

**IIMT**  
**UNIVERSITY**  
**MEERUT**

Transforming Education System, Transforming Lives

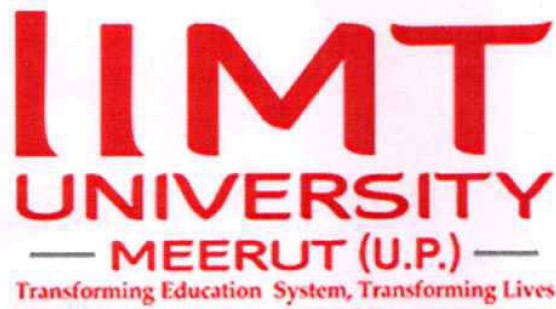


**UGC Approved**

**Section 2(f) & 12B**

# E- GOVERNANCE POLICY

Policy No.:- IIMTU/RO/IQAC/2023/34



# E- GOVERNANCE POLICY

*(Policy No. IIMTU/RO/IQAC/2023/34)*



## **POLICY DOCUMENT FOR** **E-GOVERNANCE**

### **VISION:**

To be a world - class university imparting knowledge and values and providing students, an excellent learning experience through research & innovation in the field of Science, Technology, Management and other areas that will meet the aspirations of world community.

### **MISSION:**

University stands for academic, professional and ethical empowerment of the youths by using the state-of-the-art technology, time-tested and innovative concepts, excellent infrastructure and internationally acclaimed facilitators.

### **POLICY STATEMENT:**

The IIMT University is committed to advancing decentralised and participatory management in a variety of administrative, financial, admission process and examination related contexts.

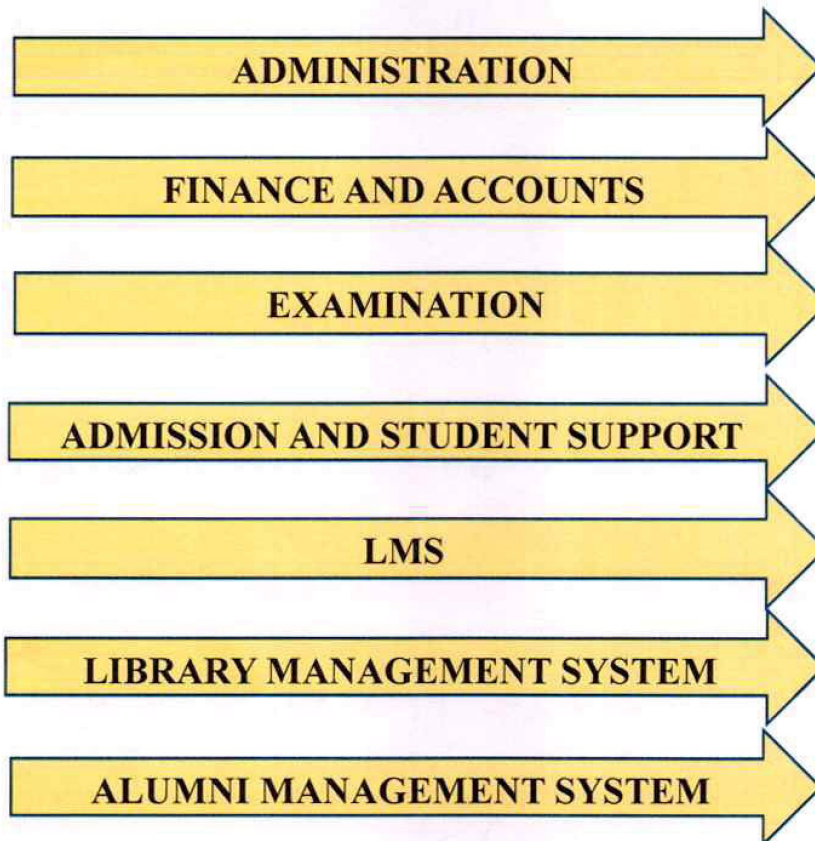
Additionally, it aims to improve information sharing between the institution's numerous stakeholders and strengthen the institution's existing physical governance infrastructure.





## APPLICATION AND SCOPE:

By utilising cutting-edge and scientifically sound technologies, e-governance attempts to improve the system of governance for the development and encompasses of IIMTU in the following areas:



## OBJECTIVES OF THE POLICY:

- The main objective is to integrate e-governance into every aspect of the University's operations in order to establish a reliable system of governance.
- To promote transparency and accountability in all university functions by utilising information and communication technologies to automate, transfer, and analyse data or information for all purposes including administration,



admissions, timetable, internal assessment, examination, attendance, result and overall student support.

- To offer information easily accessible and rapid.
- To assure a campus with access to free WiFi.
- To transform the classrooms ICT-enabled and furnished with projectors, smartboards, etc.
- To create a library that is entirely automated.

