



Since 1993

PKM Educational Trust ®

# R. R. Institute of Technology

Affiliated to VTU Belgaum and Approved by AICTE, New Delhi, Recognised by Govt. of Karnataka,

**Accredited by NAAC with 'B+'**

Raja Reddy Layout, Chikkabanavara, Bengaluru – 560 090

INTERNAL QUALITY ASSURANCE CELL

## E-GOVERNANCE POLICY

### **Introduction:**

E-Governance Policy is a framework that outlines the effective implementation and utilization of information and communication technology (ICT) tools in the administrative processes of an organization. The use of ICT tools can enhance the efficiency, transparency, and accessibility of services provided by an organization to its stakeholders. With the increasing dependence on technology in every aspect of our lives, e-governance policies are becoming increasingly relevant

E-Governance policies can streamline administrative processes, improve service delivery, and increase citizen participation in decision-making processes. The implementation of e-governance policies can also promote accountability, reduce ambiguity, and increase public trust in the organization. Overall, an effective e-governance policy is crucial for the success of any organization in today's digital age.

### **Objective:**

The objective of this E-Governance Policy is to provide a framework for the effective implementation and utilization of information and communication technology (ICT) tools in the college's administrative processes. This policy aims to enhance the efficiency, transparency, and accessibility of services provided by the college to its stakeholders, including students, staff, faculty, and the wider community.

### **Policy:**

1. The college will establish a comprehensive e-governance system that will enable stakeholders to access services online and facilitate the smooth functioning of the college's administrative processes.
2. The college will ensure that all e-governance initiatives comply with the relevant laws and regulations, including data privacy and security.

### **College Website:**

1. The college website will be the primary source of information for all stakeholders.
2. The website will be regularly updated with relevant information, including admission requirements, course information, fee structures, and important notices
3. The website will be designed to be user-friendly and accessible to all stakeholders.

### **Admissions:**

1. The college will establish an online admission system that will enable prospective students to apply for admission online.
2. Interviews and initial interaction with the prospective students will be conducted online using e-platforms to ensure fair access to students from other locations
3. The admission system will be designed to be user-friendly and accessible to all applicants.
4. The e-admission process will exist alongside traditional modes of admissions to ensure inclusivity and accessibility
5. The admission system will be integrated with the college's accounting system to enable seamless processing of fees and payments.

**Accounting:**

1. The college will establish an online accounting system that will enable the efficient and transparent processing of financial transactions.
2. The accounting system will be designed to be user-friendly and accessible to all authorized personnel.
3. The accounting system will be integrated with the college's administrative software to enable seamless processing of financial transactions.
4. Students will be encouraged to pay all fees pertaining to their tuition, exams, labs etc using the e-platforms

**Administrative:**

1. The college will implement an administrative software system that will enable the efficient management of administrative processes.
2. The administrative software will be designed to be user-friendly and accessible to all authorized personnel.
3. The administrative software will be regularly updated and maintained to ensure its efficient functioning.
4. All third party software will be duly accounted for and audited internally

  
PRINCIPAL  
R.R. INSTITUTE OF TECHNOLOGY  
Chikkabanavara, Bangalore - 560 090.



PKM Educational Trust ®

# R. R. Institute of Technology

Affiliated to VTU Belgaum and Approved by AICTE, New Delhi, Recognised by Govt. of Karnataka,

**Accredited by NAAC with 'B+'**

Raja Reddy Layout, Chikkabanavara, Bengaluru – 560 090

INTERNAL QUALITY ASSURANCE CELL

## E- Governance report 2018-2023

This report provides an overview of the e-governance initiatives implemented by the organization in the following areas

