



# TECHNO INSTITUTE OF HIGHER STUDIES

(AFFILIATED TO UNIVERSITY OF LUCKNOW, LUCKNOW)

## E-GOVERNANCE POLICY

The policy is created and constructed to make every function visible and accountable. The institution will use it to run all of its operations, including the library, accounts, admissions, administration, and teaching.

### Scope-

The scope of this policy extends to the following areas:

- Administration
- Student Admission and Support
- Assessment and Examination
- Library
- Accounts and Finances
- Information and Communication Technology (ICT) Infrastructure

### Objectives:

- The implementation of e-governance into all aspects of the institution's operations to create a more straightforward and effective system of internal governance.
- To encourage responsibility and transparency in all of the institute's operations.
- To establish an environment friendly and paperless workplace in the institute.
- To make it simple and quick to access information.
- To enable Wi-Fi in institute.
- To equip our classrooms with desktops, laptops, smart boards, projectors, and other ICT equipment.
- To create a library that is entirely automated.

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### The Institute decides to make the following policies and procedure:

#### Website:

The website will serve as an information hub for the institute, reflecting all of its activities, significant announcements, courses offered, etc. The institute will designate a different service provider/web designer for this job. The administrative and instructional personnel will receive training to update the website with critical information and they will be

established responsible for the management of the institutional website. They will be in charge of handling the routine updating and operation of the website and they will also look for additional website adjustments that are necessary. Via its website, the institute aims to present a lively and dynamic image of itself. The website must publish all significant notifications as soon as possible.

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

The University of Lucknow's ethical guidelines and legislation are strengthened even further by the open and transparent manner in which the admissions process is done. The institution's *Admission Cell* publishes its brochure, which is accessible online and includes guidelines for the application procedure. Institutional website will have hyperlink for admission inquiry, where inquiries to admission will be handled. Students will ask to submit hardcopy by *Admission Cell* of the online form for institutional admission for records.

#### **Accounts and Finances:**

The office still keeps up its Tally account (i.e. Tally Prime). Most recent software versions will be bought and used by the institute. The team can maintain financial records properly and efficiently thanks to advanced features. Only suitable programme is used to construct the balance sheet and profit and loss statements. Tally is also used to generate all of the analysis reports. The transactions' secrecy should be maintained by using the proper security precautions. Regular software updates and training for the current workforce are required. Reports can be generated for each employee of the staff. The majority of payments shall be made and received electronically using services like NEFT, RTGS, bank transfers, etc.

#### **Library:**

For the benefit of the students and the faculties, the Institute will continue to offer new online learning tools. The Institute should be constantly subscribing to fresh periodicals and books. Faculties and students who subscribe to the e-resources provide recommendations. Faculties can apply to receive books of different authors for the subjects they are teaching to improve the knowledge database.

Installing a fully automated Integrated Library Management System (ILMS) is required by the library. This software should have an easy to understand Graphical User Interface (GUI), support for Unicode, multilingual search, and export capabilities for the majority of reports. The usage of online student access catalogue module of the software should allow library database searching by just putting relevant phrases for information retrieval.

The software's circulation module should include every aspect of circulation, from maintaining member's record to printing notices of overdue books. The entire process of creating and maintaining databases should be covered by the database maintenance module.

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### **Administration:**

- Administrative staff and teaching faculty will use attendance management software to record and track attendance, internal assessments, etc. Monthly Reports, Semester end reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- To maintain an efficient database, the administrative office should use advanced excel and file management system tools.
- The institute will go paperless in its administration to create a simple, convenient, and efficient approach.
- Students must have access to the widest range of services online.
- The institute will investigate possibilities for automating some of its administrative tasks.
- To keep them up to date with the latest technologies, administrative staff should receive proper training and development.

### **Examination:**

At the end of each semester, the institute will implement an online system that allows students to examine their overall internal assessment marks and report any anomalies. The University controls the examination process; hence in this case the University's e-governance (Information Technology, Policy University of Lucknow, Lucknow) policy should be used.

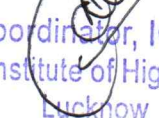
### **Alumni:**

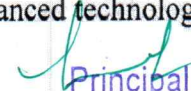
A dedicated alumni tab will be developed on the website, with features like registration, notable institute alumni, feedback, alumni events and many other things.


### **Information and Communication Technology (ICT) Infrastructure:**

#### **Hardware Infrastructure-**

- The Institute will make sure that it has enough Personal Computers (PCs) or laptops for both employees and students.
- PCs and printers to be made available in the administration block or wherever needed.
- Projectors and other multimedia equipment will be available as when needed in the respective labs, lecture rooms, and classrooms.
- The infrastructure will be enhanced with risograph printing, computer networking tools, scanners, interactive whiteboards, and other advanced technologies.

  
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**Software Infrastructure-**

- The Institution must maintain servers in a sufficient configuration to enable quick data transfer to the various PCs.
- Office automation programmers' like MS Office, Excel, internet explorer and antivirus etc. should be acquired and updated on a regular basis for desktops and laptops.
- The institute will make sure that all common statistical, computational and scientific typesetting packages available to users.



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