

E- GOVERNANCE POLICY

Policy No: AI/IT/EG/005	Version No: 001	Owner: Directors	Page 1 of 5
Date of issue: 01 Jun 2021	Review date : 01 Jun 2023	Applicability : All AI Staff & Students	

**Contents**

1 Introduction	1
2 Policy Statement	1
3. Scope	2
4. Objectives	2
5. E-Governance in Administration	3
6. Student Admissions	4
7. Examination	4
8. Accounts & Finance	4
9. Academic Module	4
10. Expected Outcomes	5

**Introduction:**

E-Governance helps in imparting better teaching-learning experience and providing faster information and facilitating quick decision making. It empowers the institution with automation and management of data and processes in centralized manner. E-Governance intends to incorporate latest technology to ensure maximum effectiveness, user experience, performance and ease of use.

**Policy Statement :**

The institution aims to elevate the academic environment through a well-developed, structured and inclusive e-governance system for greater transparency, convenience, simplicity, accountability and efficiency.

*Candice*  
**PRINCIPAL**

Acharya Institute of Graduate Studies  
Soladevanahalli, Hesaraghatta Road  
Bengaluru - 560107

Prepared by and Reviewed by	Approved by	Cleared for issue
		<b>CONTROLLED COPY</b>
Policy Drafting & Review Committee	Campus Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

# ACHARYA INSTITUTES

Acharya Dr.Sarvepalli Radhakrishnan Road, Soladevanahalli, Bengaluru – 560 107, India



## E- GOVERNANCE POLICY

Policy No: AI/IT/EG/005	Version No: 001	Owner: Directors	Page 2 of 5
Date of issue: 01 Jun 2021	Review date : 01 Jun 2023	Applicability : All AI Staff & Students	

### Scope:

The scope of this policy covers day-to-day operations of various functions and processes within the college, facilitating all the stake holders in the college viz. the administrative staff, teaching faculty, non-teaching staff and students

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Accounts and Finance
- Academic Module
- Employee Module
- Inventory module
- Student Module
- Institute Module
- A-Live LMS

### Objectives:

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library

*Anidya*  
PRINCIPAL

Acharya Institute of Graduate Studies  
Soladevanahalli, Hesareghatta Road  
Bengaluru - 560107

Prepared by and Reviewed by	Approved by	Cleared for issue
		<b>CONTROLLED COPY</b>
Policy Drafting & Review Committee	Campus Director Acharya Institutes	Head, Quality Assurance Acharya Institutes



# ACHARYA INSTITUTES

Acharya Dr.Sarvepalli Radhakrishnan Road, Soladevanahalli, Bengaluru – 560 107, India



## E- GOVERNANCE POLICY

Policy No: AI/IT/EG/005	Version No: 001	Owner: Directors	Page 3 of 5
Date of issue: 01 Jun 2021	Review date : 01 Jun 2023	Applicability : All AI Staff & Students	

### E-Governance in Administration:

- All functionaries in administrative offices shall be adequately equipped with ICT- enabled systems with licensed software and internet facilities, wherever required, for necessary connectivity.
- Enterprise Resource Planning (ERP) solution to manage students module, Employee Module, Academic Module, Inventory module and Institute module.
- All the classrooms, conference rooms and the seminar rooms shall be furnished with ICT-enabled projectors and screens
- CCTV-cameras shall be installed and maintained at all strategic locations to ensure proper surveillance.
- The college shall develop and maintain a user-friendly interactive website to disseminate general information as well as updates to all its stakeholders.
- The website shall be periodically reviewed by the IT Department of the institution.
- In addition, all official communications and notices shall also be sent via e-mail and other available online platforms.
- The college shall ensure that Employees are imparted special ICT training programs for their continuous growth.
- The college shall also ensure that all the students are sufficiently skilled to enable them to benefit from ICT-enabled systems installed in the college.
- The Employees are trained and Instructed to use the indigenously developed online platform "A-Live" to support online teaching-learning process, training, lectures, lesson plans, Proctoring, uploading study material webinars and other official interactions etc.

*Anidya*  
**PRINCIPAL**  
Acharya Institute of Graduate Studies  
Soladevanahalli, Heasraghatta  
Bengaluru - 560107

Prepared by and Reviewed by	Approved by	Cleared for issue
		<b>CONTROLLED COPY</b>
Policy Drafting & Review Committee	Campus Director Acharya Institutes	Head, Quality Assurance Acharya Institutes





# ACHARYA INSTITUTES

Acharya Dr.Sarvepalli Radhakrishnan Road, Soladevanahalli, Bengaluru – 560 107, India



## E- GOVERNANCE POLICY

Policy No: AI/IT/EG/005	Version No: 001	Owner: Directors	Page 4 of 5
Date of issue: 01 Jun 2021	Review date : 01 Jun 2023	Applicability : All AI Staff & Students	

### Student Admission:

- The college shall adopt online mode of admission process as mandated by university from time to time.
- Admission related information shall be put in the college website and students can register through online

### Examination:

- The college shall adopt online mode of performing exam related processing e.g., generating of admit card, conducting the examination etc as mandated by university from time to time.
- Internal Assessment test records shall be maintained in ERP

### Accounts and Finance:

- The accounts section shall operate and manage their entire accounting operations on ERP software including payroll related processing.
- All the Purchase orders shall raise through ERP
- Payment to university vendors and statutory payments through online
- Goods received note shall be through erp
- students to pay their fees, through ERP.
- Inventory Management through ERP

### Academic Module:

- Students Attendance shall be maintained in ERP
- Timetable Creation shall be Maintained in ERP
- Lesson Plans, Proctorial records Shall be maintained in ERP

### • Employee Module

Employee,profile,leave details,self assessment,pay slip,Biometric Details Shall be maintained in ERP

### • Inventory module

Prepared by and Reviewed by	Approved by	Cleared for issue
		<b>CONTROLLED COPY</b>
Policy Drafting & Review Committee	Campus Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

*Canidya*

**PRINCIPAL**

Acharya Institute of Graduate Studies  
Soladevanahalli, Hesaraghatta Road  
Bengaluru - 560107



## ACHARYA INSTITUTES

Acharya Dr.Sarvepalli Radhakrishnan Road, Soladevanahalli, Bengaluru – 560 107, India



### E- GOVERNANCE POLICY

Policy No: AI/IT/EG/005	Version No: 001	Owner: Directors	Page 5 of 5
Date of issue: 01 Jun 2021	Review date : 01 Jun 2023	Applicability : All AI Staff & Students	

- Stock Register, Vender aging, Purchase order creation shall be maintained in ERP
- Student Module
  - Student attendance, Time Table, Internal Assessment marks, Fees Payments, event notification shall be notified through ERP
  - Feedback on performance of faculty
- Institute Module
  - Departmental Monthly Updates and Budget shall be done through ERP
- A-Live LMS
  - All the faculties shall use indigenously developed Learning Management System for, Conducting Virtual Classes, Uploading of e-Content, Conducting Webinars, Guest Lectures.

#### Expected Outcomes:

The outcomes expected from this policy include:

- The overall improvement in the productivity of the college through simplification and digitization of the various processes across various functions.
- Ensuring transparency and accountability in all the functioning bodies of the Institute.
- Providing speedy response to student centric queries or problems.

**PRINCIPAL**

Acharya Institute of Graduate Studies  
Soladevanahalli, Hezareghatta Road

B. L. ... - 560107

Prepared by and Reviewed by	Approved by	Cleared for issue
		<b>CONTROLLED COPY</b>
Policy Drafting & Review Committee	Campus Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

