GURUNANAK INSTITUTE OF TECHNOLOGY

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E-Governance Policy

Guru Nanak Institute of Technology
157/F, Nilgunj Road, Panihati
Kolkata -700114

Ref. Number:	Compiled & Checked by: Registrar	Approved by: Principal
GNIT/PRIN/ EGOV-Policy/2016/028	Sig............... Date 19/07/16	Sig............... Date 14/07/16

Objectives:

1. Implementation of E-governance in various areas of operation of the institution
2. Implementation of paperless administration of the institution
3. Facilitating online internal and external communication between various departments /members of the institution
4. Allowing students to interact online with the teachers
5. Facilitating easy access of the information
6. Increasing the visibility of the institution globally

Policy

1 The implementation of E-governance in different areas of operation of the institution have been done in order to provide simpler, robust and efficient system of governance.

2. E-governance has been implemented in the areas of administration, finance and accounts, student support like attendance update through SMS services, library usage, examination and website.

3. The implementation of the E-governance in the mentioned area will facilitate the users, i.e. all the stake holders of the institution to exchange information easily and will increase the visibility of the institute globally.

.1. **Administration:** Administrative E-governance includes the facilities for online admissions, online fees payment, online leave management of the employees. Training to the existing staff and updating of the existing software must be done on timely basis.

2. **Finance & Accounts:** Finance & Accounts E-governance includes the facilities for online fees collection, online salary statement generation and online balance sheet maintenance. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating of the existing software must be done on timely basis.

3. **Student Admission and Support:** E-governance includes the facilities for online enquiry of the students regarding admission, online class routine distribution, online study material distribution through email and other mediums, online assignment submission through email,

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4. Examination: Examination E-governance includes the facilities for filling of examination forms, filling of revaluation forms, generation of admit cards, uploading of marks, and publication of results. Confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution.

5. Library: Library E-governance includes the facilities for maintaining the record of book distribution, maintaining the record of book collection, maintaining the record of fine regarding the late submission of books, maintaining the record of book bank facilities, maintaining the online journals, magazines, e-books and providing access for online journals, magazines. Recommendations of the teachers and students also need to taken into account while subscribing any resources. Training to the existing staff and students and updating of the existing software must be done on timely basis.

6. Website: The website of the college is revamped taking into account the needs of all the stakeholders. The website acts as a mirror of the college vision and mission, information about all programmes offered, admission procedure, facilities provided, activities, important notices etc which is made easily available to the outsiders. For this purpose, a separate service provider/web designer needed to be appointed by the head of the institution.

7. Feedback: An online Feedback mechanism to be developed and put in place so as to get regular feedback from Students/Alumni/ Parents/ employers etc. These feedbacks are taken into considerations during the syllabus formation, arrangements of training programs, arrangement of remedial classes etc.

8. BioMetric: Bio metric facility to be in place to monitor the punctuality and regularity of the staff by recording the in and out time swipes.

9. Committee/ Authorized person has been chosen by the HOI to look into the requirements and maintenance of the above e- governance systems

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GURUNANAK INSTITUTE OF TECHNOLOGY

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E-Governance Policy
AMENDMENT-I

Guru Nanak Institute of Technology
157/F, Nilgunj Road, Panihati
Kolkata -700114

Ref. Number:	Compiled & Checked by: Registrar	Approved by:
GNIT/PRIN/ E-GOV-Policy/2016/043	Signature.................... Date........21/12/16.	Principal Signature....................... Date....21/12/16

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Objectives:
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Policy

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2. E-governance has been implemented in the areas of administration, finance and accounts, student support like attendance update through SMS services, library usage, examination and website.
3. The implementation of the E-governance in the mentioned area will facilitate the users, i.e. all the stake holders of the institution to exchange information easily and will increase the visibility of the institute globally.

Amendments:

1. Below mentioned amendment is introduced through the BOG dated 17.12.2016 under Agenda no. 11 - The amendment is read as

- **Examination:** online system for filling of examination forms, filling of revaluation forms, generation of admit cards, uploading of marks, and publication of results is implemented successfully. Utmost confidentiality is maintained while handling examinations and work. Controller of Examinations supervises the entire process of examination under the guidance of the Principal of the college. Training to the existing staff and students and updating of the existing software is to be done on timely basis

2. Below mentioned amendment is introduced through the BOG dated 17.12.2016 under Agenda no. 11 - The amendment is read as

- **Library:** Online facilities for maintaining the record of book distribution, maintaining the record of book collection, maintaining the record of fine regarding the late submission of books, maintaining the record of book bank facilities, maintaining the online journals, magazines, e-books and providing access for online journals, magazines. Software updation from LibSys to Hash portal is implemented successfully. Students can now easily issue books through i-card, no requirement for separate library card.

