

### 6.2.2 Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Yes, GJIMT campus is already facilitated with all of the above facilitations

#### **INDEX SHEET**

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1	Certificate of Head of Institution
2	Administration
3	Finance and Accounts
4	Student Admission and Support
5	Examination



**GIANJYOTI**  
Aspire. Achieve. Ascend

Institute of Management  
and Technology

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**TO WHOM IT MAY CONCERN**

This is to certify that Gian Jyoti Institute of Management and Technology, affiliated to I.K. Gujral Punjab Technical University, has implemented e-governance in following areas of operations:

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Director  
GJIMT Mohali

## **Implementation of e-governance at Gian Jyoti Institute of Management & Technology**

In today's rapidly evolving digital landscape, Gian Jyoti Institute of Management & Technology (GJIMT), Mohali, has embraced e-governance as a vital component of its administrative and academic operations. The adoption of e-governance reflects the institution's commitment to enhancing transparency, efficiency, and accessibility in all aspects of its functioning. Key achievements include the implementation of a robust Learning Management System (LMS), streamlined digital administration, and the introduction of an online grievance redressal mechanism. This reflects the institute's commitment to fostering a sustainable, tech-driven environment that not only improves operational workflows but also enriches the educational experience for all stakeholders.

### **Key Features of E-Governance Implementation:**

- **Digital Administration:** GJIMT has integrated advanced software solutions to manage administrative tasks such as student enrolment, attendance tracking, and examination management. This shift to digital platforms reduces paperwork, minimizes errors, and ensures real-time updates.
- **Online Learning Management Systems (LMS):** To support academic activities, GJIMT has implemented a robust LMS that enables students and faculty to access course materials, submit assignments, and participate in discussions online. This system not only facilitates continuous learning but also ensures that academic processes remain uninterrupted in any circumstances.
- **Transparent Financial Management:** E-governance has been extended to financial operations, including fee collection, salary disbursement, and budget management. The digitalization of financial processes ensures accuracy, accountability, and ease of access to financial records for both students and staff.
- **Enhanced Communication Channels:** The institute has set up efficient e-communication channels to bridge the gap between students, faculty, and administration. Through dedicated portals, emails, and instant messaging services, all stakeholders can stay informed and connected, ensuring a seamless flow of information.

- **Online Grievance Redressal System:** Understanding the importance of addressing concerns promptly, GJIMT has introduced an online grievance redressal system. This platform allows students and staff to raise issues, track their progress, and receive timely resolutions.
- **Digital Library and Resources:** The library at GJIMT has been digitized, offering students access to a vast array of e-books, journals, and research papers. This digital resource centre is accessible from anywhere, fostering a culture of research and continuous learning.

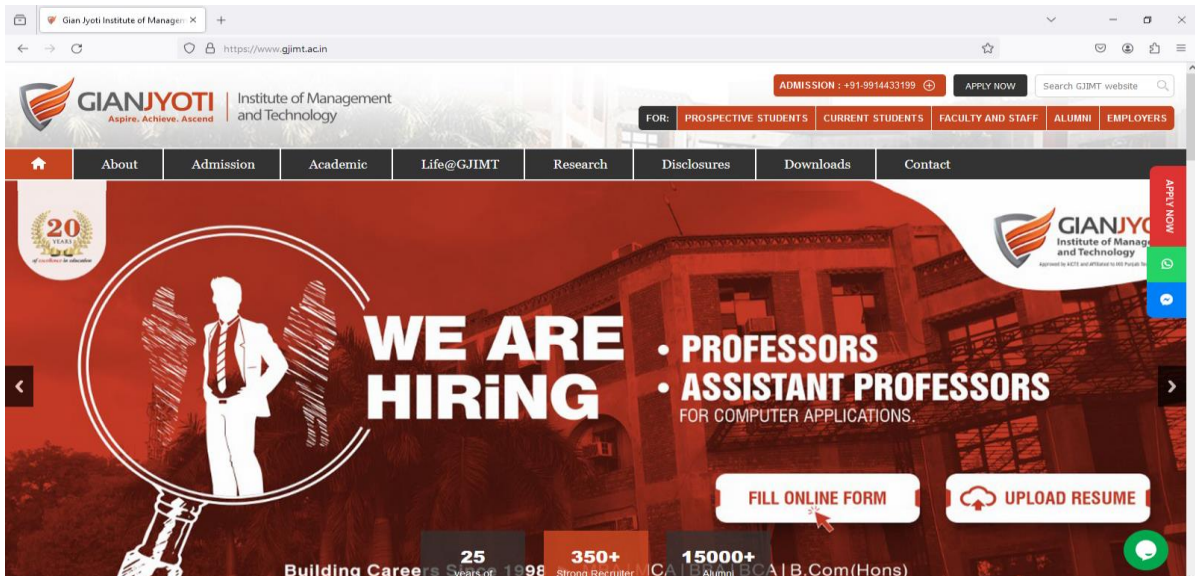
#### **Benefits of E-Governance at Gian Jyoti Institute Of Management & Technology:**

