

E-Governance Policy

Introduction

Ashoka Business School (ABS) is committed to adopting e-governance across all areas of its operations to enhance transparency, accountability, and efficiency. This policy outlines the implementation and management of e-governance in various domains, including accounts, administration, admissions, library, examinations, feedback, communication, and teaching-learning activities. The institution has allocated financial resources for the continuous upgradation and maintenance of its e-governance systems.

Objectives

The primary objectives of this E-Governance Policy are:

1. To implement e-governance in the routine activities of the institute.
2. To achieve transparency, accountability, and work efficiency in the functioning of the college.
3. To provide easy access to information and facilitate online communication between various sections of the institution.
4. To make information visible to society.
5. To ensure that all operations are user-friendly to avoid barriers.

Policy Statement

Ashoka Business School commits to implementing e-governance in all possible fields of operations such as accounts, administration, communications, admissions, feedback, library, teaching-learning, and more. The following sections outline the specific efforts taken in implementing e-governance:

Website

- The official website of Ashoka Business School, www.ashokabschool.org, serves as an information centre for stakeholders. A dedicated team is responsible for its regular updates, upgrades, and smooth functioning, ensuring it meets the latest technological standards and user needs.

Student Admissions

- ABS has implemented an admission process using Serosoft educational ERP, facilitating seamless management of student admissions with efficiency and accuracy. The ERP system is maintained through an annual maintenance contract (AMC), renewed each year.

Finance and Accounts

- The finance and accounts section of ABS utilizes Tally ERP for all accounting-related activities, enabling precise and efficient financial management.

Administration

- The administration of ABS is streamlined through the Serosoft ERP system, which manages faculty and staff leaves, creates teaching microplans, oversees student attendance, manages the timetable, and handles subject allocation, enhancing overall productivity.

Examination

- ABS uses the online portal of the affiliating university for tasks such as filling out examination forms and entering the marks of internal assessments, ensuring efficient and accurate handling of examination processes.

Library

- The ABS library is fully automated, using KOIHA (ILMS) for book issuance, returns, and cataloguing. It subscribes to e-resources such as E-Shodhsindhu, Shodhganga, DELNET, PROQuest, NDL, and Inflibnet, providing students and faculty access to a vast array of online books and journals.

Store and Issue of Material

- Mile Soft ERP is implemented for material requisition and issue of materials such as stationery and housekeeping supplies, maintained by the central office.

ICT Infrastructure Updation

- ABS frequently updates its IT infrastructure based on the availability of funds, ensuring sufficient computers and other IT resources for academic and administrative purposes. The IT infrastructure is regularly maintained by local agencies and personnel as needed.

ICT Infrastructure

- Each classroom will be equipped with projectors or smart interactive panels, along with provisions for CPUs and peripherals.
- Adequate desktops, laptops, computers, and printers will be provided across campus.
- CCTV surveillance will be enhanced, complemented by networking devices and interactive teaching boards.
- The college will maintain configuration servers for fast data transmission and regularly update office automation packages and antivirus software'

E-Waste Management

- The college ensures responsible disposal of e-waste through cco-club initiatives.

Review and Development

The e-governance policy will undergo annual review for continual improvement, with revisions made through discussion and approval from relevant authorities to enhance overall college development.

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