## **IMPLEMENTATION OF E- GOVERNANCE:**

IIMT University has outlined the following policies and procedures for the implementation of e-governance in its different operational areas, including the library, accounts, admissions, administration, and teaching:

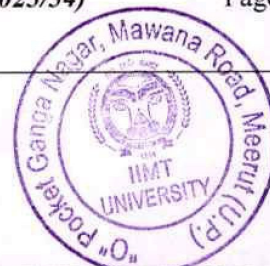
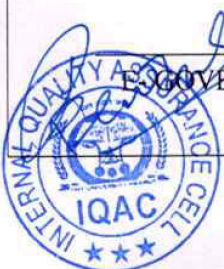
### **1. WEBSITE:**

IIMT University has a website that includes information about its vision, mission and objectives, as well as details about courses it offers, facilities, research and innovation, numerous events, admirable initiatives the University has undertaken, relevant notices, etc. The university has selected a different service provider/web designer to ensure the efficient operation of the website.

IIMTU established a website committee in accordance with the e-governance policy to manage the campus website and ensure prompt updating of the most recent notices and activities. Through its website, the university aims to present a lively and dynamic image of itself.

### **2. ADMISSION SUPPORT:**

The university has an open admissions process, which is supported by the code of ethics and conduct. The admission portal is used to manage all admission-related activities, including as fee submission, withdrawals, and updates on the number of students applying for each course. On the website, a pamphlet/brochure with comprehensive information related to admission, is available.





### 3. ACCOUNTS:

The account office uses a software of Tally, with cutting-edge capabilities for successfully and efficiently maintaining financial data.

For the transactions' secrecy to be maintained and appropriate security measures are taken. The university provides ongoing training for its current employees and makes sure that the software is updated frequently. The University makes use of the ERP system, which is used to administer the Payroll Management System, which makes it simple to calculate salaries, produce pay slips. Fee receipts of the students are also provided through ERP. TDS, Provident Fund, and Allowances are also managed through the ERP system.

### 4. LIBRARY:

More than 2,04,000 books covering a wide range of subjects are housed in the IIMT University's roomy Central Library, which is thoughtfully organized and classified for reading. The university has subscriptions to more than 150 reliable periodicals, online databases, and e-journals on a national and international scale. Additionally, the university offers a book bank facility. The IIMT University Library makes it possible to access electronic resources, such as Internet data. The university subscribes to a number of subscription services, including J-Gate, IEEE, DELNET, EBSCO, and REFREAD. The library has offered Sick assistance through DELNET.

The library has begun computerizing its operations by utilizing KOHA software and the barcode system for book distribution. It also provides "WEB ONLINE PUBLIC ACCESS CATALOGUE" (OPAC) for finding where books and other library materials are located.

The University utilizes the counter copyright infringement programs TURNITIN and URKUND. Both referenced enemy of copyright infringement programming will be utilized to check the propositions, research papers, and so forth.



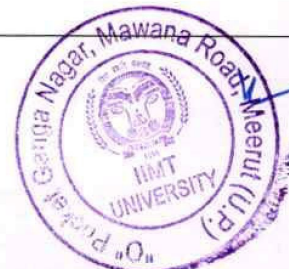
## 5. ADMINISTRATION:

The IIMT University utilises ERP system to track and record things like administration, examination, accounts, attendance, external and internal evaluation etc. The university releases notifications that are posted on notice boards and the university website.

- ERP system will be utilised by administrative staff and teaching faculty to track attendance, leave history, internal evaluations, and other data.
- Administrative offices should employ comprehensive Excel and file management system capabilities to maintain an effective database.
- The administration of the IIMTU will be paperless to enable a hassle-free, efficient, and streamlined approach.
- Students must have access to the maximum number of services online.
- IIMT University will investigate the possibility of automating some of its administrative tasks.
- To keep the administrative staff and teaching staff updated with new technologies, they should receive proper education and development.

## 6. EXAMINATION:

Students can examine their overall internal evaluation scores at the end of each semester and report any discrepancies using an online system, the university has implemented. The University regulates the examination procedure; hence the University's e-governance policy should be used in this instance.





## 7. ALUMNI:

A distinct alumni page is available on the website, offering services like registration, notable college alumni, comments, and many other elements, in order to strengthen our alumni relationships. Alumni association to be consulted for ongoing management of databases and upgrades.

## 8. HARDWARE AND SOFTWARE:

- For its students, faculty, and staff, IIMT University makes sure it has enough desktop computers.
- The administrative block will be equipped with computers and printers.
- The lecture hall, seminar rooms, classrooms, and laboratories will all have projectors and other multimedia equipment.
- The University keeps enough configuration servers to enable quick data transmission to the various systems.
- Regularly purchasing and updating office automation software for laptops and desktops, such as MS Office, and antivirus

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