- The Institute accounts are maintained through Integrated Central Management Systems (ICMS). Student fee collections, receipt generation and student profile and their accounts are maintained by the software.
- Details of all accounts and salary are maintained by the software.
- Students can pay the admission fee online.
- The academic administration is managed through the ICMS.
- The Institute maintains its website [www.rrit.ac.in](http://www.rrit.ac.in) to communicate its values and updates to the stakeholders.
- Social Media, Google Groups, Google link for feedback mechanism, online Grievance Redressal Mechanism, Alumni linkages are maintained for periodical upgradation and updation of day-to-day activities.
- Eligible students are motivated to apply for SC-ST Scholarship, e-pass (KARE Pass) for OBC Candidates, National Scholarship Portal, Student Scholarship Portal (SSP), Defence Ward Scholarship, BBMP Scholarship, BMTC Scholarship, and North East and J&K students.
- Admission enquiry and online admission are used in an effective manner
- ICMS modules are used to maintain administrative records
- All University examination data related task are carried out by the e-portal as shared through University approved portal
- The organization established standard operating procedures (SOPs) for the maintenance and repair of hardware and software infrastructure, and it ensured that all authorized personnel
- All areas of e-governance are managed and maintained by dedicated IT team Under the supervision of Principal.

*Mahesh*  
PRINCIPAL

R.R. INSTITUTE OF TECHNOLOGY  
Chikkabanavara, Bangalore - 560 090.

# ICMS Establishment

Integrated Institution Management System, P K M Education Trust

Masters Academic Payroll Finance Documents Communication Utilities Window Help Exit

Add Edit Delete Save Cancel Exit Preview Print Spool First Prev Next Last

**References**

- Class / Courses
- Subjects
- Combination

**Institute**

- Courses in Inst.
- Agencies

**Admissions / Student Information**

- Coursewise Fee
- Enquiry
- Enquiry Followup

**Student**

- Search Student
- Dash Board

**Employee / Payroll**

- Employee
- Employee Salary
- Salary Heads

**Attendance**

- Salary Ledger
- Salary Slip

**Statistics**

**Finance**

- A/c Heads
- Receipts
- Datewise Rec.

**Fee balance**

- Payments
- Datewise Paym

**Library / Documents**

- Books
- Search Books
- Book Status

**Upload Docs**

- Search Docs
- Docs List

**Communication / Utilities**

- Send SMS (Gen)
- Send SMS (Stu)
- Change Pass

**Users**

- Backup
- Theme Settings

27/02/2021 09:48 Version:3.0.2 RRITEST / ICMS\_RR

Type here to search

ENG 09:48 27/02/2021

Exit Preview Print Spool First Prev Next Last

- Course
- Subject
- Combination
- Combination Group
- Institution
- Courses in Institutes
- Department
- Campus
- Library
- Coursewise Exam Dates
- Designation
- Employees**
- Search Employees Ctrl+E
- Bank A/C
- Main Heads
- Account Heads
- Userwise Account Heads
- Agency
- Category
- Trusts
- Certificate Type
- Seat Type
- Seat State
- Master Listing >

Admissions / Student Information

- Coursewise Fee
- Enquiry
- Enquiry Followup
- Student
- Search Student
- Dash Board

Employee / Payroll

- Employee
- Employee Salary
- Salary Heads
- Attendance
- Salary Ledger
- Salary Slip

Library / Documents

- Books
- Search Books
- Book Status
- Upload Docs
- Search Docs
- Docs List

Communication / Utilities

- SMS
- Send SMS (Gen)
- Send SMS (Stu)
- Change Pass
- Users
- Backup
- Theme Settings

Statistics

A/c Heads Receipts Datewise Rec.

