



Soundarya Educational Trust (Regd.)
SOUNDARYA INSTITUTE OF MANAGEMENT & SCIENCE
(Recognised by Govt. of Karnataka & Affiliated to Bangalore University)
Accredited by NAAC with "B+" Grade

E-GOVERNANCE POLICY

Scope:

The scope of this policy extends to the following areas:

- ✚ General Administration
- ✚ Student Admission
- ✚ Examination
- ✚ Library
- ✚ Accounts and Finance
- ✚ ICT Infrastructure
- ✚ E-waste Management

Objectives:

- ✚ Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- ✚ To promote transparency and accountability in all the functions of the institution.
- ✚ To achieve and create a paperless environment in the institution.
- ✚ To provide easy and quick access to information.
- ✚ To make the campus Wi-Fi enabled.
- ✚ To make the Classrooms ICT Enabled having Desktops, Smartboards, Projectors, etc.
- ✚ To establish a fully automated Library.

Policy:

The institution is implementing e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.

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Soundarya Institute Of Management & Science
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The institution decides to make the following policies and procedure:

1. Website:

- ✚ The website is act as an information centre which is reflect about the institution, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer shall be appointed by the institution.
- ✚ The institution shall provide training to administrative and teaching staff to make important updates on the website at regular intervals.
- ✚ A Website Committee to be formed for the administration of the institution website. The Committee is looks after the process of updating, maintaining and working of the website on a regular basis.
- ✚ The Committee is also looks for other changes that are required on the website.
- ✚ The Institution strives to showcase its vibrant self and activeness through its website.
- ✚ All the important notifications have to go live on the website as and when they are released.

2. Student Admission:

- ✚ An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the University of Bangalore.
- ✚ The Institution brings out its Brochure which is displayed on the website that has guidelines for the admission process.
- ✚ An Admission Portal to be used to manage the admissions in the institution.
- ✚ Number of students applying to each course, withdrawals, fee submission, all to be managed through OPTRA Portal only.
- ✚ Students are required to submit a separate Online Application Form for taking admission to the institution and for this purpose an online software to be used by the Admission Co-ordinator.

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3. Accounts:

- ✚ The office continues to maintain its account on Tally.
- ✚ Latest versions of the software to be purchased and used by the institution.
- ✚ Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only.
- ✚ All the analysis reports are also generated through Tally.
- ✚ Appropriate security measures should be taken for maintaining confidentiality of the transactions.
- ✚ Training to the existing staff and updation of the existing software must be done regularly.
- ✚ The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members.
- ✚ Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, Voucher etc.

4. Library and Information Centre:

- ✚ The institution continues to maintain its academic excellence through maintaining a well-stocked library.
- ✚ The institution is adding more and more e-learning resources for the benefit of the teachers and the students on regular basis.
- ✚ The institution should continue to subscribe to new journals and books regularly.
- ✚ Recommendations are taken from the teachers and students for new indent and resources.


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Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

- ✚ The Library to install fully automated ILMS software which should have an easy to use- Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports.
- ✚ The use of Online Public Access Catalogue [OPAC] module of the software to allow library database searching by entering preferred terms for information retrieval.
- ✚ The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- ✚ The Database Maintenance module should cover all operations of database creation and maintenance.
- ✚ Information centre should update to the faculty members and students of the new arrivals and available resources.
- ✚ Should frame / constitute committee and it should prepare a budget and recommendation of resources at regular intervals.

5. Administration:

- ✚ Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc.
- ✚ Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- ✚ Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- ✚ To provide a hassle free, convenient and smooth process, administration of the institution to be made paperless.
- ✚ Students must be able to obtain maximum services in online mode.
- ✚ The institution is look into opportunities to automate some of its functions related to administration.


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Admin Staff to be provided with adequate training and development to keep them

abreast with the new technology.

6. Examination:

- ✚ The institution has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any.
- ✚ The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

7. Alumni:

- ✚ To strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the institution, feedback and many other aspects.
- ✚ Alumni association to be consulted for regular updates, database management and also for strategic plan in coordination with the institution.

8. E-Waste Management: ITC Wowsuresthatitsusageoftechnologyandgenerationofe-wastedoesnotimpacttheenvironment.

ICT TOOLS

9. Hardware Infrastructure

- ✚ The institution to ensure that it has adequate number of desktops and laptops for students and staff.
- ✚ Computers and printers to be made available in the administrative block.
- ✚ Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.

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The infrastructure to be complemented by Risographs, computer networking devices, scanners and interactive teaching board/smart board etc.

10. Software Infrastructure

- ✚ The Institution to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- ✚ Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- ✚ The institution to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages

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IT POLICY

Purpose of IT Policy

- To maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the Institution on the campus.
- To establish Institution-wide strategies and responsibilities for protecting the information assets that are accessed, created, managed by the Institution.
- To work as a guide to stakeholders in the usage of the Institution's computing facilities including computer hardware, software, email, information resources, intranet and Internet access facilities.
- To set direction and provide information about acceptable actions and prohibited actions or policy violations.