- **Efficiency:** Streamlining processes through digital means has significantly reduced the time and effort required to complete administrative tasks, allowing the institute to function more smoothly.
- **Transparency:** E-governance promotes openness in the institute's operations, ensuring that students, faculty, and parents have clear visibility into institutional processes and decisions.
- **Accessibility:** With digital platforms, information and services are accessible anytime and from anywhere, making it easier for all stakeholders to engage with the institute.
- **Sustainability:** By reducing reliance on paper and other physical resources, e-governance contributes to the institute's sustainability goals, aligning with global efforts to reduce carbon footprints.
- Overall, the implementation of e-governance at Gian Jyoti Institute of Management & Technology (GJIMT), Mohali, marks a significant step towards modernizing education and administration. This forward-thinking approach not only enhances the operational efficiency of the institution, but also enriches the overall experience for students, faculty, and staff, ensuring that the institute remains at the forefront of educational innovation.

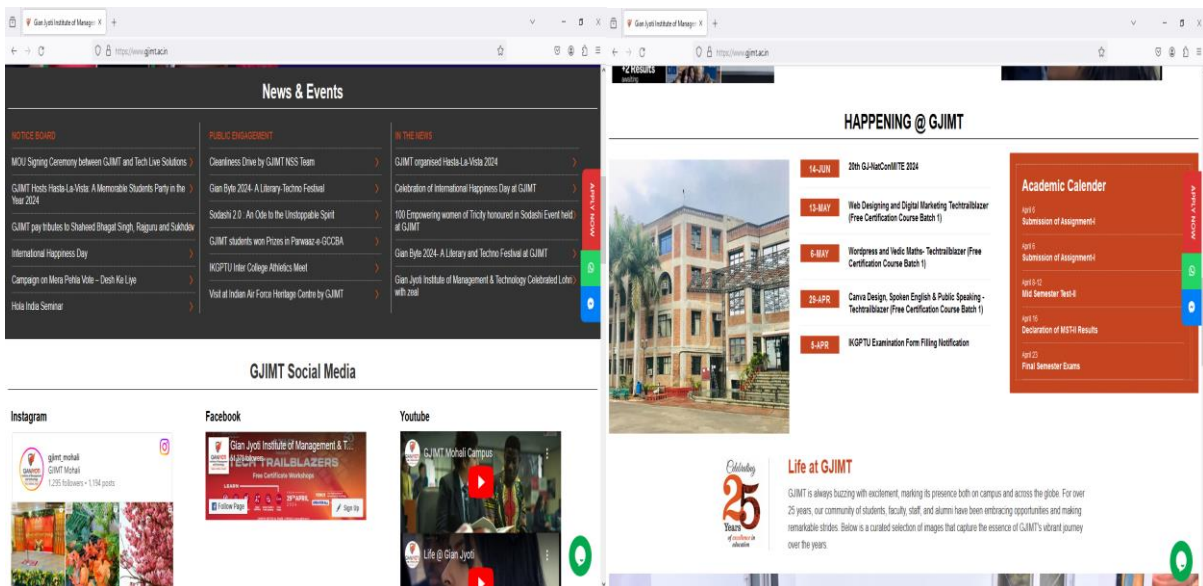
# **E-Governance in Administration**

➤ **Website**

- The website of the institute, accessible at "<https://www.gjimt.ac.in/>", provides information about courses, important notices, and all activities conducted by the institution. To manage this, a dedicated service provider has been appointed, and a three-member committee oversees the administration of the website.