Fee balance Payments Datewise Paym

Emp. no.	<input type="text"/>	Biometric Id.	<input type="text"/>
Name	<input type="text"/>		
Institution	<input type="text"/>		
Department	<input type="text"/>		
Designation	<input type="text"/>		
Category	<input type="text"/>		
Full Time?	<input type="checkbox"/>	Teaching Post	<input type="checkbox"/>
		Permanent?	<input type="checkbox"/>
		Suspend	<input type="checkbox"/>

Personal details	Qualification	Experience	Research	Examination	General	Other Activities	Salary and Misc.
Sex	<input type="text"/>	D.O.B	<input type="text"/>	Father	<input type="text"/>		
Nationality	<input type="text"/>			Mother	<input type="text"/>		
Blood. Grp.	<input type="text"/>	D.O.J	<input type="text"/>	Husband	<input type="text"/>		
Res. Address	<input type="text"/>			Perm. Address	<input type="text"/>		
Pin	<input type="text"/>			Pin	<input type="text"/>		
Phone (R)	<input type="text"/>			Phone(O)	<input type="text"/>		
				Mobile	<input type="text"/>		
				E-mail	<input type="text"/>		

Integrated Institution Management System, P.K.M Education Trust

Masters Academic Payroll Finance Documents Communication Utilities Window Help Exit

Add Edit Del

- Salary Control
- Payroll
- Salary Heads
- Leave Heads
- Employee Salary Details
- Register Advances
- Additional Earnings / Deductions
- Skip Allowance
- Attendance Entry
  - Holidays
  - Import Biometric Attendance
  - Process Salary
  - Delete Salary
- Reports
  - Employee Details
  - Advance Taken List
  - Increment Details
  - Attendance List
  - Salary Details
  - Salary Details (Emp.Wise / Month Range)
  - PF / Non PF Salary Details
  - Salary Slip
  - Salary Summary (Payment Typewise)
  - Salary Headwise List(Range)
  - Salary Headwise List (Normal)
  - Salary Slip Old

Spool First Prev Next Last

Reference / Student Information

Class / C

Institute Courses in Inst. Agencies

Finance

A/c Heads Receipts Datewise Rec.

Fee balance Payments Datewise Paym

Library

Upload Docs Search Docs Docs List

Employee / Payroll

Employee Employee Salary Salary Heads

Salary Ledger Salary Slip

Utilities

Send SMS (Stu) Change Pass

Statistics

27/02/2021 09:50 Version:3.0.2 RRITEST / ICMS\_RR

Type here to search

ENG 09:50 27/02/2021

# Accounts & Administration

**Integrated Institution Management System, P K M Education Trust**

Masters Academic Payroll Finance Documents Communication Utilities Window Help Exit

Fee Structure > Add > Last

- Student / Admission >
  - Enquiry
  - Enquiry Search / Followup
  - Enquiry List
  - Dash Board
  - Student Entry**
  - Student Entry (Discontinued / Deleted)
  - Section / Group Entry
  - Admission Approval
  - Register No. Entry
  - Barcode Entry
  - Student Search** Ctrl+F
  - Change Institution
  - Discontinue / Suspend Student
  - Discharge from Hostel / Mess
  - Export Admission Data
  - Student History
  - Reports >
- Promote Students
- Activate Students
- Gate Pass >
- Hostel / Mess >
- Transportation >

**References**

- Class / Courses
- Subjects
- Institute
- Courses in Inst.
- Agencies
- Student
- Search Student
- Dash Board

**Employee / Payroll**

- Employee
- Employee Salary
- Salary Heads
- Attendance
- Salary Ledger
- Salary Slip

**Statistics**

**Finance**

- A/c Heads
- Receipts
- Datewise Rec.
- Fee balance
- Payments
- Datewise Paym

**Library / Documents**

- Books
- Search Books
- Book Status
- Upload Docs
- Search Docs
- Docs List

**Communication / Utilities**

- SMS
- Send SMS (Gen)
- Send SMS (Stu)
- Change Pass
- Users
- Backup
- Theme Settings

02/03/2021 09:45 Version:3.0.2 RRITFINANCE / ICMS\_RR

Type here to search

ENG 09:45 02/03/2021



Integrated Institution Management System, P K M Education Trust

Masters Academic Payroll Finance Documents Communication Utilities Window Help Exit

