



A J INSTITUTE OF MANAGEMENT

A unit of Laxmi Memorial Education Trust[®]

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)



E-GOVERNANCE POLICY

Preamble of E-Governance Policy:

A J Institute of Management recognizing the transformative potential of digital technologies and their impact on modern governance, hereby establish this e-governance Policy. With the aim of enhancing administrative efficiency, improving accessibility of services, and fostering transparent communication, we lay down the principles and objectives that shall guide our journey towards a more technologically empowered institution.

In an era where information and communication technologies have revolutionized the way organizations function, we embrace the vision of a streamlined, responsive, and user-centric administrative framework. This e-governance Policy seeks to harness the capabilities of digital platforms to facilitate seamless interactions between stakeholders, optimize processes, and provide an environment that nurtures innovation.

E-Governance Policy Objectives:

The following objectives guide our efforts in implementing a robust and effective e-governance framework:

- To provide all the stakeholders with convenient and user-friendly digital platforms that enable easy access to academic information, administrative services, and campus resources.
- To simplify complex administrative processes, making them more user-friendly for both administrators and end-users.
- To eliminate redundancy and reduce errors in data entry and management in the institution.
- To reducing paperwork and streamlining processes, e-governance can lead to cost savings in terms of time, resources, and materials.

Dimensions of e governance policy of the instate:

A. FOR ADMINISTRATION AND COMPLAINT MANAGEMENT

FUNCTIONING:

- ❖ **Institute Administration:** The regular functioning of the institute by the Institute teaching and non-teaching staff done through ERP software. The administrative Office staff also use advanced Excel and File Management System Tools to maintain database of students. Those are
 - Microsoft Excel- To collect and store students' database
 - Google Form- to collect feedback about the course and programme and Academic matters of the students.
- ❖ **Online Communication:** The institute use online mode of communication to communicate institute development and information to all the stakeholders. Institute use WhatsApp App to communicate and circulate notice and other information to Faculty Members and to the students. Placement officer of the institute communicate Instagram, twitter platform under college name to communicate with alumni and students regarding events and Placement information.
- ❖ **Bio-metric:** The attendance of teaching and non-teaching staff, both in and out is monitored by this software. Weekly/ Daily Office clerk forward the report to HR manager about attendance status of the staff.
- ❖ **ICT and Administration:** To provide a hassle free, convenient and cheap process, maximum of the administration of the institute handled with ICT based technology. In some time, Students also able to obtain maximum services like course completion certificates, bonafide certificates, etc. in online mode.

❖ **Student Grievance Management Software (AICTE):** Institute purchased and installed Student Grievance Management software suggested by the AICTE. Every year institute follow the renewal of that software till the date.

B. FINANCE AND ACCOUNTS

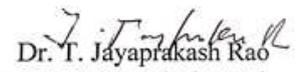
- **Tally ERP:** All accounts related processes are done through this software. The accountant of the institute maintains the reports of and books of accounts generated from Tally Software which help in auditing procedures

C. STUDENT ADMISSION AND SUPPORT:

- **College Website:** The website of the college needs to revamped taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices, etc. should be made easily available to the outsiders. For this purpose, a separate service provider/web designer can be appointed by the Management. Every year in website separate blog will be created for student's admission. So, any student who interested to know about Admission they can drop the message or they can call and contact the director of the institute.
- **Library:** Institute procured Delnet Library Software (for E books and Journals) Easylib-Library Automation Software (for day to day operations of the library) to manage and administration of the Library resources. This software provide data about all the Books, E-Books and Journals available in institute library and eBooks collections.

D. Examination

- **UUCMS:** State government owned Unified University & College Management System (UUCMS) software made it mandatory to handle examination related works like Filling of examination forms, revaluation forms, obtaining hall tickets, uploading of Internal marks and master Attendance status of the students, etc. in online mode. Institute Examination Committee supervise the entire process of examination data entry under the guidance of the Director and help from office staff of the Institute.


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