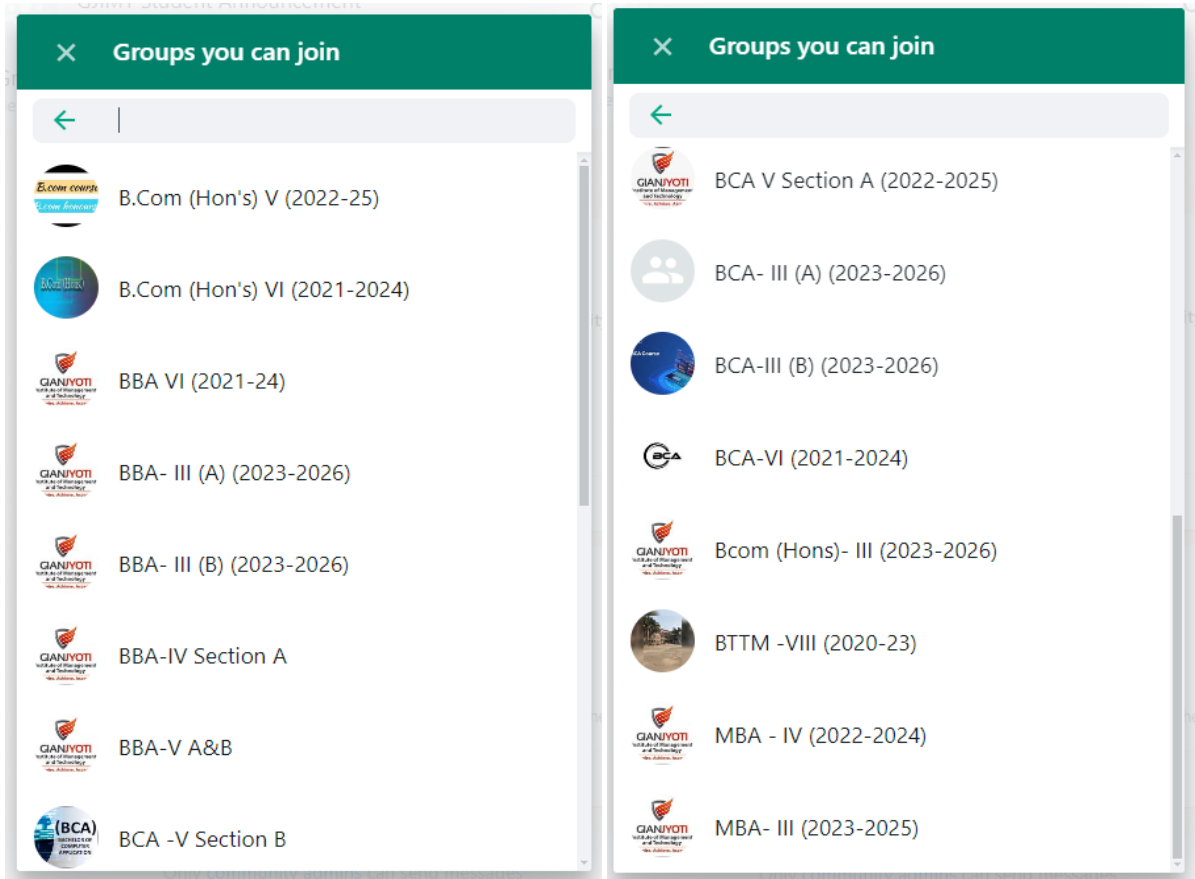


**Fig: Recruitment Notice on Official Website.**

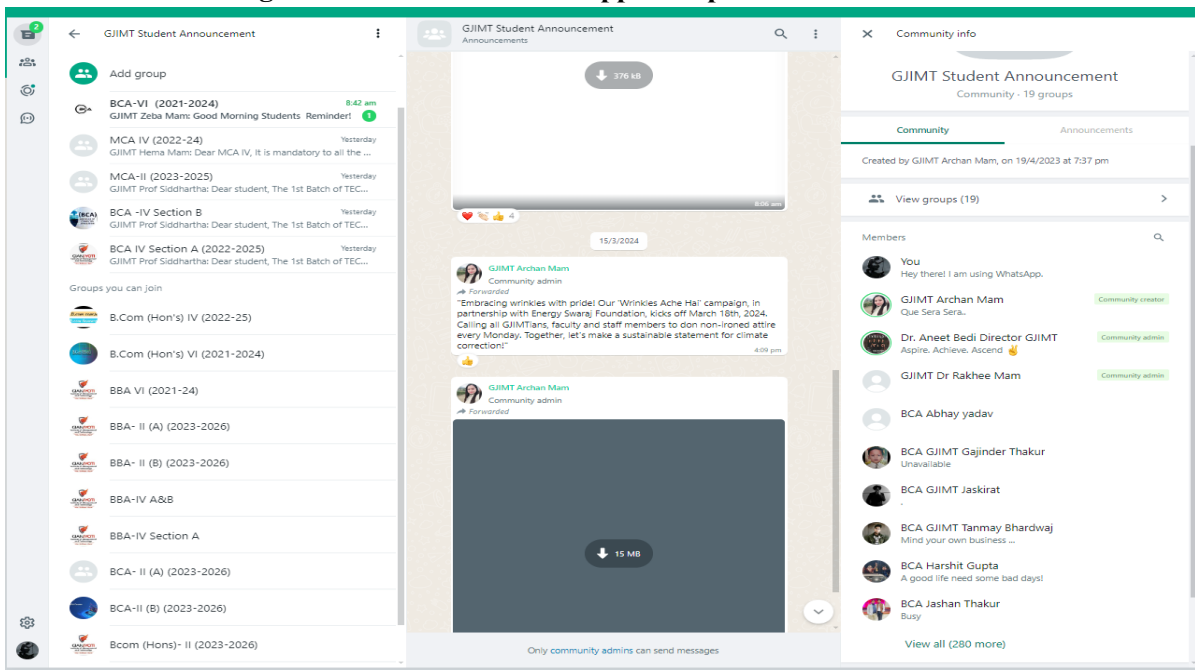


**Fig: Notice Board/ Social Media and other Information Links on Official Website.**

The students of this institution are supported through WhatsApp groups. The list of these groups is as follows:



**Fig: List of Official What's App Groups of different classes.**



**Fig: List of Official What's App Groups of different classes.**



➤ **Digital Attendance**

- Since 2010, the campus has implemented a zero-paper attendance system. All faculty members record attendance using a thumb impression-based biometric attendance machine.



**Fig: Thumb Impression Based Biometric Attendance Machine.**

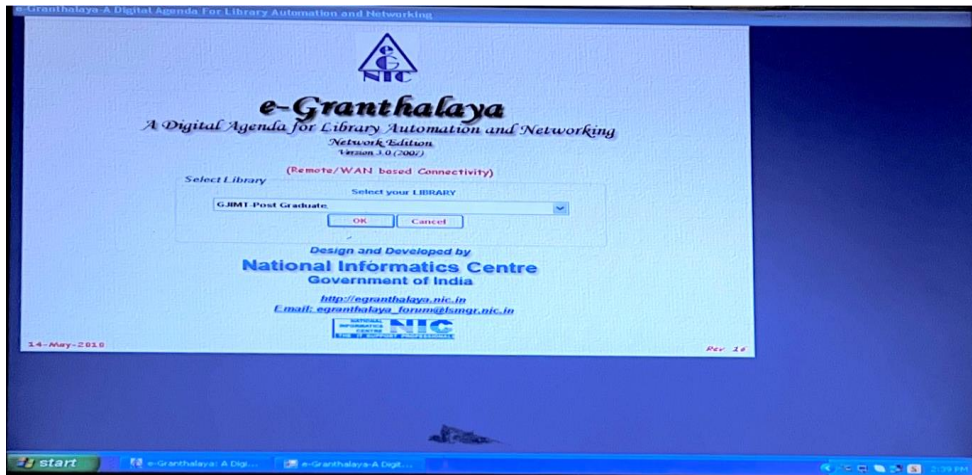
- **Feedback and Student's Suggestions:** To provide feedback and suggestions, GJIMT has introduced a form accessible via the following link: "Link: [https://docs.google.com/forms/d/e/1FAIpQLSd\\_apV1TTG1deFjEWasRtLHkdZYTSHwHEVR9MrkIkHZIXYhtw/viewform?pli=1](https://docs.google.com/forms/d/e/1FAIpQLSd_apV1TTG1deFjEWasRtLHkdZYTSHwHEVR9MrkIkHZIXYhtw/viewform?pli=1)". The form is associated with the email of Dr. Aneet, the Director. Students may also contact the Director directly via email at [director@gjimt.ac.in](mailto:director@gjimt.ac.in).
- **Student's Grievance:** The Student Grievance Cell is managed by Dr. Neeraj Sharma, the Dean of Academics. Students can submit their grievances directly to the Dean via email at [dean@gjimt.ac.in](mailto:dean@gjimt.ac.in). All the students can interact with class In-charges through Email Ids circulated in classes and Notice Boards. E-mails Ids are as follow:

