GHARDA FOUNDATION

GHARDA INSTITUTE OF TECHNOLOGY

GIT GHARDA INSTITUTE OF TECHNOLOGY

A/P: LAVEL, TAL.KHED, DIST.RATNAGIRI.

Tel.: 02356 - 262795 – 99, Fax: 02356 – 262980

Website: www.git-india.edu.in, Email: principal@git-india.edu.in

E-Governance Policy

Gharda Foundation's F Gharda Institute of Technology, Lavel, has designed E-Governance policy with primary objectives of implementing E-Governance in various services of the institution. To have an integrated user friendly Enterprise Resource Planning (ERP) solution to automate various modules of the institution functioning. College has opted for hybrid solution of e-governance where some software are in-house and outsource. Adequate training to all the faculty and staff members has been given.

In this direction, a few vendors of ERP software have been called and quotations are invited as per the recommendations of the Technical Committee of the Institute and suitable ERP has been deployed and put into the appropriate use.

The institute understands the importance of integration of ICT to enhance the overall administration. E-Governance is not only participatory, but also accountable and transparent for the smooth functioning of the administration. E-governance can facilitate in speedy information, dissemination, improving administrative efficiency and public services in all the aspects of education.

Objective:

1. Implementing e-governance in various aspects of the institution

2. Improving the efficiency of our operations

3. Promoting transparency and accountability

4. Achieving paperless institution administration

5. Facilitating online internal and external communication among the institution's various entities.

6. Making information readily available

7. Making the institution visible globally.

E-Governance Domains:

1. Website: The website of the institute is developed & maintained by staff member. The institute website needs to be updated to reflect the recent changes. The website shall serve as a reflection of the operation of the college, with information about all activities, important updates and other information readily accessible to visitors.

2. Admission Details: The admission details including student admit year, branch, register number and type can be easily recorded. The data can also be retrieved easily. Maintaining of records can become less cumbersome.

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3. **Administration Details:** The Area Adoption Program (AAP) software allows for easy recording of maintenance & repair activities.

4. **Academics:** The institution would use the ERP for systematic maintenance of data and details regarding academics. They include details like creating theory and lab time tables, assigning faculty, posting attendance and lesson plans, feedbacks from students, posting study materials, project documents etc.

5. **Library:** Web OPAC helps in simplifying the procedure and saves time in library maintenance. Book renewal dates, rules for issues, renewals, recording new arrivals, projects, department books and many more can be achieved efficiently in shorter span of time through OPAC software.

6. **Examinations:** The E-governance simplifies the examination cell maintenance procedures and saves times. It is cost effective also. Many details regarding examinations like names of internals, externals, individual subject marks, calculating mid averages can be fed in the software. Generating result gazettes and mark sheets of students can be done with the help of software.

7. **Accounts:** The e governance can help the accounts department to record and preserve the details like fee payments, cash on hand, expenditure report, tracking payments etc.

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A/P. Lavel, Tal. Khed, Dist. Ratnagiri.
Pin 415 708, Maharashtra State