

## ANNUAL E-GOVERNANCE REPORT

E-Governance is the use of information and communication technologies (ICT) in organizations to provide user services, to improve work efficiency and to promote democratic values. It is being used as a platform for efficient, transparent and timely delivery of services to all the stakeholders. In essence the purpose of e-governance is to bring transparency and efficiency in the working of an organization. This urge for transparency and efficiency is derived by the demand of ever increasing aspirations of information age. Speedy and cheaper communication, convenience, transparency, accountability, improved customer services and increased access to information are some of the basic parameters on which the concept of e-governance relies and finds its foundation.

Guru Nanak Institute of Technology, Nagpur is trying its best to keep pace with the recent applications of e-governance in terms of various functions being performed digitally through internet. The necessary infrastructure is provided partly by the state government and partly by the UGC and similar other funding agencies through development and project grants. Most of the staff and students use smart phones to utilize the benefits of modern day technologies available in the field of higher education. Regular digital literacy programs are conducted for students and staff-members under the digital India initiative of the central government. A well equipped IT-Cell has been established in the College to monitor and regulate smooth functioning of computer systems and to address all IT related issues so that maximum benefits could be ensured out of them. Students and staff-members are provided help-desk pattern assistance and support through IT-Cell in case of software and online portal related issues. Not only that, IT-Cell maintains online MIS and other data formats of the College up-to-date. The overwhelming response of human resource to digital technology has strengthened the prospects of ego variance in different areas of operation. By and large, in G.N.I.T. the following operational fields of educational administration have been identified for realizing the exquisiteness of e-governance.

### **Planning and Development**

Online official communications regarding planning and development is realized through e-mails, MIS modules, fax and messages. Proposals for infrastructural development, R & D projects, seminars & workshops, various grants and scholarships are prepared and submitted online through participative management system to concerned organizations including state government and sanctions are obtained through the same mode. Necessary budget allocations for various schemes including research projects are also realized digitally through netbanking and other online modes. Various MIS modules are an integral part of the data and information transfer process between the College and the higher education department. Monthly MIS reporting to provide monthly issues related log to AD Office and Directorate IT Cell in suggested format is

  
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carried out through [www.gnitedu.in](http://www.gnitedu.in) and ERP portals. The following main organizational assignments are carried out online-

- Working with various web-based MIS modules,
- Communication through e-mails to government and other agencies,
- Proactive disclosure of incessant information on its web-page,
- Large scale computerization,
- Conduction of computer awareness programs for teachers and students,
- Management of e-library, and
- Endless such functions as components of e-governance scheme.

Proper training for working on different user interfaces is organized by IT-Cell throughout the year. Apart from maintaining online MIS & other data formats up to-date and keeping hardware and software inventory of College up-to-date & accurate, new proposals for conduction of online courses and development of IT based infrastructure is also initiated by the Cell. A dedicated WhatsApp Group has been created at institution level and also in each academic department for sharing orders, information, direction and discussion on a common platform. The necessary budgetary allotments for implementation of government schemes such as e-shakti, skill development and digital awareness are provided by the government and proper utilization is ensured with utmost transparency within time limits.

### **Administration**

The College administration has stepped ahead in the direction of paperless administration and almost all communications with higher authorities are realized online through e-mails and other digital formats (ERP Portal). The ICT based significant institutional tasks carried out online as part of the e-governance program can be outlined as-

- Management of e-service books (ER Sheets) of employees,
- Supervision of various scholarship schemes,
- Maintenance & disclosure of comprehensive information on its web-page,
- Development of ICT based infrastructure in the College,
- Applications including transfer applications & online leave management through ERP module,
- Wi-Fi campus and biometric attendance system,
- Fully computerized office and academic departments,
- Conduction of seminars/workshops/trainings on digital literacy,
- Organization of computer awareness programs,
- Management of e-resources in central library & departmental libraries,
- Availability & monitoring of SWAN LAN/RF/internet connection,
- Issuance of salary/GPF e-slips,
- Disbursement of GPF part-final/advance payments,

  
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- Salary payment to employees through net-banking,
- Management of College web-site (www.gnitedu.in),
- Cashless transactions & payments, and
- Never-ending many such assignments.

A committed WhatsApp Group has been created for sharing orders, information, direction, vital announcements and notices to the employees.

### **Finance and Accounts**

As a basic ingredient of e-governance concept and as per instructions of the government, all kind of financial transactions has become cashless. The salaries of employees including examination remunerations are paid online through NEFT/RTGS and rarely by cheques. Not only is that, the payment of scholarships and all purchasing transactions are executed necessarily cashless to maintain transparency and financial accountability in the system. Outlined below are some of the major assignments being performed digitally at College level -

- Online payment of examination and admission fees.
- Pay bill preparation & management of various scholarship schemes.
- All kind of payments including salaries to staff-members.
- Disbursement of salary slips & accounting of GPF.
- Hands-on disclosure of budgetary/financial data on its web-page.
- Conduction of computer awareness programs for office-staff.
- Management of College accounts and many such functions as required.

All the accounts are being maintained in nationalized banks with maintenance of proper ledger at College level.

### **Students' Admission and Support**

Entry level admission to B.Tech. & M.Tech. classes is realized through online process and it is managed & regulated by higher education department through its web-portals <https://cetcell.mahacet.org> annually, admission to higher classes and examination fee deposition has also been initiated online through a software system developed exclusively for Guru Nanak Institute of Technology, Nagpur. Institutional assignments for online admission to various courses/classes are performed with support of qualified and skilled staff with orderly transparency on merits. Online admission and support activities include the followings as such-

- Disclosure of admission rules/schedule on web-page.
- Verification of documents, payment of fees & other admission formalities.



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- Preparation & publication of admission rolls and related statistics.
- Admission related data management through web-based MIS & e-mails.
- Management of different scholarship schemes for students.
- Disclosure of students-centric information/data/materials on web-site.
- Wi-Fi campus & Availability of internet/e-resources in library.
- Running of computer based programs/courses.
- Conduction of computer awareness/digital literacy programs for students.
- ICT based teaching in smart class-rooms.
- Maintenance of students' attendance in web-based formats.

Above digital functions are realized online through internet with support of ICT based infrastructure available in the College.

### **Examination System**

Under the scheme of R.T.M.N.U. there is an Examination Cell which conducts exams, maintains curriculum and publish results online for different courses/programs. Results processing is realized through internally developed software the complete exam management is done through fully customizable software with stringent security features. The digital features of exam system include-

- Online registration, fee payment & issuance of admit cards on web address <https://cims.mastersofterp.in/>
- Intranet for entering CCE marks and other data
- Declaration of results on web-site.
- Preparation of mark-sheets and degrees.

The College administration is committed to have an automated examination system based on features of e-governance for bringing reliability & efficiency in the system and eventually to improve the quality of education.



  
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