

# E-Governance Policy



**INTERNATIONAL INSTITUTE OF HEALTH MANAGEMENT RESEARCH**

Plot No 3, Sector - 18 A Dwarka, New Delhi-110075, INDIA

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**Preamble:**

IHMR Delhi E -governance envisages with the sole vision of enhancing the system of governance for development of the institute by leveraging new and cutting-edge technologies. The broad areas of e-governance operation are in the field of Administration, Finance and Accounts, Student Admission and Support, Examination and Library operations. It aims at planning and facilitating any infrastructure for the deployment of cutting-edge applications and deployment of solutions for seamless administration of the institute.

**Vision:**

To enhance the system of governance for the overall development of the institute by leveraging technologies.

**Mission:**

Deploy new solutions and ideas in various departments of the institute for seamless data access enabling better decision making.

**Objectives:**

- Implementation of E-governance in various functioning of the institution.
- Achieving efficiency in our functioning.
- Promoting transparency and accountability.
- Achieving paperless administration of the institution.
- Facilitating online internal and external communication between various departments of the institution.
- Providing easy access to information.

**Scope:**

The scope of this policy extends to the following areas:

- Administration
- Finance and Accounts
- Student Admission and Support
- Examination
- Library
- ICT Infrastructure

## **1: Administration:**

- To provide a hassle free, convenient, and smooth process of the administration of the institute should be handled with ICT based technology and to be made paperless.
- Facilities should be provided for online leave management of employees, e-copy of salary certificates, internal communication between the employees etc.
- The Administrative communications with Governing Body members, academic council members as well as the teaching and non-teaching staff to be through email.
- All-important administrative information including notices to be published on the website and communicate through email on regular basis.
- Biometric attendance to be used by teaching faculty and support staff to record and track attendance, internal assessment, etc. for all staff members.
- 24×7 internet facility to be provided
- Support Staff to be provided with adequate training and development to keep them abreast with the new technology.
- The institute campus to be equipped with CCTV cameras at various places of need.

## **2: Finance and Accounts**

- The institute needs to be continued to maintain its account on appropriate accounting software to maintain its financial records effectively and efficiently.
- Profit and loss, balance sheet, monthly, quarterly, and annual report to be generated through using software only.
- Appropriate security measures should be taken for maintaining confidentiality of the transactions.
- The institute should use software like SAG Payroll software to manage Payroll which helps to automatically calculate the salary, generate salary slips, PF/Pension and disperse the salary to the bank accounts.
- TDS, Provident Fund, Allowances, etc should be managed by this accounting software.
- All the payments need to be done through online mode such as NEFT, RTGS, Bank Transfers, etc.
- Training to the existing staff and updating of the existing software must be done regularly.

### **3: Student Admission and Support**

- An open and transparent strategy for the admission process needs to be followed as per the AICTE norms.
- The institute admission brochure should be displayed on the institute website which includes detail guidelines for the admission process.
- CRM software to be used to manage the admissions in the institute.
- ERP (LMS) should be used for student admission to various courses, withdrawals, fee submission, student attendance, daily student feedback, parents, and other stakeholders' feedback, etc.,
- Monthly reports, semester end reports should be generated to automatically calculate the internal assessment marks for attendance.
- Regular updates about student to be communicated with respect to student on fees, institute updates, & other academic matters.
- Students must be able to obtain maximum services in online mode.
- To strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the institute, feedback, and many other aspects. Alumni association to be consulted for regular updates and database management.

### **4: Examination:**

- The institute should adopt an online system where students can view their total internal assessment marks at the end of each module and can report discrepancies, if any.
- In respect of situation and time, it may be handled examination in online mode. Revaluation forms, receiving of examination papers and uploading of marks, etc. everything needs to be done in online manner.
- Utmost secrecy and confidentiality need to be maintained while handling examinations and work needs to be done utmost care and caution.
- Controller of the examination needs to supervise the entire process of examination under the guidance of the Director of the institute.
- Regular updates of student's internal performance to be maintained and communicated to the parents.

### **5: Library:**

- The institute should continue to maintain its academic excellence through maintaining a well-stocked library.

- The institute will add more and more e-learning resources for the benefit of the faculty and the students.
- The institute should continue to subscribe to new journals and books regularly.
- Regular recommendations need to be taken from the faculty members and students while subscribing to the e-resources.
- The library to install fully automated ILMS software which should have an easy to use- Graphical User Interface, Unicode support with multilingual search and export facility for most reports.
- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- The circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- To encourage original writing among students and teachers, the library should provide access to a fully automated software for plagiarism check.
- Entire Library System with respect to issue, reference to be automated and Staff & Students to access the library resource in & outside of the campus.
- Access to e-journals & E-resources to be provided within the campus.

## **6: ICT Infrastructure**

- The institute should ensure that it has adequate number of desktops and laptops for students and staff members.
- Computers and printers to be made available to the faculty and staff members.
- Projectors and other multimedia devices to be provided in the classrooms, seminar rooms, board rooms and MDP rooms.
- The infrastructure to be complemented by Resograph, computer networking devices, scanners, and interactive teaching board/smart board etc.
- The institute to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office, and Antivirus to be purchased and updated regularly.
- The institute to provide access to all standard Econometrics, Statistical, computational, and scientific typesetting packages.
- All the purchases will follow institutional guidelines related to e-governance.