



POLICY DOCUMENT FOR E-GOVERNANCE

Jagannath International Management School

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Policy Document
E-Governance Policy

Policy Statement

Jagannath International Management School, Kalkaji is committed to advancing decentralised and participatory management across a range of administrative, financial, and academic areas. Additionally, it aims to improve information sharing between the institution's numerous stakeholders and strengthen the institution's existing physical governance infrastructure.

Scope and Applicability

By utilising advanced and scientifically sound technologies, e-government attempts to improve the system of governance for the institute's development and encompasses the following areas:

- 1) Administration
- 2) Student Admission
- 3) Accounts and Finance
- 4) Examination
- 5) Library
- 6) ICT Infrastructure

Key objectives of the policy

The main goal is to integrate e-governance into every aspect of institute operations in order to provide an effective system of governance.

- To promote transparency and accountability in all institutional activities by utilising ICT to automate, transfer, and analyse data or information for admissions, workload, timetable, internal assessment, exam, attendance, result, etc.
- To make information easily accessible.
- To ensure a campus with Wi-Fi access.
- To have the classrooms ICT-enabled and equipped with projectors, smartboards, etc.

The following policies and procedures have been designed for the institute's implementation of e-governance in different areas of operation, including the library, accounts, admissions, administration, and teaching:

- (i) Website:

The college has a website that details its mission and vision as well as its history, goals, and objectives. It also provides information on the faculty, its facilities, the courses it offers, as well as the activities of numerous clubs and committees.

A website committee has been established by the institute in accordance with the e-governance policy to manage the college website and ensure prompt updating of the most recent notices and activities. Through its website, the college aims to present a lively and dynamic image of itself.

(ii) Student admission:

The institute provides three-year full-time BBA and B.COM(H) programmes. The University's established rules are followed in the admissions procedure at the institute. The Common Entrance Test (CET) rank is used to determine which students are enrolled. On the website, a brochure with comprehensive information about student-related admittance is available.

(iii)Accounts:

The accounts office makes use of Tally, a programme with cutting-edge capabilities for successfully and efficiently maintaining financial records. For the transactions' secrecy to be maintained, appropriate security measures are taken. The college provides ongoing training for its current employees and makes sure that the software is updated frequently.

(iv)Library:

The institute has focused on improvement of physical and IT infrastructure and made adequate use of ICT in the last couple of years. The state of the art equipment, class room and seminar facilities, IT infrastructure and modern library facilitate teaching and learning process. The facilities have been created by adopting a student centric approach. Library is completely computerized through 'LIBSYS' software.

(v) Examination:

The internal assessment is of 25 marks and 75 marks for end term examinations. Out of 25 marks of internal assessment, 15 marks are allocated for mid term examination and 5 marks each for assignment and attendance. One mid term exam is conducted in every semester and in case of any medical emergencies, a make-up exam is also conducted. The compiled result is discussed with the parents in PTM which is conducted at the end of every semester. Results of internal examinations are sent to university on prescribed OMR sheets.

Hardware & Software Infrastructure

- The college makes sure it has enough desktop computers for both staff and students.
- The administrative office will have computers and printers available.

- Projectors and other multimedia equipment will be available in the labs, classrooms, lecture rooms, and auditorium.
- Regularly purchasing and updating office automation software for computers and laptops, such as Microsoft Office and antivirus.