INSTITUTE OF MANAGEMENT STUDIES GHAZIABAD
(University Courses Campus)

E-GOVERNANCE POLICY

Objectives:
 a. To enhance and improve the methods and procedures of e governance efficiently
 b. To provide facilitates that enables its stake holder's participation in the governing process
 c. To ensure quick internal process of services and information
 d. To maintain transparency in services
 e. To allow stakeholder's empowerment through access to information.

With these objectives Institute of Management Studies, Ghaziabad (University Courses Campus), has introduced its e-governance policy to enhance better governance though transparency, interactions, transactions, exchange of information among its stakeholders. The institution provides various interactions and privileges to its stakeholders through the "Enterprise Resource Planning". The Stakeholders like the Director, Admin Officer, Controller of Examinations, Assistant Controller of Examinations, Academic Department Heads, HR-Administrator, Faculty, Non-teaching staff, Students, Parents get access to their respective portals with a unique username and password.

1. The Director: The Director serves as the head of the institution and is responsible for administrative, academic activities. He has got access to the details of information regarding student admission, status students, their attendance internal and external marks and time table for each semester, examination schedule, mark entry status and other academic works. Also have the access of individual profile of students and faculty members.

2. Controller of Examinations: The examination system of the Institute functions with the Director being the Chief Controller of Examinations. The decisions of the Institute authorities have been executed by Chief Controller of Examinations with the help two Assistant CEs and the office staff in his office. Proper reports and format of all the procedures of examinations after each semester including the Governing Council is presented to the Institute authorities.
The CoE has access to the examination schedule, student attendance, condonation, exam application status, access to marks uploaded by faculty members, list of students from each programme who are applying for examination, examination fee paid, hall ticket generation and all other academic programmes of the Institute.

3. HR-Administrator: He performs the job of creating individual accounts to newly appointed faculty members, staff and for new admission students. HR administrator will assign privileges to its various stakeholders.

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4. Faculty: The Faculty members will have access to student attendance of respective batches in which they are engaging sessions. They will have access to mark entry portal time table, attendance status of individual students, number of sessions engaged for each batch. Faculty members can notify the students regarding their attendance status, assignment status and other relevant matters.

5. Non-Teaching Staff: The non-teaching staffs who are working in various wards of administrative set up have the access to various profiles like student, faculty and others based on the assigned ward duties. The staff who are in charge of affairs can have access to details of courses handled by each faculty, faculty profile and faculty academic work load

6. Student: Each student is having a unique username and password through which the student can login to the portal. It enables to check time table, attendance, internal marks, semester examination result, application for examination, examination schedule, academic time table and other relevant academic matters.

7. Parents: All the on-going activities in the campus and the details regarding their respective groups which are relevant to them were incorporated in the parent portal and regularly notified with mail and SMS.

Director
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