



## E-Governance Policy

International Institute of Business Studies automated various operations in an integrated manner in order to provide efficient and effective governance within the institution. The Management has committed to adopt and implement e-governance in all possible areas of functioning for planning and development, accounts, administration, communications, student's admissions, library, teaching - learning and evaluations, etc.

**The major objectives of E – Governance policy are as follows:**

- To implement E-governance in various functional activities of the institution
- Achieving efficiency in all activities by promoting transparency and accountability
- Facilitating online internal and external communication between various entities of the institution
- Providing easy access to information whenever needed
- Making the institution visible globally

### Policy:

The institute will implement e-governance in all significant areas such as library, accounts, admissions, administration, teaching and evaluation etc. The policy is designed and framed to make each and every function efficient, effective, transparent and accountable.

### Procedures:

**College Website:** The institutional website will act as an information dissemination center about the college, courses offered, notices and circulars, information about various events organized and going to be organized, other university correspondences etc. For this purpose, a separate service provider/web designer was appointed by the institute. Training is given to the concerned in charges to make important updates available on the institution's website. A Website Committee is formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular



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basis. The Committee will also look after the other changes that are required in the website. All the important notifications will go live on the website and also the information about happened events and activities will be posted on the institution's website

**Admissions:** Transparent procedure for the admission process is followed and implemented as per the regulations of Bangalore city University. The College brings out its Prospectus which is displayed on the institution's website that has guidelines for the admission process. A devoted admissions tab is used to manage the admissions in the college. Detailed stages involved in applying to the course, number of students applying to each course, fee submission, all will be managed through the institute's portal. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an onlinesoftware to be used by the institute.

**Accounting:** International Institute of Business Studies (IIBS) has introduced an upgraded version of TALLY to manage Finance and Accounts operations. The accounting module enables and support tasks which are taken on day-to-day basis. This software enables faster access to the reports and has enhanced security.

**Administrative Software:** Dhi is the Enterprise Resource Planning (ERP) Software used in the college for correspondence and communication, internal examinations, internal marks posting, classroom activities and Learning Platforms. The system has come up with much functionality for the institution to track and check the internal grade of students and also it reduces the efforts of entering marks manually by the faculty. The software enables teaching learning processes efficient and effective.

**Library:** International Institute of Business Studies (IIBS) library is automated from 2016 using Integrated Library Management System with the support of **Easylib Cloud** version. LAN and Wi-Fi connections in the library provides easy access to learning resources. E-resources can be accessed through J Gate, Ebsco, Proquest, Delnet, and National Digital Library of India(NDLI)- a customized interface designed for the institution makes it possible for students and faculty to access all digital resources at any time, from any where and on any device. Web OPAC (Online



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Public Access Catalogue) is available for easy access of the online resources. Its link is added to the institutional website.

**Waste Management:** International Institute of Business Studies implemented waste management system by dumping all food waste into pits created separately. The waste dumped into it is used as fertilizer for farming inside the campus.

## ICT Tools

### Hardware and Software Infrastructure

- The institution ensures that it has adequate number of desktops and laptops for students, faculty and staff.
- Computers and printers are available in the administrative section and in the library.
- Projectors and other multimedia devices are provided in all the classrooms, Audio-visual rooms and laboratories and seminar halls
- The institution maintains adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like MS Office, Tally and Antivirus are purchased and updated regularly.



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