Tally which offers advanced features in maintaining financial records effectively and efficiently.

Appropriate security measures are taken for maintaining confidentiality of the transactions. The college conducts training of the existing staff and ensures that the softwares are updated regularly.

(ii)   Library:

 A separate online record of books is maintained to ensure transparency and smoothness in the process. The library is open to bonafide students of all the classes.There is a well- equipped Room, which subscribes to a large number of dailies, weeklies, periodicals and journals on a variety of subjects.

The college continues to add e-learning resources for the benefit of the teachers and the students and recommendations are taken from the teachers and students while subscribing to the e-resources.

Administration:

The college has a special application called "Teachers app" to record and track Attendance, Internal Assessment, etc. The administrative Office uses advanced Excel and File Management System tools for maintaining an effective database. The Administrative staff is provided regular and adequate training to help them keep abreast with the new technology.

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Examination:

The college uses Khushi software for examination governance for internal assesments.

The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

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