BETHLAHEM INSTITUTE OF ENGINEERING, KARUNGAL

E- GOVERNANCE POLICY

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BETHLAHEM INSTITUTE OF ENGINEERING

KARUNGAL-629157, KANYAKUMARI DISTRICT.,TAMILNADU

(Approved by AICTE & Affiliated to Anna University, Chennai)

E- GOVERNANCE POLICY

Policy Statement

Bethlahem institute of Engineering has designed an E- Governance Policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability.This policy shall apply to the Administration, Finance and Accounts, Student Admission and Support and Examination sections of the institute.

Objectives:

- To install an integrated, user-friendly ERP solution to automate various modules of intuitional functioning.
- To implement E-governance in every function of the institution and provide simpler and efficient system of governance within the institution and outside as well.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.

Action Plan

I- Administration:

- The regular functioning of all service units in the office shall be supervised by the authorities through ERP software.
- Digital messaging services like SMS, Mails will be put to maximum use for real time information sharing with parents, students and staff in relation to absentee intimation, academic performance, holidays and other required information.
- The administrative Office will use advanced Excel and File Management System Tools to maintain database.
- Regularly publish administrative information including notices and circulars on the website and digital displays at all strategic locations.
- All staff members shall use Biometric attendance.
- Upgrade to a fully automated, wireless office with 24x7 internet facility in near future.
- CCTV Cameras will be installed at various places of need.
- ICT shall be introduced in every administrative function /work.

II- Finance and Accounts:

- The accounts of the institution will be maintained through Tally software and ERP.
- All payments/transactions will be through online mode such as NEFT, RTGS, Bank Transfers, UPI, etc.
- Purchase latest software versions.
- Make application of software to generate Profit and loss, Balance Sheet etc.
- Generate all the analysis reports through Tally.
- Implement appropriate security measures for maintaining confidentiality in transactions.
- Provide regular training in updated versions of software to the new as well as existing staff.
- Use automated Payroll Management System in all aspects including salary calculation, salary slips, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc.

III-Student Admission and Support:

- Use ERP to manage all student data including course, fee submission.
- Update college website regularly for real time information sharing/dissemination, including admission and online transaction interfaces etc.
- Make timely update of website by the designated Information and website committee.
- Post regular updates on Alumni portal for information of passed out students
- Share Digital Brochure, video teaser, social media posts on course details, sanctioned intake, placements, and facilities during admission time.

IV-Examination:

- Use UNIVERSITY PORTAL & ERP to handle the entire Examination Process.
- Make the examination records of students available online with an interactive platform for students to view their internal assessment and semester marks/grades and raise discrepancies online, if any.

- Maintain compatibility of examination process with the regulations of the affiliating university as far as e-governance policy is concerned.

The Institute shall continuously review and update the approved policy andis committed to its implementation.