Class	Email Address
MBA I	<a href="mailto:mba2024.gjimt@gmail.com">mba2024.gjimt@gmail.com</a>
MBA II	<a href="mailto:mba2023.gjimt@gmail.com">mba2023.gjimt@gmail.com</a>
MCA I	<a href="mailto:mca2024.gjimt@gmail.com">mca2024.gjimt@gmail.com</a>
MCA III	<a href="mailto:mca2023.gjimt@gmail.com">mca2023.gjimt@gmail.com</a>
BBA I	<a href="mailto:bba2024.gjimt@gmail.com">bba2024.gjimt@gmail.com</a>
BBA III	<a href="mailto:bba2023.gjimt@gmail.com">bba2023.gjimt@gmail.com</a>
BBA V	<a href="mailto:bba2022.gjimt@gmail.com">bba2022.gjimt@gmail.com</a>
BCA I	<a href="mailto:bbabatch2024.gjimt@gmail.com">bbabatch2024.gjimt@gmail.com</a>
BCA III	<a href="mailto:bca2023.gjimt@gmail.com">bca2023.gjimt@gmail.com</a>
BCA V	<a href="mailto:bca2022.gjimt@gmail.com">bca2022.gjimt@gmail.com</a>
BCOM I	<a href="mailto:bcom2024.gjimt@gmail.com">bcom2024.gjimt@gmail.com</a>
BCOM III	<a href="mailto:bcom2023.gjimt@gmail.com">bcom2023.gjimt@gmail.com</a>
BCOM V	<a href="mailto:bcom2022.gjimt@gmail.com">bcom2022.gjimt@gmail.com</a>



