Dolphin (PG) Institute
of Biomedical & Natural Sciences
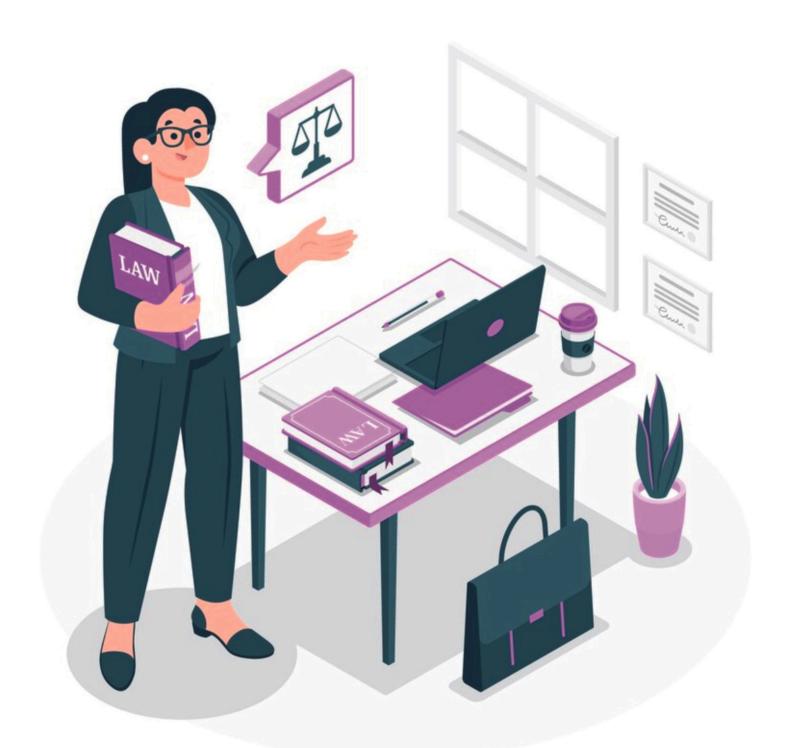### An Autonomous Institute

E-Governance Policy

e- Governance Policy

Dolphin (PG) Institute adopts a holistic approach on the e-Governance initiatives across various working of the Institute in an efficient manner.
Scope:

The scope of e- governance policy extends to the following:

- Website
- General Administration
- Student Admission
- LMS
- Examination
- Library
- Accounts and Finance
- Alumni
- ICT Infrastructure
- E-waste Management

Objectives:

- Implementation of e-governance in all functioning of the institute so as to provide simpler and efficient system of governance within the institution
- To promote transparency and accountability in the various departments of the institute
- To minimize the use of paper and gradually move to paperless office
- To provide easy and quick access to information
- To make Wi-Fi enabled campus
- To make ICT Enabled Classrooms
- To establish a fully automated Library

Policy:

The Institute will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each and every working transparent and accountable. The Institute decides to make the following policies and procedure:
Website:

The website will act as an information centre which will reflect about the Institute, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed/ hired by the Institute. Training will be given to the

administrative and teaching staff to make important updates on the website. The nominated faculty and staff members will look after the process of updating, maintaining and working of the website on a regular basis. They will also look for other changes that are required on the website. The Institute strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

Student Admission:

 An open and transparent strategy for the admission process is followed. The Institute brings out its Brochure/ Prospectus which is displayed on the website that has guidelines for the admission process. An Admission Portal is used to manage the admissions in the Institute. Students are required to submit a separate Online Application Form for taking admission to the Institute and for this purpose online software shall be used by the Admission Co-ordinators.

Learning Management System:

The LMS module consists of:

 Uploading of Study Material
 Uploading Assignments

 Uploading Quiz/ class tests
 Viewing Assignments
 Student Management
 Students Attendance
 Online Lectures
 Timetable Management
 Notices & Circulars for students

These facilities shall be made available so that the students as well as staff members can access with user friendly by the reference of our supporting manual which has provided with the ERP guidelines.

Examination:
 The Institute has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the Affiliating University and thus e-governance policy of the University to be adopted in this regard.

Library:

The Institute continues 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 teachers and the students. The Institute should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while

subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database. The Library to install fully automated ILMS. 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 fully automated software for plagiarism check. Accounts and Finance: The office continues to maintain its account on Tally. Latest versions of the software shall be purchased and used by the Institute. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet is generated through this software. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training is to be provided to the existing staff and updation of the existing software must be done regularly. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Alumni:

In order to strengthen our alumni relationships, a separate alumni page shall be created on
the website providing facilities like registration, prominent alumni of the Institute, feedback
and many other aspects. Alumni association shall be consulted for regular updates and database management.
ICT Infrastructure

 Hardware Infrastructure

- The Institute to ensure that it has adequate number of desktops for students and staff. Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by computer networking devices, scanners and interactive teaching board/smart board etc.

Software Infrastructure

- 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.

E-Waste Management:

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

Expected Outcomes:

Following are the outcomes expected from the policy:

☐ Facilitating fast response to student centric issues or queries.

. ☐ Ensuring transparency and accountability in all the functioning bodies of the Institute

☐ Overall improvement in the productivity of the Institute through simplification and digitization of the different processes.