Supporting Documents
Criteria: 6.2.3

Narula Institute of Technology
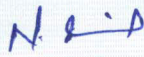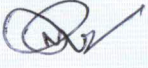
81, Nilgunj
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Kolkata-700109, W.B

NiT

E-Governance Policy

(2015-16)

Ref. No: NIT/E-gov-Policy/2016/01	Compiled & Checked By:	Approved By:
Date of Issue: 15.03.2016	Registrar	Principal

E-Governance Policy

Scope- The scope of this policy extends to the below-mentioned areas:

- **Administration**
- **Finance and Accounts**
- **Student admission and Support**
- **Examination**

Objectives- The core objectives of this policy are:-

- ➤ Implementation of the E-governance platform in all core functional areas of the Institution in order to provide a simpler and efficient system of operation within the Institution.
- ➤ To promote transparency and accountability in all the functions of the college.
- ➤ To achieve and create online internal and external communication between various entities of the institution within the college.
- ➤ To provide easy and quick access to information.
- ➤ To make classrooms ICT Enabled by having Desktops, Laptops, and Smart boards Projectors, etc
- ➤ To establish a fully automated library.
- ➤ Achieving paperless administration of the institution.

The Institution has already started e-governance in some of the areas as accounts, administration and library but we have resolved to implement e-governance in maximum activities and other areas also.

Administration

To provide a hassle-free, convenient process, most of the administrative function of the institute should be handled through ERP system. Attendance Management Software is used by Administrative Staff and Teaching Faculty to record and track Attendance. The college is further looking into more opportunities to automate some of its functions related to administration such as maintaining the Employee details, in a proper pre-defined format, in ERP.

All functions related to the store of the institute such as requisition handling, indentation, issuing of purchase order and service order, maintaining UGRN and GRN for entry of goods received, maintenance of stock and material inspection details can be done through the ERP portal.

Finance and Accounts

For simplicity of maintaining accounts, the institute is already using ERP software.

The automatic calculation of the salary, TDS, Provident Fund, ESI and other Allowances, generation of salary slips can be done through the Accounts and Finance portal through ERP.

The reports related to trial balance, P&L, student ledger balance can be generated through ERP. Also cash voucher payment, student collection and refund , issue of cheque , money receipt print can be done from ERP.

The advanced features shall help the staff to maintain financial records effectively and efficiently. Appropriate security measures should be taken for maintaining the confidentiality of the

Principal
NARULA INSTITUTE OF TECHNOLOGY
81, Nilgunj Road, Agarpara, Kol-109

Approved by BOG
Dated on 12.03.2016
Under Agenda No. 15

transactions. Training programs for existing staff and updating of the existing software must be done regular interval. Necessary software updating to be done by the concerned vendor authorized by the institution.

Student Admission and Support

The college has decided to process all admissions in online mode. This platform covers admissions to all courses like graduate, post graduate and diploma. Students can also obtain maximum services like transfer certificates, bonafide certificates, college leaving certificate etc. in the online mode through required authorization process.

Student Application form fill up for admission, document verification during admission, payment link activation, and admission analysis, student registration can be done through ERP.

The college continues to maintain its academic excellence by maintaining a well-stocked library. To maintain an Academic Excellency, the library will acquire intended e-learning resources and infrastructure for the benefit of the students and faculty members. The library should be automated by using the Integrated Library Management System. Entitled modules will support from ordering to final processing of library resources. The circulation module will assist to every task related to the circulation of documents. OPAC module will provide a friendly interface to search document status easily. There should be provision to export reports of all transactional details-journal, E-books. Databases will update on a regular basis as per requirement.

Online courseware through e-learning platform will help the students to gain requisite knowledge and to upgrade them in their respective field of study.

Examination System

The college has adopted an online system where filling of examination forms, revaluation forms, obtaining admit cards can be done. Utmost confidentiality needs to be maintained while conducting examinations and all the exam related work needs to be done with extreme care and caution. The Controller of Examination (COE) needs to supervise the entire process of examination under the guidance of the Principal of the college.

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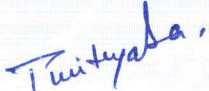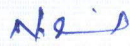# E-Governance Policy

Amendment-I

(2018-19)

Ref. No: NIT/E-gov-Policy/2018/02	Compiled By:	Compiled & Checked By:	Approved By:
Date of Issue: 26·02·2018	Executive Administration	Registrar	Principal

E-Governance Policy

Scope- The scope of this policy further extends to the below-mentioned areas with up gradation as required:

- Administration
- Finance and Accounts
- Student admission and Support
- Examination

Objectives- The core objectives of this policy are:-

➢ Implementation of the E-governance platform in all core functional areas of the Institution in order to provide a simpler and efficient system of operation within the Institution.
➢ To promote transparency and accountability in all the functions of the college.
➢ To achieve and create online internal and external communication between various entities of the institution within the college.
➢ To provide easy and quick access to information.
➢ To make classrooms ICT Enabled by having Desktops, Laptops, and Smart boards Projectors, etc
➢ To establish a fully automated library.
➢ Achieving paperless administration of the institution.

The Institution has already started e-governance in some of the areas as accounts, administration and library but we have resolved to implement e-governance in maximum activities and other areas also.

Administration

Most of the administrative function of the institute is handled through ERP system. Attendance Management Software is used by Administrative Staff and Teaching Faculty to record and track Attendance. Further up gradation of its functions related to administration such as maintaining the Employee details, in a proper pre-defined format, in ERP are being implemented.

All functions related to the store of the institute such as requisition handling, indentation, issuing of purchase order and service order, maintaining UGRN and GRN for entry of goods received, maintenance of stock and material inspection details are executed through the ERP portal.

Finance and Accounts

For simplicity of maintaining accounts, the institute is already using ERP software.

The automatic calculation of the salary, TDS, Provident Fund, ESI and other Allowances, generation of salary slips are done through the Accounts and Finance portal through ERP.

The reports related to trial balance, P&L, student ledger balance are generated through ERP. Also cash voucher payment, student collection and refunds, issue of cheque, money receipt print are generated from ERP.

The advanced features help the staff to maintain financial records effectively and efficiently. Appropriate security measures are taken for maintaining the confidentiality of the transactions. Training programs for existing staff and updating of the existing software are initiated regularly

as required. Necessary software updating is done by the concerned vendor authorized by the institution.

Student Admission and Support

The college is already executing all admissions process in online platform. This platform covers admissions to all courses, like graduate, post graduate and diploma courses. Students obtain maximum services like transfer certificates, bonafide certificates, college leaving certificate etc. in the online mode through required authorization process.

Student Application form fill up for admission, payment link activation and admission analysis, student registration are done through ERP. Also document verification during admission can be done through this portal.

The college continues to maintain its academic excellence by maintaining a well-stocked library. The library acquires intended e-learning resources and infrastructure for the benefit of the students and faculty members. The library is using the Integrated Library Management System. Entitled module supports from ordering to final processing of library resources. The circulation module assist to every task related to the circulation of documents. OPAC module provides a friendly interface to search document status easily. There is provision to export reports of all transactional details-journal, E-books .Databases can be update on a regular basis as per requirement

Online courseware through e-learning platform helps the students to gain requisite knowledge and to upgrade them in their respective field of study.
It has been proposed that from the Academic Year 2018-19 LMS has to be used at NIT for automation of student support. Blended mode of teaching needs to be used to boost the students for more productive outcomes.

Examination System

The college has adopted an online system where filling of examination forms, revaluation forms, obtaining admit cards can be done. Utmost confidentiality is maintained while conducting examinations and all the exam related work are done with extreme care and caution. The Controller of Examination (COE) supervises the entire process of examination under the guidance of the Principal of the college.

From the Academic Year 2018-19, a comprehensive digital infrastructure has been installed at NIT for the automation of the Examination Processes starting from the Application form fill up to the Distribution of the Result. The summary of the online processes are given below.

1. Creation / Update of Database of Program Details according to Syllabus.
2. Online Registration of Students, Examiners, and Head-Examiners.
3. Online Application, Attendance Approval, and Finance Approval for Semester Examination.
4. Online Paper-setting with CO mapping and Answer Key, Online Moderation in dedicated Computer Lab, and Question Paper printing secured with 128 bit PKI.
5. Digitization of Hard Copy answers scripts and online Evaluation System.
6. Online Result and printing of Grade Cards.

Amended & Approved by BOG

Dated on 24'02'2018

Under Agenda No. 15

Principal
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