

Marathwada Mitra Mandal's Institute of Technology, Lohgaon, Pune - 411047		
e-Governance Policy		
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E-GOVERNANCE POLICY

Marathwada Mitramandal's Institute of Technology, Lohgaon, effectively implements E-Governance systems in its various areas of governance. The objective of e-Governance policy is primarily to provide guidelines about implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability.

Scope of the Policy

The major areas of E-Governance systems implemented by the institution includes:

- Administration
- Finance and Accounts
- Student Admission and Support
- Teaching-Learning activities
- Library
- Website
- Examination

Objectives of implementing E-Governance:

- To provide a simpler, efficient system of governance in administration, library, student support, website, etc. with ease of access in a secure environment
- To promote transparency and accountability in all the functions of the institution
- To create a paperless environment, wherever applicable
- To facilitate quick communication between various entities of the institution

Administration:

- To record and track the attendance of faculty and staff through a biometric attendance system attendance Management Software will be used which would be linked with ERP.
- The internal notices, circulars and important information will be communicated to faculties, staff and students through emails to achieve a paperless environment.
- CCTV will be installed at various places of need.
- The leave management system will be implemented through ERP and in paperless manner.
- Record of inward and outward will be maintained through ERP

Finance and Accounts

- The accounts of the institution will be maintained through Tally software.
- Wherever possible, payments and transactions will be encouraged through online mode such as NEFT, RTGS, RTGS, Bank Transfers, etc. with provisions of security in transactions.
- Payroll management including salary calculations, salary slips, salary deposition to the bank accounts, TDS, Provident Fund, allowances, etc will be implemented through computerized systems.
- Fees payment will be collected through ERP / Swipe machine (credit or debit cards), UPI and cash deposits will be discouraged.



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Student Admission and Support

- The admission process for newly admitted students as well as existing students will be conducted through ERP.
- Fees payment options will be provided in student login of ERP for making online payment.

Teaching-Learning activities

- The ERP software will be used for course plan, attendance recording, sharing teaching material, keeping record of assessment of students (unit tests, university exams, assignments, projects, etc.), calculations of CO-PO attainment, student feedback, etc.
- To make available the assessment parameters to the students for maintaining the transparency in evaluation.

Library

- All library functions such as book entry and accession register will be done in the SLIM-21 software. Book search will be made available through OPAC.
- Book transactions (issue and return) will be done through SLIM-21 and ERP.
- Access to DELNET, e-books, NDL, Videos of Swayam, etc will be provided to students and faculties.

Website

- The institute website will be updated regularly for providing information such as brochure, faculty, syllabus, intake, fees, placement record, events, notices, circulars, etc.
- Sonicwall will be used for web administration

Examination

- A separate tab will be provided on the college website for ready access to the information
- All informations regarding examinations such - exam notices, SPPU circulars and important links, results, student's eligibility numbers, University papers of previous examinations, time tables, question bank, etc.
- Provision will be made on the exam tab for students to submit their query.
- Some unit tests and internal exams will be conducted through exam module of ERP.

Efforts will be made to further improve the e-Governance services through continuous upgrades.


Principal