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3.Below mentioned amendment is introduced through the BOG dated 17.12.2016 under Agenda no. 11 - The amendment is read as

Website: Training has been given to the existing staff to undertake the responsibility of website administration and updating at the college level. The internal communication between the staff is facilitated with institutional email IDs. A Website Maintenance Committee is formed for this purpose.

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GURUNANAK INSTITUTE OF TECHNOLOGY

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E-Governance Policy
AMENDMENT-II

Guru Nanak Institute of Technology
157/F, Nilgunj Road, Panihati
Kolkata -700114

Ref. Number:	Compiled & Checked by: Registrar	Approved by: Principal
GNIT/PRIN/ E-GOV-Policy/2018/010	Signature........... Date..........27/02/18	Signature................... Date...................27-02.18

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Amendments:
1. Below mentioned amendment is introduced through the BOG dated 24.02.2018 under Agenda no. 10
  - **Administration:** Online administrations through admissions, fees payment, leave management of the employees, update of the academic, co-curricular and extra-curricular achievements of the employees. Online yearly appraisal system is proposed and approved. Training to the existing staff and updating of the existing software must be done on timely basis.

2. Below mentioned amendment is introduced through the BOG dated 24.02.2018 under Agenda no. 10
  - **Examinations:** The college already maintaining its own online system for filling up examination form, revaluation form, admit card distribution. In the 2018-19 Academic year the college has developed an inclusive digital system for the automation of the examination process –
    - o Online registration of students, examiners and head examiners
    - o Online application, attendance approval and finance approval
    - o Paper setting in online mode along with CO mapping and answer key, Online moderation of question papers
    - o Online answer sheet checking through virtual platform
    - o Result publication in online platform and Grade card printing

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GURUNANAK INSTITUTE OF TECHNOLOGY

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E-Governance Policy
AMENDMENT-III

Guru Nanak Institute of Technology
157/F, Nilgunj Road, Panihati
Kolkata -700114

Ref. Number:	Compiled & Checked by: Registrar	Approved by: Principal
GNIT/PRIN/ E-GOV-Policy/2020/018	Signature...... Date 11/03/20	Signature...... Date 11/03/2020

Principal
Gurunanak Institute of Technology

REGISTRAR
GURUNANAK INSTITUTE OF TECHNOLOGY
KOLKATA - 700114

Objectives:

1. Implementation of E-governance in various areas of operation of the institution
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Amendments:

Due to the on-going pandemic situation of COVID-19 some special amendments are done-

1. Below mentioned amendment is introduced through the BOG dated 07/03/2020 under Agenda no. 11

The amendment is read as-

- **Student Admission and Support:** E-governance includes the facilities for online enquiry of the students regarding admission, admission related document submission through online portal, online class routine, online attendance system, online study material uploading, online assignment uploading, online copy submission, online copy checking, online class lectures uploading and online video lectures uploading for each and every subject. A Learning Management system is to be implemented along with conventional online mediums of study. Training to the existing staff and students and updating of the existing software must be done on timely basis.

  The whole Teaching Learning Process is redesigned and modified according to MHRD and UGC guidelines. Online modes such as Google Classroom, Google Hangout, Zoom meeting, Cisco Webex Meeting, You Tube Streaming, OERs, SWAYAM Platform, NPTEL

courses etc are to be used very efficiently. Whats app groups and different other social media groups can become very helpful in this lockdown situation to maintain a substantive relationship between student and faculty members. Virtual Laboratory classes are to be held.

2. **Below mentioned amendment is introduced through the BOG dated 07/03/2020 under Agenda no. 11**

The amendment is read as-

- **Examination:** Internal assessment tests are to be conducted online. Assignments and Quiz are to be distributed and collected through Google forms or online video conference. Online mode of examination conduction is also taken into account in case the pandemic situation does not improve. The security and confidentiality of the whole process is to be maintained strictly under the supervision of the Controller of Examination (COE) and under the guidance of Principal of the College.