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## **Report on policy initiatives for E-governance**

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## Overview:

ANITS has implemented e-Governance system partially since long in some of its systems for good governance. However there is an urgent need to enhance implement the system to majority of the activities is need of the hour. The main objective of the e-Governance cell is to bring Accountability Integrity Credibility Transparency & Efficiency in day-to-day activities of the organization (ANITS) to provide effective services to all its stakeholders. Under e-Governance we apply the application of information and communication technology (ICT) for providing various services, exchange of information, transactions, integration of previously existing services and information portals.

For effective implementation of this, the four pillars of e-Governance i.e., People, process, Technology and Resources are to be kept in mind and should be effectively integrated.



By implementing e- Governance in the institute, we can ensure to provide good governance, empowers the stakeholders, cutting the process cost, time, and improves the administrative performance (e-Administration), interacting with industry and society (e- Service and e-Society), providing swift services and so on.

## Need of E-Governance:

The purpose of implementing e-governance is to enhance good governance. Good governance is generally characterized by participation, transparency and accountability. The recent advances in communication technologies and the Internet provide opportunities to transform the relationship between Institute administrations in a new way, thus contributing to the achievement of good governance goals. The use of information technology can increase the broad involvement of employees in the process of governance at all levels by providing the possibility of on-line discussion groups and by enhancing the rapid progress and efficiency of pressure groups. Advantages for the Institute involve that the College may provide better service in terms of time, making governance more efficient and more effective. In addition, the transaction

costs can be lowered and services become more accessible.

### Benefits of E-Governance to Stakeholders

Stakeholders of Higher Education	Benefits of e-Governance to stakeholders
<p style="text-align: center;"><b>Students</b></p>	<ul style="list-style-type: none"> <li>✓ Increase participation in education affairs.</li> <li>✓ Better access to information and quality services for student.</li> <li>✓ Personalized login and Password for each student. d. Substantial saving in time, cost and efforts.</li> <li>✓ Better Job opportunities and career advancement opportunities for good students.</li> <li>✓ Social connectivity for collaboration.</li> <li>✓ Students can access virtual lectures and webinars.</li> <li>✓ Students can solve their problems on-line like- examination queries, result verification etc.</li> <li>✓ Students can submit their feedbacks to university.</li> <li>✓ Improve means of education not only urban but rural student as well.</li> </ul>
<p style="text-align: center;"><b>Colleges</b></p>	<ul style="list-style-type: none"> <li>✓ Improved Quality of service to students. Transparency in operations.</li> <li>✓ Increased efficiency of faculties and of administration processes.</li> <li>✓ Data can be accessed easily.</li> <li>✓ Integrated e-Governance in education sector. Saving of hidden operational cost.</li> <li>✓ Instant statistical report generation.</li> <li>✓ Students data can be captured at source.</li> <li>✓ Helpful for accreditation processes.</li> </ul>

<p style="text-align: center;"><b>Faculty</b></p>	<ul style="list-style-type: none"> <li>✓ To know the latest syllabi.</li> <li>✓ Communication to the business community for syllabi development.</li> <li>✓ On-line appointment of examination.</li> <li>✓ Minimum faculties can set on line examination paper. Sharing new concepts and ideas with faculties and business community.</li> <li>✓ To get on line help for certain topics with experts.</li> <li>✓ Improve quality of services from Universities.</li> </ul>
<p style="text-align: center;"><b>Industry</b></p>	<ul style="list-style-type: none"> <li>✓ Improved interactions with business and education. To get quality and skilled employee.</li> <li>✓ Set syllabus as per industry needs.</li> <li>✓ Helps for better industry related research.</li> <li>✓ Recruitment with good performing colleges / Institutes.</li> </ul>
<p style="text-align: center;"><b>Overall education system</b></p>	<ul style="list-style-type: none"> <li>✓ Long term impact on organization goals. Improve education system.</li> <li>✓ Empowerment of faculties, students and encouragement of their participation in governance.</li> </ul>

**Key Challenges of Implanting E-Governance in Higher Education Institutes:**

- ✚ **Infrastructure Cost** - An efficient e-Governance system requires all stakeholders or at least the vast majority to have access to the Internet. Therefore, Internet-enabled devices are essential to connect to government websites. In addition, universities / institutions need advanced servers and security systems to cope with vast amount of information and complex cyber threats. All these requirements constitute a costly investment.
- ✚ **Cyber Crime** – Despite the efforts of government agencies to ensure the safety of citizens; personal data, e-governance websites are still liable to attack from hackers.
- ✚ **Inaccessibility** - An e-Governance site that provides web based access and support often does not offer the potential to reach many users including those who live in the remote areas, have low literacy levels and exist on poverty line income.
- ✚ **Lack of Human interaction between Students and Staff** - They will miss out on the discussion and instructor feedback that characterized for credit classes and that makes such classes useful and valuable.
- ✚ **Technological Issues** - Some students may have trouble using e-Governance, if they have slow or erratic internet connection. Others may not have infrastructure as well they are not able to afford it.