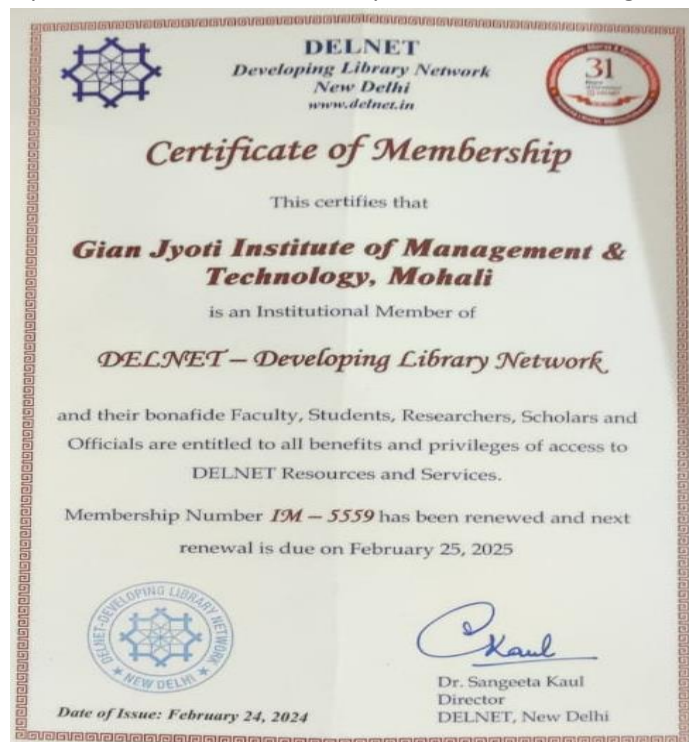
➤ **Library**

- The institution boasts a well-stocked library, managed using the open-source LMS software "E-Granthalaya Version-3." Recommendations for new learning resources are solicited from both teachers and students. Additionally, teachers are actively involved in this knowledge database, with the ability to issue both books and e-learning resources.



**Fig: E-Granthalaya: Library Management System Software by NIC.**

- The institution is partnered with the "Delnet" platform for accessing e-learning materials.



**Fig: Membership Certificate of DELNET (A Platform for E Learning Material).**

- A thumb impression-based biometric machine has been installed in the library to monitor student access and movement.



- **Software Infrastructure**

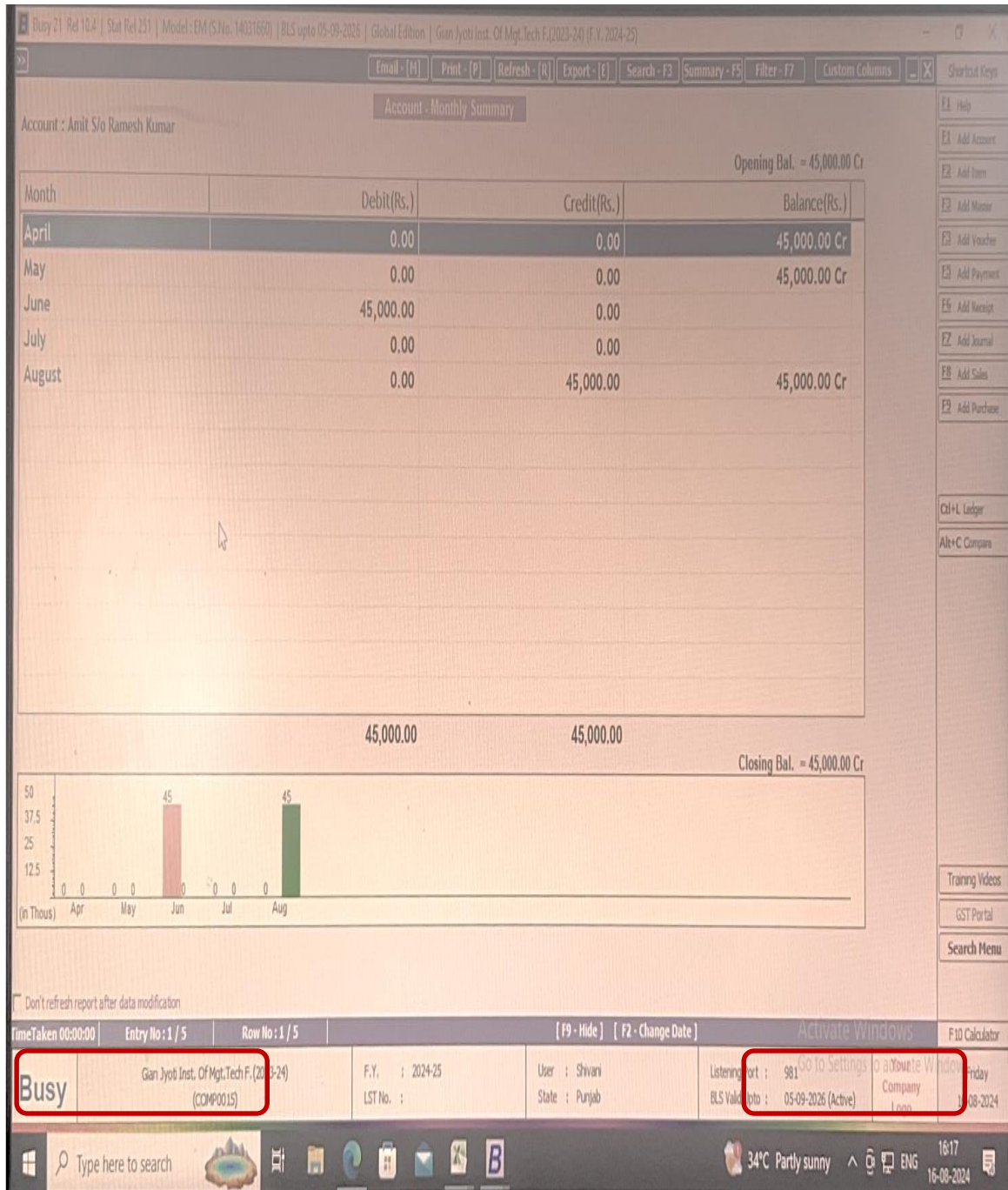
- The institution has been collaborating with Microsoft since 2010 to ensure the use of genuine operating systems and ensuring regular updates for its use in laboratories and administration.
- Availability of Office Automation Packages like MS Office, purchase of Antivirus softwares, and ensuring regular updates for systems use in Administration, physical classroom, and laboratories.
- Software renewed on yearly basis through Kamtron Systems Pvt. Ltd. 402, Eros Apartment, 56, Nehru Place, New Delhi - 110019