Scope of IT Policy

- Institution IT Policy applies to technology administered by the Institution centrally or by the individual departments, to information services provided by the Institution administration, or by the individual departments, or by individuals of the Institution community.
- This IT policy also applies to the resources administered by the departments such as Library, Computer Labs, Laboratories, and Administrative Offices of the Institution.
- Computers owned by the individuals, or those owned by research projects of the faculty, when connected to campus network are subjected to the Do's and Don'ts detailed in the Institution IT policy.
- Further, all the faculty, students, staff, departments, authorized visitors/visiting faculty and others who may be granted permission to use the Institution's information technology infrastructure, must comply with the Guidelines.
- IT policies broadly concentrate on the following areas,
 - IT Hardware Installation and Maintenance Guidelines
 - Software Installation and Licensing Guidelines
 - Network (Intranet & Internet) Use Guidelines
 - E-mail Account Use Guidelines
 - Web Site Hosting Guidelines

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- Institution Database Use Guidelines
- Role of Network/System Administrators

IT Hardware Installation and Maintenance Guidelines


- Any computer (PC/Server) that is be connected to the Institution network should have an IP address assigned by the System Administrators.
- An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and is be connected to the same port.
- Change of the IP address of any computer by staff or student is strictly prohibited.
- Configuration of a network is be done by system administrators only.
- Individual departments/individuals connecting to the Institution network over the LAN may run server software only after bringing it to the knowledge of the System Administrators.
- Access to remote networks using aInstitution's network connection must be in compliance with all policies and rules of those networks.
- Internet and Wi-Fi facilities should be used for academic and administrative purpose only.

Email Account Use Guidelines

- Every faculty is provided with an E-mail
- The E-mail facility should be used primarily for academic and official purposes and to alimited extent for personal purposes.
- Using the E-mail facility for illegal/commercial purposes is a direct violation of theInstitution's IT policy and may entail withdrawal of the facility.
- Faculty should refrain from intercepting, or trying to break into others email accounts, asit is infringing the privacy of other users.
- Impersonating email account of others is be taken as a serious offence under theInstitution IT security policy.
- It is ultimately each individual's responsibility to keep their e-mail account free fromviolations of Institution's email usage policy.

Web Site Hosting Guidelines

- The Institution Website should be used to provide academic and administrative informationfor its stake holders.


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- Website Updation Committee is responsible for content updation and maintenance of the website.
- Maintain up to date pages. Proofread pages and test links before putting them on the Web, and regularly test and update links.
- The contents hosted on website should be correct and clear.
- The departments, and Associations of Teachers/Employees/Students may have official Web page on Website. Official Web pages must conform to the Institution Web Site Creation Guidelines.
- LMS can be linked to the website so that Faculty may post class materials (syllabi, course materials, resource materials, etc.) on the Web to facilitate eLearning
- Website Updation Committee need to take proper measures in safeguarding the security of the data hosted on the website.

Institution Database Use Guidelines

- The databases maintained by the Institution administration under the Institution's Governance must be protected.
- Institution is the data owner of all the data generated in the Institution.
- Individual or departments generate portions of data that constitute institution's database.
- The institution's data policies do not allow the distribution of data that is identifiable to a person outside the institution.
- Data from the institution's database including data collected by departments or individual faculty and staff, is for internal institution purposes only.
- One's role and function define the data resources that is needed to carry out one's official responsibilities/rights. Through its data access policies, the institution makes information and data available based on those responsibilities/rights.
- Data directly identifying a person, and his/her personal information may not be distributed in any form to outside persons or agencies, including all government agencies and surveys and other requests for data. All such requests are to be forwarded to the IQAC.

Office of the Institution

- Requests for information from any courts, attorneys, etc. are handled by the Office of the Institution and departments should never respond to requests, even with a subpoena.
- All requests from law enforcement agencies are to be forwarded to the IOAC Office of the Institution for response.

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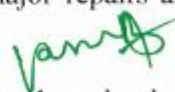
- At no time may information, including that identified as 'Directory Information', be released to any outside entity for commercial, marketing, solicitation or other purposes.
- All reports for UGC, MHRD and other government agencies is be prepared/compiled and submitted by the Dean, IQAC coordinator, Controller of Examinations and Finance officer of the Institution.
- Tampering of the database by the department or individual user comes under violation of IT policy. Tampering includes, but not limited to.
- Certain violations of IT policy laid down by the Institution by any institution member may even result in disciplinary action against the offender by the institution authorities.
- If the matter involves illegal action, law enforcement agencies may become involved.

Responsibilities of Network/System Administrators

- To Design Institution Network and perform Backbone operations
- To follow Global Naming & IP Addressing conventions
- To review the existing networking facilities and need for possible expansion.
- Configuring and maintenance of Wireless Local Area Networks
- To configure and maintain IT facilities provided in classrooms, Labs and Seminar halls.
- To receive and address complaints from users of institution network
- To Maintain servers in the server room
- To look into the Maintenance of Computer Hardware, Peripherals and Networking devices.
- To discourage installing any unauthorized software on the computer systems of the users. They should strictly refrain from obliging such requests.

E-waste Management

- The Institution has undertaken a number of E-waste Management initiatives with the objective of creating an eco-friendly environment in the campus.
- E-Waste Management: Electronic goods are put to optimum use; the minor repairs are set right by the Laboratory assistants and teaching staff; and the major repairs are handled by the Technical Assistant and are reused.
- Old configuration computers and LCD Projectors are transferred to the schools run by our education trust.
- The major e-waste such as write off instruments/equipment s. CRT monitors, Computers may sell out.


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- UPS Batteries are recharged / repaired / exchanged by the suppliers.
- Electronics gadgets, circuits, kits have been wright off on regular basis and then it is soldout to buyers.
- All the miscellaneous e-waste such as CDs, batteries, fluorescent bulbs, PCBs andelectronic items are collected from every department and office and delivered for safedisposal.
- The waste compact discs and other disposable non-hazardous items can be used bystudentsfor decoration.
- The awareness programs have been undertaken in the institution where the students aremade aware of the E-waste management techniques.

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