- ✦ **Language and/or Cultural Barriers** - Although efforts are being made to make websites available in multiple languages, many are only available in English, limiting their usefulness to Non-English knowledge stakeholders. Additionally, not all resources are culturally appropriate for all stakeholders.

### **E-Governance Initiatives:**

E-Governance in ANITS incorporates the latest in technology to bring an e-governance system that are necessary to successfully handle all of the challenges of running an educational institution. Automating every unit of an academic institution, it provides real time information processing and knowledge management. It is an integrated solution that facilitates the processing and maintenance of large volumes of information to its stakeholder. E-Governance has changed the way administration is being done now. The e-governance system is designed to make the system user-friendly, time saving and cost saving also. Many of them are flexible enough to adapt to the changing educational environment efficiently and quickly. ANITS has established some E-governance initiatives on their own, the comprehensive e-governance solution would convert all such systems in place into common modules and integrate existing data and solutions with the new system in institute

ANITS has implemented e-governance in the areas of operation of:

- ✦ Administration
- ✦ Finance and Accounts
- ✦ Student Admission and Support
- ✦ Examination

#### **Administration:**

- ✦ The college authorities can implement full supervision of all service units in the office through the custom made software developed in the institute .
- ✦ The Administration communicates with Governing Body members as well as the teaching and non-teaching staff through email.
- ✦ All important administrative information including notices is regularly published on the website.
- ✦ Biometric attendance for all staff members
- ✦ Fully automated, wireless office with 24x7 internet facility
- ✦ To achieve the target of Paperless IQAC, for majority activities Google facilities are used such as
  - ❖ Google sheet : For data collection from Various Departments
  - ❖ Google Docs: To prepare notices and activity reports.
  - ❖ Google Forms: To prepare Feedback forms and get online feedbacks of Students, Parents.

- ✦ The college campus is equipped with CCTV Cameras installed at various places of need.
- ✦ ICT has been introduced in the Administrative work.
- ✦ WhatsApp Group helps to provide the brief notices of any event to be happened on college.
- ✦ WhatsApp Groups are also used for awareness and of smooth functioning of the same.

### **Finance and Accounts**

- ✦ The accounts of the institution are maintained through the Tally software and ERP
- ✦ Financial matters are also dealt with Pay U Money for transaction purposes.

### **Student Admission & Support**

- ✦ Student Admission is carried out through the through the custom made software developed in the institute .
- ✦ The college website act as a mirror of the college information. Admission and online transaction interfaces are provided on website. College is having a full time web developer and team members.
- ✦ Student attendance is managed through “Ezschooll software”.

### **Examination**

- ✦ Examination Process are handled through software developed by “ BEES SOFTWARE”
- ✦ Filling of examination forms, obtaining admit cards, uploading of marks etc. everything is done in online manner. Examination cell of the institute oversees the complete process of examination under the guidance of the examination controller of the institution

### **Conclusion**

The planning for efficient administration of ANITS, it is necessary to have a improved collaboration and access to information available in Institution are possible only through with E-Governance as a security for maintaining standards. Today the IT has become an integral part of life of the people in the world. It is the time to applying the skill for the betterment of Indian educational system as well. The e- governance needs security for smooth information flow, best practice database and enhanced capacity for information analysis etc. It requires completely new infrastructure, procedures, policies and working skills for producing and collecting online information. With the advent of ICT, electronic governance is an emerging trend to re-invent the way the administration works, becoming a new model of governance. Such a comprehensive and integrated system can also enable authorities to analyze the performance ANITS in a comprehensive manner. It will be help in the betterment of the higher education in the country and increase the number of employable students. Education system can fully equip our children to meet the ever evolving demands in today's highly-competitive environment; the education system needs to be made more efficient and effective by implementing E-governance. In ANITS the system is already in place and need to be strengthened further in the process of KAIZEN in which the college strongly believes.