

POLICY ON E-GOVERNANCE

Good governance can be termed as the ability to address the challenges and need of the current situation of an institution. E-Governance policy of an institution is for the purpose of enhancing the system of governance for development of institute through new and advanced technologies. To ensure clean and green campus MITS School of Biotechnology implemented the e-governance in various operations, transactions and services of the institution for better efficiency and accountability. This policy shall apply to the administration, Finance & Account, Student admission, Examination and many such sections of the institute. Utilization of e-governance will fulfill automation of all functions in the institution.

Objectives:

- ❖ To provide e-facilities to the students, parents and alumni in various activities of the institution.
- ❖ Achieving paperless administration of the institution by reducing the paper usage in all the activities of the institution.
- ❖ Effective functioning of the institution with transparency and accountability.
- ❖ Facilitate easy access to the information and to maintain the data on a secure environment.
- ❖ Providing online internal and external communication between various executive bodies of the institution.

Administration:

The institution makes the automation process in all the administrative duties for convenient and smooth process. All the students and staff details are included in the e-governance. The staff members update the student's attendance regularly so that academic department can check the student's minimum attendance requirement for promotion list and marks scored. Monthly and end semester reports generated automatically. Staff can avail and calculate their leaves and other related activities.

Website:

The college website serves as the central hub of the institution, reflecting its activities, information, and important notices to external audiences. It is imperative to ensure the continuous updating of the college website to incorporate any new changes. The hosting and deployment of the website is maintained by an in-house team, ensuring a secure platform. The maintenance and regular updates of the college website, accessible at www.msb.ac.in, will be overseen by a committee comprising the Director, Heads of

Departments (HoDs), and the Examination in-charge. Additionally, the committee will assess and address any other necessary updates to the website.

Student admission and support:

The college website showcases approved courses offered by the institute and available for prospective students. Admission inquiries can be initiated by accessing the link <https://apply.msb.ac.in/> provided on the college website. The institution manages the student registration process, maintains admission records, records approvals, reservation quota details, fees, and scholarship information, among other details, through e-governance. E-queries and E-suggestions are provided to students with SMS, e-mail and Whatsapp, Business communications, facilitating the collection of information for future plans and developments.

Finance and Accounts:

Very popular accounting software Tally is used for the finance part of the institution. It is used to simplify the complex day to day account activities. It provides many advantages like maintain records, managing accounts, payables, receivables etc. Proper security measures are being taken for maintaining confidentiality of all the transactions.

Library:

The college upholds its commitment to academic excellence by ensuring a well-stocked library. The institution regularly updates e-learning resources, catering to the needs of both teachers and students. Subscriptions to DELNET for periodicals, publications and journals are maintained by the college. When subscribing to e-resources, input and recommendations from teachers and students are actively sought. Teachers have the opportunity to request books by various authors relevant to the subjects they teach, facilitating the expansion of their knowledge base. The librarian is responsible for coordinating these activities and providing updates or reporting requirements to the Director. The college employs the DELPLUS library management software, which streamlines book management and ensures easy access. DELPLUS and its modules encompass all aspects of database creation and maintenance. To enhance accessibility, links to DELNET and DELPLUS are integrated into the college website, allowing students and teachers to easily navigate through the library's services.

Examination cell:

The examination cell operates under the regulations of the affiliated university. Following the directives of the University's Controller of Examinations, it is compulsory to follow and complete various tasks in online mode as provided by University interfaces. These responsibilities encompass activities like submitting examination forms, organizing university exams, uploading examination memos, internal, practical and project marks given by teachers, managing recounting processes for student grievances, obtaining



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tabulation registers (TR), provisional mark sheets, provisional certificates and issuing certificates and admit cards/hall tickets. Regular updates on students' internal performance must be maintained and communicated to parents. Utmost confidentiality is maintained in all examination-related activities and tasks were executed with the highest level of care and caution. The college examination section in-charge is responsible for overseeing the entire examination process through online mode facilitated by the University for Various Courses under the guidance of the Director/Examination Superintendent of the college.

DIRECTOR

MITS School of Biotechnology
Bhubaneswar