## 12.1 PURPOSE OF THE POLICY

E-governance, short for electronic governance, refers to the use of information and communication technologies (ICT) to enhance and streamline the delivery of Academic Activities, improve administrative processes, and promote transparency and accountability.

## 12.2 OBJECTIVES OF E GOVERNANCE

The goal of e-governance is to leverage digital tools and technologies to make the academic relevant operations more efficient, accessible, and responsive to the needs of students, parents and Administrators.

## 12.3 DESCRIPTION AND PROCEDURE OF PLATFORMS

### 12.3.1 Website & Social Media:

The website acts an information center which reflects about the institute, all its activities, important notices, courses offered, etc. The website acts as a mirror of the institutional activities and information about all activities, important notices etc. Website is hosted & deployed by a third party on a secure platform. Along with it, training is given to the team of faculty members to undertake the responsibility of website administration and updation at the college level. Important information & achievements are posted in the Social Media. The College 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. The website of the college is continuously updated taking into account of the new changes every week.

### 12.3.2 Student Information System (SIS)

The institution implemented an exclusive software iGURU for student information system which operates to record the Attendance, Grades, and Communication to students, and detail of students. It also provides administrators with powerful analytics tools to generate reports on various aspects of campus life such as Attendance report, result analysis report and Mentor- Mentee report. This data-driven approach helps in making informed decisions, optimizing resources, and improving overall campus management.
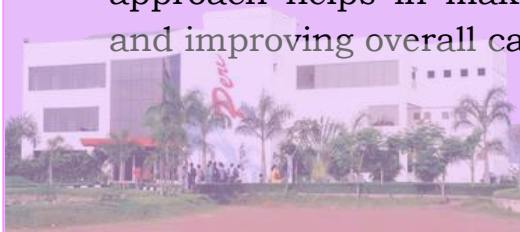
### 12.3.3 ADMISSION CALL CENTRE (ACC)

Admission Management Software eliminates the hassles of traditional paper-based applications by providing a user-friendly online platform for students to submit their applications. The software facilitates the organized collection and management of applicant documents, It ensures that all necessary materials are securely stored and easily accessible for the admissions team. Administrators can monitor the progress of each application in real-time. From submission to review and decision-making, the software provides a transparent and centralized view of the entire admissions workflow. The software streamlines the evaluation process by providing a centralized platform for admissions committees to review and assess applications. Customizable workflows ensure a consistent and fair review process. Seamless integration with other institutional systems, such as student information systems and financial systems, ensures that data is synchronized across different departments, reducing data entry redundancy.

### 12.3.4 STUDENT ENROLMENT AND FEE COLLECTION (SEFC)

Student Enrolment and Fee Collection Software incorporates tools for defining and managing fee structures, including tuition, registration fees, and other charges. Fee Collection Software streamlines the process of collecting fees by offering automated payment options. This includes online payment gateways, which enable students and parents to make secure payments conveniently.

The flexibility of the software ensures that it can adapt to the unique needs of different courses and programs. Real-time tracking of fee payments allows administrators to monitor financial transactions instantly. Automated alerts and notifications can be set up to remind students and parents of upcoming payment deadlines, reducing the incidence of overdue payments.

### 12.3.5 Internal Payroll System

The automation of payroll processes reduces the time and effort required for manual calculations and data entry. This not only accelerates payroll processing but also translates into cost savings for the institution. By minimizing manual intervention, internal payroll system software significantly reduces the risk of errors associated with payroll processing. This ensures accurate and reliable financial records, contributing to the institution's overall financial integrity. Employee self-service portals and timely, accurate payments contribute to improved employee satisfaction. Empowering employees with easy access to their payroll information promotes transparency and builds trust within the organization.

### 12.4 ROLES AND RESPONSIBILITIES

PERI Software Solutions, a sister concern of PERIIT, assumes complete responsibility for the development, delivery, installation, and management of all software applications.

The institution's IT wing , along with a team of faculty members, is responsible for updating the website.

All faculty members and students representing various clubs must provide all relevant information for the website.