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	Prepared by : IQAC	Approved by : Management
	Policy No. BES/ EG/Policy on E-Governance/01	

Policy Document on E- Governance

Purpose:

To provide a more simple and efficient governance system within the institution, it has been determined to adopt and implement e-governance in all aspects of our operations. The main aim of implementing E-governance in various functioning of the institution is to provide a more straightforward and efficient system of governance within the institution.

Scope:

The scope of the policy extends to the following areas:
- General administration
- Student admission
- Examination
- Library
- Accounts and finance

Responsibility:

Department of Information technology

Policy Details:

The institution has planned to implement e-governance in many more areas. So, with this aim, the following policy framework was drafted.

1. E-governance management should be done in the following areas:
- Staff and student administration
- Student admission
- Academics
- Internal and external examinations
- Alumni
- Library
- Communication
- Accounts
2. The institution has to achieve and create a paperless environment.
3. The institution has to promote transparency and accountability in all activities.
4. It has to facilitate online internal and external communication between various institution entities.
5. Information should be communicated in an easy way and with quick access.
6. The classroom should be ICT Enabled having Desktops, laptops, Smartboards, Projectors, etc.
7. All over the campus areas should be Wi-Fi enabled.
8. Necessary steps should be taken to make the institution visible globally.

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