



# GEMS POLYTECHNIC COLLEGE

(Approved by AICTE, Govt. of India, F. No. Northern/2015/1-2474317051)

Affiliated to SBTE, Bihar  
ISO Certified 9001:2015

S. Ashish Daniel  
Secretary & Director

C. Rama Gopal  
Principal

Ref. No.: GPC/IQAC/POLICY/27

Date: 25.07.2022

## E-GOVERNANCE POLICY

### OBJECTIVE:

- The primary objective of implementing e-governance at GEMS Polytechnic College is to enhance efficiency, transparency, and accountability in all institutional operations.
- To achieve paperless administration, streamline communication, and facilitate easy access to information.
- Promote global visibility of the institution.

### POLICY FRAMEWORK:

- The institution resolves to adopt and implement e-governance across various operational domains.
- Continuous assessment and incorporation of e-governance practices in all areas of functioning.

### E-GOVERNANCE IMPLEMENTATION IN SPECIFIC AREAS:

#### A. WEBSITE:

- Appoint an IT Admin responsible for website management and updates.
- Ensure all activities, notices, and relevant information are regularly updated on the website.

#### B. STUDENT ADMISSION:

- Transition to online mode for processing all admissions, covering all courses.
- Consider collaboration with a reputable banking institution for secure online payment processing.



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07070066877, 7366889683, 7366889684

**C. ACCOUNTS:**

- Evaluate the necessity for alternative accounting software, considering cloud-based solutions or custom-made software.
- Prioritize data security and confidentiality measures.
- Provide regular training and updates for staff on accounting software usage.

**D. LIBRARY:**

- Expand e-learning resources, including eBooks and external libraries.
- Involve department coordinators, faculty, and students in identifying and subscribing to relevant resources.
- Ensure effective utilization of existing library management software.

**E. ADMINISTRATION:**

- Facilitate online administration processes, including leave management, document issuance, and internal communication.
- Enable students to access various services online, such as certificates and academic records.

**F. LEARNING MANAGEMENT SYSTEM (LMS):**

- Optimize the existing LMS (Moodle) for comprehensive educational management.
- Utilize LMS for assignment submission, quizzes, workshops, attendance tracking, and virtual classrooms.
- Implement plagiarism checks for submitted assignments.

**G. ALUMNI INTERACTION:**

- Establish a dedicated alumni portal for registration, updates on college activities, alumni achievements, and feedback collection.
- Appoint an alumni coordinator to oversee alumni engagement activities.



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**H. FEEDBACK & SURVEYS:**

- Conduct mid-term and end-term surveys on teaching, course outcomes, and program exit.
- Utilize platforms such as G-suite and VMEDULIFE for efficient data collection and analysis.

**PLATFORMS USED:**

- **G-suite:**

- Gmail,
- Google Drive,
- Google Doc & Sheet
- Google Meet,
- Google Classroom.

- **VMEDULIFE:**

Cloud-based software covering modules for

- Outcome Based Education (OBE) Management,
- Academic Management,
- Library Automation,
- Hostel & Transport,
- Office Automation, and
- various administrative functions.

**RESPONSIBILITIES:**

- The Principal/Director is responsible for overall implementation and monitoring of the e-governance policy.
- Designated personnel will oversee specific areas of implementation and ensure adherence to the policy framework.
- Regular assessment and updates to the policy will be carried out to align with evolving technological advancements and institutional requirements.



**Approval:**

This policy document is approved by the following authorities and is effective immediately upon dissemination to all relevant stakeholders.

This policy document will be reviewed annually to ensure its alignment with the evolving needs and objectives of GEMS Polytechnic College.

Date: 25.07.2022

College Seal:



Reviewed by

*P. Gul*  
25/07/2022  
**Principal**  
PRINCIPAL  
GEMS Polytechnic College  
Ratanpura, Aurangabad  
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Approved by

*A. S.*  
25/07/2022  
**Director**  
DIRECTOR  
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