

## JIIT NOIDA

### E-Governance Policy

**Preamble:**

E-governance is in place in the Jaypee Institute of Information Technology (JIIT), Noida since year 2004 when it became deemed to be a university. All aspects of e-governance were looked into again and are now placed for consideration and approval of the Academic Council.

**Objective of E-Governance Policy:**

1. To implement E-governance in various functions of the institution
2. To promote transparency and accountability
3. To provide speedy information
4. To improve administrative efficiency
5. To enhance e-services to students and teachers
6. To achieve paperless administration of the institution
7. To facilitate online internal and external communication between various stakeholders of the institution
8. To provide easy access to information
9. To analyse data and prepare various reports.
10. To make the Institute visible globally

**Policy Statement:**

To strengthen the Good Governance in JIIT, e-Governance to be incorporated as an essential tool to meet the Mission and Vision of the Institute.

e-Governance shall primarily in corporate improved efficiency, increase in transparency and accountability of educational administrative activities, convenient and faster access to services, and lower costs for administrative services at JIIT since its inception.

**Implementation Status of E-governance:**

E-Governance implemented w.e.f year 2004 into various areas of operation. These areas of operation are illustrative and the Institute reserves the right to implement e-governance even in the other areas not enlisted herewith.

1. **Website:** The website of the Institute acts as the mirror of the Institution. It should be Updated, Informative, navigation friendly, light weight and transparent. To meet these parameters, JIIT should hired the best service provider in this area, who alongwith designing and implementing and hoisting the website, also train some JIIT employees to update and maintain the website very frequently. It is also ensured that website of the institute include the data and information as per requirements of various regulatory bodies and the stakeholders. A website committee is constituted having membership from all departments and divisions, which very closely monitor and update the contents time to time.
2. **Admission:** Admission to all programs in JIIT are done in online mode. Applications for all programs are invited in online mode and communication with applicants is done through e-mail, sms, e-portal of the Institute. Once the applications are received, counseling and admissions are done in two modes: (a) Online in Campus and (b) Online off campus. This process is integrated through the ERP system of JIIT. Based on this, the counselling and the final admission is done where payment of fee, enrollment and registration of students is done online.

3. **Registration:** Registration of students in every semester is done online by offering the subjects, taking the choices of students, submission of fee and final registration through the existing ERP system. It is updated with changing academic system and curricula.
4. **Online Learning and Teaching:** JIIT provides online quality teaching and proctored examination to its students to meet the requirement of e-learning. The assessed online quality lecture content prepared by teachers are delivered to students using any online platform like G-Suit / Zoom etc. and the soft copy of lecture notes/videos/ppts etc. is made available online to the students from the repository of the Institution.
5. **Examination and Result :** All pre-examination activities like making of Date Sheet, Seating Plan, Invigilation duties etc. and all post examination activities like Entry of Marks, Grades etc. are done online through ERP system . These information is available to students and faculties on line in real time.
6. **Finance and Accounts:** For maintaining accounts, the JIIT uses robust ERP System wherein all financial transactions are done online and reflected into various portals for students/staff and others authorities. Reporting is continuously adjusted to facilitate the information required by auditors, regulatory bodies and the executives of the Institute for planning and analysis.
7. **Library:** The JIIT library is equipped with all such software and databases which can make it a modern library compatible with the world's best libraries. It focuses on subscribing most of the online books / e-books/e-journals/e-magazines, etc. along with becoming member of DELNET and other similar online resources. It has a good Library management software to manage all library resources online and available to all students/staff and faculties of JIIT to search / use the learning resources online through Intranet / Internet. To monitor the development of Library, a Committee is constituted, which meets on a regular interval.
8. **HRM:** Right from recruitment to Retirement, all HR functions like Leave Management, Salary and Compensation Management, Promotion, Increment, etc. are done through ERP system and available on real time basis to the portals of Employees and other authorities. The Online HRM system is continuously updated to accommodate any other requirement. Attendance automation is there and biometric attendance system is in place.
9. **WIFI campus:** JIIT is fully equipped with LAN and WIFI throughout the campus so that any student / faculty / Guests can access internet and any learning contents / mail/notices, etc. from any corner of the institution. The Bandwidth is sufficient enough for smooth access of internet.
10. **Alumni:** In order to strengthen alumni interaction, a separate alumni portal is there as part of ERP system, providing facilities like registration, information of Institute activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects.