Maharaja Agrasen Institute of Management Studies

(A unit of Maharaja Agrasen Technical Education Society)
Affiliated to GGSIP University; Recognized u/s 2(f) of UGC
Recognized by Bar Council of India; ISO 9001:2015 Certified Institution
Sector- 22, Rohini, Delhi- 110086, India

CRITERION 6

6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

Metric 6.2.2

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Criteria 6- Governance, Leadership and Management

Key Indicator- 6.2 Strategy Development and Deployment

Supporting Documents 6.2.2

E-Governance Policy

(Policy and Budget presented and approved in Governing Board meeting dated December 28, 2022, Agenda 7)

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E- Governance Policy

of

Maharaja Agrasen Institute of Management

Studies

Director
Maharaja Agrasen Inctute
of Management Studies
Sector-22, Rohini, Delhi-86

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E-GOVERNANCE POLICY

In the system of higher education institution, the use of ICT to provide and facilitate all the necessary functions has become imperative. The workflow within different sections or departments should be automated to enable efficient governance in the institute in order to serve all the stakeholders. Maharaja Agrasen Institute of Management Studies has created an E-Governance Policy with the primary goal of integrating e-governance in various activities, transactions, and services of the institution for enhanced efficiency, transparency, and accountability. The Institute's Administration, Finance and Accounting, Student Admission and Support, Examination, Library shall be subject to this policy.
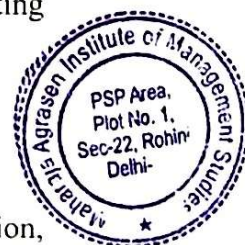
Objectives:

- To install an integrated, user-friendly Enterprise Resource Planning (ERP) solution to automate various modules of intuitional functioning.
- To implement E-governance in every function of the institution and providesimpler and efficient system of governance within the institution and outside as well.
- To maintain the data on a secure environment
- To promote transparency and accountability in all the functions of the institute.
- To achieve and create a paperless environment in the college.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.
- To provide easy and quick access to information to relevant stakeholders

I- Finance and Accounts:

- The accounts of the institution will be maintained through Tally software andERP.
- All payments/transactions will be through online mode such as NEFT, RTGS, Bank Transfers, UPI, etc.
- Purchase latest software versions.
- Make application of software to generate Profit and loss, Balance Sheet etc..
- Generate all the analysis reports through Tally.
- Implement appropriate security measures for maintaining confidentiality in transactions.
- Use automated Payroll Management System in all aspects including salary calculation, salary slips, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc.
- Provide regular training in updated versions of software to the new as well as existing staff.

II- Student Admission and Support:

- Use ERP to manage all student data including course, fee submission.
- Update college website regularly for real time information sharing/dissemination,

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including admission and online transaction interfaces etc.

- Make timely update of website by the designated Information and website committee.
- Post regular updates on Alumni portal for information of passed out students
- Share Digital Brochure, social media posts on course details, sanctioned intake, placements, and facilities during admission time.

III- Examination:

- Use ERP to handle the institute's Examination Process.
- Make the examination records of students available online with an interactive platform for students to view their internal assessment and semester marks/grades and raise discrepancies online, if any.
- Maintain compatibility of examination process with the regulations of the affiliating university as far as e-governance policy is concerned.

IV- Library

- The Institute will continue to maintain its academic excellence through maintaining a well-stocked library.

- The institute will regularly add more e-learning resources for the benefit of the teachers and the students. Recommendations to be taken from the teachers and students while subscribing to the e-resources.

- Library services to be automated with DELPLUS 2.0

V- Hardware & Software Infrastructure:

- The institute ensures that it has adequate number of desktops for students and staff.
- Computers and printers to be made available.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, and seminar rooms.
- The institute maintains adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops like Open Office, MS Office and Antivirus to be purchased and updated regularly.

VI- E-Waste Management:

MAIMS ensures that its usage of technology and generation of e-waste does not impact the environment.

The Institute shall continuously review and update the approved policy and is committed to its implementation.