



Acharya Institute of Management and Sciences

E-Governance Policy

11. AIMS E-Governance Policy

11.1 Preamble

AIMS Institutes will strive to ensure transparency in all its transactions related to academic and administrative activities by creating a digital platform to include maximum activities of the functioning of the Institutions through a well designed, systematic, structured and all-inclusive e-governance mechanism for greater transparency, convenience, accountability and efficiency.

11.2 Objectives

- To implement E-governance in various functioning of the Institutes
- To promote transparency and accountability
- To provide easy access to information
- To facilitate online internal and external communication
- To achieve efficient and paperless administration

11.3 Scope

The e-governance policy is applicable to all the members of AIMS Institutes and permeates all academic, administrative and support processes and services.

11.4 E-governance Policy

The policy is divided into various areas of operations. The Institutes reserves the right to implement e-governance even in the areas not enlisted herewith.

1. IT Infrastructure and ICT – The Institutes will ensure and update its IT infrastructure incrementally to offer the best exposure for the students and staff. To ensure effective and life-long learning, ICT will be incorporated in all possible realms of the academic process.
 - a. All classrooms shall be provided with ICT facility, LCD projectors and necessary peripherals.
 - b. Laboratories and educational spaces shall be provided with the latest IT infrastructure.
 - c. Smart classrooms may be provided in a phased manner
 - d. Audio/video and conferencing facilities will be provided in the required spaces as per requirements.
 - e. Seamless internet connectivity will be ensured as per requirements by subscribing with internet service providers.
 - f. Wired and wireless LAN connectivity will be provided to cater to the academic and administrative needs of the Institutes.

- g. All office spaces for academics, examinations, admissions and administration activities and spaces for cultural activities will be equipped with systems and the required software.
 - h. Data will be secured by setting up local servers, firewalls and antivirus solutions.
 - i. E-nooks will be created in the library and computer enters to facilitate MOOCs based learning for students.
 - j. Library will be automated and periodically upgraded with relevant e-resources and databases subscriptions.
2. College Website & Social Media: The primary source of dissemination of information by the Institute with its stake holders is through its website and the social media handles. The website is maintained by the internal IT team of professionals and web administrators. "Chatbot" facility will be developed to assist visitors to the site. The website has facility for students and staff to login to the Connexions Portal.
 3. Email – Id - Institutional email Id is allotted to heads of all Academic Programs and non-academic units to facilitate internal and external communication.
 4. Finance & Accounts: Tally ERP will be used to maintain all financial transactions. Provision will be made to incorporate the ERP to the Connexions Portal. The office maintains the reports and books of accounts generated from the software which helps in auditing procedure. The ERP will be integrated with the Connexions portal in future to manage students' fees.
 5. Institutional Portal – Connexions: The Portal is developed and maintained by the Institution and caters to many of the e-governance requirements. It will be developed further to include all academic and administrative activities.

The modules already in place are

- a. Students Admission - Dissemination of information about the various Programs and admission process shall be done through the official website and social media handles. Prospective students use the AIMS website and Connexions Portal to register and participate in the admission process. Admissions office will also run a live chat facility to assist prospect students with information and conduct online interviews. There is a facility for payment of fees online.
- b. Academics - Attendance and assessments is facilitated by the portal. Assignments and MCQ type tests can be conducted. The academic performance and attendance of students is shared with the parents through SMS.
- c. Feedback - Students give their feedback on the teaching learning process, value added programs, guest lectures and other activities online and the analysis can be generated.
- d. Alumni - Dedicated portal for alumni registrations and to network with them.

- e. HR - The portal keeps track of all human resources of the Institutes. Each faculty member has their profile page where all their academic accomplishments can be tracked. Faculty can keep track of courses assigned to them, the students and their feedback.
 - 6. E-learning facility – a dedicated facility for development of e-learning content with lecture / video capturing facility will be established. Necessary training given to faculty and staff for creation of content.
 - 7. Grievance Redressal – A facility for stakeholders to register any grievances online is available on the Institutes website.
 - 8. Security and Safety - CCTV cameras will be located at all strategic locations in the campus and accommodations and monitored at all times on site during working hours as well as remotely during non-working hours.
 - 9. E-waste management – The Institutes shall have a well-planned process for the reuse, collection, segregation and disposal of e-waste in the campus. Efforts will be made to reduce the carbon footprint to ensure an eco-friendly environment.
 - 10. IT human resources – Competent and skilled IT staff will be recruited to support the IT requirements of the Institutes.. They will ensure maintenance and upkeep of all IT resources and liaison with IT vendors, including software and hardware requirements.
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