Add Edit Delete Save

Receipts >

Payments / Expenditure >

- Receipt Entry (Others)
- Receipts Entry (Students) Ctrl+R
- Receipts (Exam Fee)
- Challan Acknowledgement
- Cancel Receipt
- Datewise Receipts
- Studentwise Receipts
- Headwise Receipts
- Yearly Studentwise Receipts
- Studentwise Ledger
- Remarks List
- Receipt Print (Bulk)
- Fee Balance List
- Consolidated Fee Balance List
- Headwise Balance List
- Reference / Studentwise Receipts

References

- Class / Courses
- Subjects
- Combination

Admission

- Course

Payroll

- Employee Salary
- Salary Heads

Statistics

Institute

- Courses in Inst.
- Agencies

Student

- Search Student
- Dash Board

Attendance

- Salary Ledger
- Salary Slip

Finance

- A/c Heads
- Receipts
- Datewise Rec.

Library / Documents

- Books
- Search Books
- Book Status

Communication / Utilities

- Send SMS (Gen)
- Send SMS (Stu)
- Change Pass

Fee balance

- Payments
- Datewise Paym

Upload Docs

- Search Docs
- Docs List

Users

- Backup
- Theme Settings

02/03/2021 09:46 Version:3.0.2 RRITFINANCE / ICMS\_RR

Type here to search

ENG 09:46 02/03/2021

Integrated Institution Management System, P K M Education Trust

Masters Academic Payroll Finance Documents Communication Utilities Window Help Exit

Receipts

Payments / Expenditure

- Payment Entry (Direct)
- Bills Entry
- Bills Verification
- Voucher Entry
- Search Payment Details
- Cheque Printing
- Cheque No. Manual Entry
- Cancel Voucher
- Cancel Cheque
- Cheque No. Correction
- Reset Cheque No.
- Datewise Expenditure
- Studentwise Expenditure
- Headwise Expenditure
- Daily Cashbook
- Referencewise Payment List

References

- Class / Courses
- Subjects
- Combination
- Institute
- Courses in Inst.
- Agencies

Admission

- Course
- Student
- Search Student
- Dash Board

Employee / Payroll

- Employee
- Employee Salary
- Salary Heads
- Attendance
- Salary Ledger
- Salary Slip

Statistics

Finance

- A/c Heads
- Receipts
- Datewise Rec.
- Fee balance
- Payments
- Datewise Paym

Library / Documents

- Books
- Search Books
- Book Status
- Upload Docs
- Search Docs
- Docs List

Communication / Utilities

- SMS
- Send SMS (Gen)
- Send SMS (Stu)
- Change Pass
- Users
- Backup
- Theme Settings

02/03/2021 09:46 Version:3.0.2 RRITFINANCE / ICMS\_RR

Type here to search

ENG 09:46 02/03/2021

Salary Control

- Payroll
- Salary Heads
- Leave Heads
- Employee Salary Details
- Register Advances
- Additional Earnings / Deductions
- Skip Allowance
- Attendance Entry
- Holidays
- Import Biometric Attendance
- Process Salary
- Delete Salary

Reports

- Employee Details
- Advance Taken List
- Increment Details
- Attendance List
- Salary Details
- Salary Details (Emp.Wise / Month Range)**
- PF / Non PF Salary Details
- Salary Slip
- Salary Summary (Payment Typewise)
- Salary Headwise List(Range)
- Salary Headwise List (Normal)
- Salary Slip Old

Reference

- Class / C

Institute Courses in Inst. Agencies

Finance

- A/c Heads
- Receipts
- Datewise Rec.
- Fee balance
- Payments
- Datewise Paym

Library

- Upload Docs
- Search Docs
- Docs List

Employee / Payroll

- Employee
- Employee Salary
- Salary Heads
- Salary Ledger
- Salary Slip

Utilities

- Send SMS (Stu)
- Change Pass
- Users
- Backup
- Theme Settings

02/03/2021 09:46 Version:3.0.2 RRITFINANCE / ICMS\_RR

Type here to search

