



INSTITUTE OF TECHNOLOGY AND MANAGEMENT, GWALIOR



ITM Digital Governance Framework (E-Governance Policy)



INTRODUCTION

ICT has been helpful to academic institutions in all aspects of education, assisting in ensuring the sustainability of educational quality and enhancing the efficiency of governance mechanisms. Good governance can be expressed by possessing an ability to deal with emerging issues and respond to the requirements of current situations. The management institute understands the importance it is to develop a technological governance structure in order to improve the organisation of the institution's administrative operations as it is developing into a well-known educational institution in this region. The automation of multiple responsibilities and the consolidation of all stakeholders in the organisation will be facilitated by the presence of an e-governance system. It also provides the procedure a higher level of transparency.

OBJECTIVES

1. Incorporating e-governance into all aspects of the organization's operations provides a simpler and more efficient governance model.
2. To promote transparency and accountability in all institutional activities
3. To achieve goals such as creating a paperless environment at the institution.
4. To promote timely and easily accessible information availability
5. To make campus ICT and Wi-Fi enabled
6. To develop a library which has been entirely automated



MECHANISM OF EXECUTION

ITM has developed an e-governance policy with its primary objective of implementing e-governance to enhance efficiency, accountability, and transparency.

This policy will be implemented in the institute's domains that include:

- ❖ Institute's Website,
- ❖ Student Admission Support;
- ❖ Examination
- ❖ Financial and accounts;
- ❖ Library;
- ❖ Administration
- ❖ Leave Management
- ❖ Placement

INSTITUTE'S WEBSITE

The institution's website serves as a central source of information on all of its activities, important announcements, and courses offered, among other aspects. ERP cell is exclusively dedicated to the maintenance of the website of the institute. There is a Website Committee that supervises the process of updating, directing, and maintaining the website regularly. The institution utilises its website as a platform to highlight its lively culture and activities (www.itmgoi.in).



STUDENT ADMISSION

The official portal of the Directorate of Technical Education, Madhya Pradesh is used for the off-campus online admissions process. The Directorate of Technical Education, M.P. has developed an admissions policy that is transparent, unambiguous, and open to public observation. <https://dte.mponline.gov.in/Portal/Services/OnlineCounselling/Administration/InitialIntake.aspx>

EXAMINATION

Internal Assessment: All processes, related to internal evaluation ABCAS, quiz, SCLA, and PBL submission to grading, are conducted through LMS. After COVID-19, examinations (mid-term/end-term, practical viva-voce, project/seminar presentations) are also conducted online with the help of MIS and LMS if required. The institute has a Redressal Mechanism for any discrepancy related to the exam.

EXTERNAL ASSESSMENT

The main exam is conducted by the affiliated universities since the institute is affiliated with RGPV Bhopal as well as Jiwaji University Gwalior.

([RGPV- Institute Home](#),
jiwaji.mponline.gov.in/portal/userinterface/organization/OrgUserLoginHome.aspx?langid=en-US)



FINANCE AND ACCOUNTS

All transactions, payment for equipment and services, reimbursements of scholarships, honorarium to experts, and salaries, including student fee deposition, are conducted online. <https://onlineapply.itmgoi.in/>. The accounts are managed through Tally software.

LIBRARY

The institution maintains a well-stocked library to sustain its academic performance. To better serve students as well as teachers, the institution keeps introducing more e-learning resources. The institution frequently subscribes to new magazines and publications. Teachers and students are asked for recommendations before subscribing to e-resources. To expand their knowledge base, teachers have the opportunity to receive books published by various authors on the subjects they teach. The institution also provides Digital library facilities like Delne, Ebsco e-book, e-Kumb, Web of Science, Turnitin, RGPV e-library, Sage Online Journal, MAT Online Journal, and other e-resources provide a repository of articles and e-books for teaching and research purposes.

(https://www.itmgoi.in/itm_Library_department.php)

ADMINISTRATION

The college administration has adopted a largely paperless approach to create a more accessible, efficient, and streamlined experience. Students are



encouraged to leverage online resources fully, while administrative staff receive ongoing training to stay current with emerging technologies. The E-campus system, featuring a comprehensive suite of software programs and unique login credentials for each staff member and student, effectively automates all administrative functions within the institution.

This system enables teaching faculty and administrative personnel to monitor attendance, conduct internal assessments, and manage various academic activities seamlessly. The submission and evaluation of student work—including internal assessments, Project-Based Learning (PBL), quizzes, and monthly reports—are efficiently handled through LMS TATTVA. Students can access and review information submitted by faculty, such as grades, assignment results, timetables, and other educational resources via the Learning Management System (LMS) platform (<https://lms.itmgoi.in/>).

Furthermore, the Management Information System (MIS) offers comprehensive support to students by managing attendance, handling grievances, facilitating student registration, and collecting faculty feedback. Faculty members can also utilize the MIS to fill out appraisals and mark attendance, ensuring a streamlined workflow. This integrated e-governance approach fosters a highly efficient and transparent academic environment, enhancing both learning and administrative processes. (<http://mis.itmgoi.in/std/index.php>)



LEAVE MANAGEMENT

ITM has developed a comprehensive in-house system for the MIS portal for leave management. The application for leave by the faculty and staff is given to the Head of the concerned Department and then the concerned Head forwards it to the Director with his suitable comments. After approval of the Director, the leave is sent to the Human Resources Department and then recorded in the Faculty Register. In this entire mechanism, the leave applications are processed without the use of paper. (<http://mis.itmgoi.in/staff/index.php>)

PLACEMENT

Each student registers for the Training Augmentation and Placement (TAP) Cell activities through the MIS after submitting their details and their academic records of all previous semesters. Students can apply to participate in placement-related activities and events after completing their registration, according to their eligibility as prescribed by the employers.

Throughout the course, from the time of admission to the completion of the degree, students are supported by a centralised digital system for data management under the e-governance policy of the institute.



CONCLUSION

In conclusion, ITM's strategic implementation of e-governance across various institutional domains has significantly enhanced efficiency, transparency, and accountability. By integrating ICT into its operations, the institution has streamlined administrative processes, fostered a paperless environment, and ensured easy access to essential information. The automated systems for admission, finance, library management, administration, leave management, and placement not only improve the organization's functionality but also empower students and staff with user-friendly, technology-driven tools. This comprehensive approach to e-governance underscores ITM's commitment to delivering high-quality education and governance in a modern academic environment.