- **E-Waste Management**

- The use of e-apparatus at the institution does not impact the environment, as the institute maintains an e-waste management system for scrapping of these apparatuses.

# **E-Governance in Accounts and Finance**

- The institution has been using the "Busy" accounting software since 2017 and renews the software on an annual basis. Currently, the institute utilizes Busy 21 Release 10.4 Stat 251. The advanced features of this software enable staff to manage financial records effectively and efficiently. All financial statements and analysis reports are generated exclusively through Busy 21 Release 10.4.



**Fig: Screenshot of Busy 21 Release 10.4, used at GJIMT. Software is valid uptill 05/09/2026.**

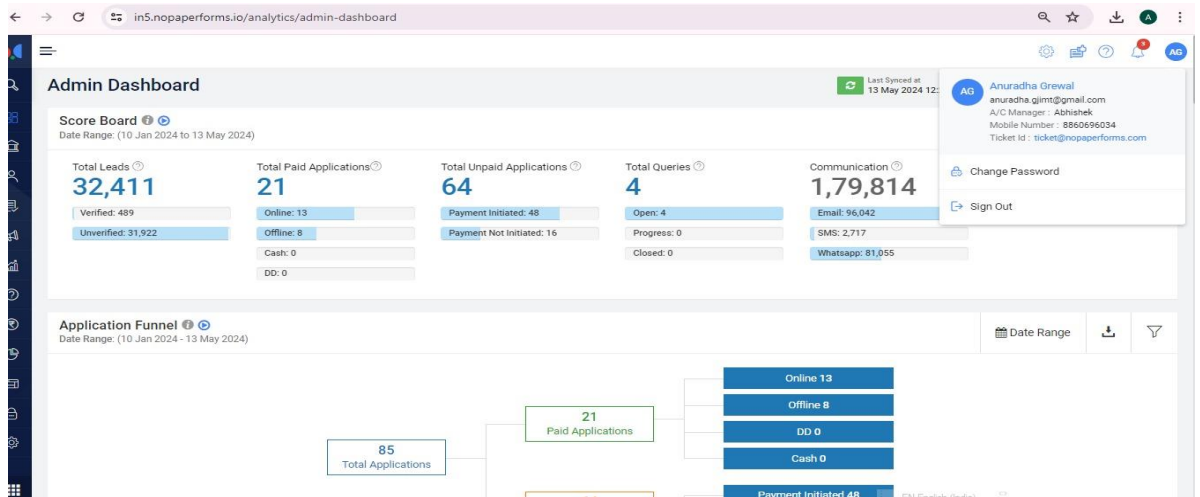
- Payments are generally made and received through various online methods, including UPI, swipe machine, NEFT, RTGS, Bank Transfers, etc. etc...



**Fig: E-Payment Methods used at GJIMT for fee payment.**

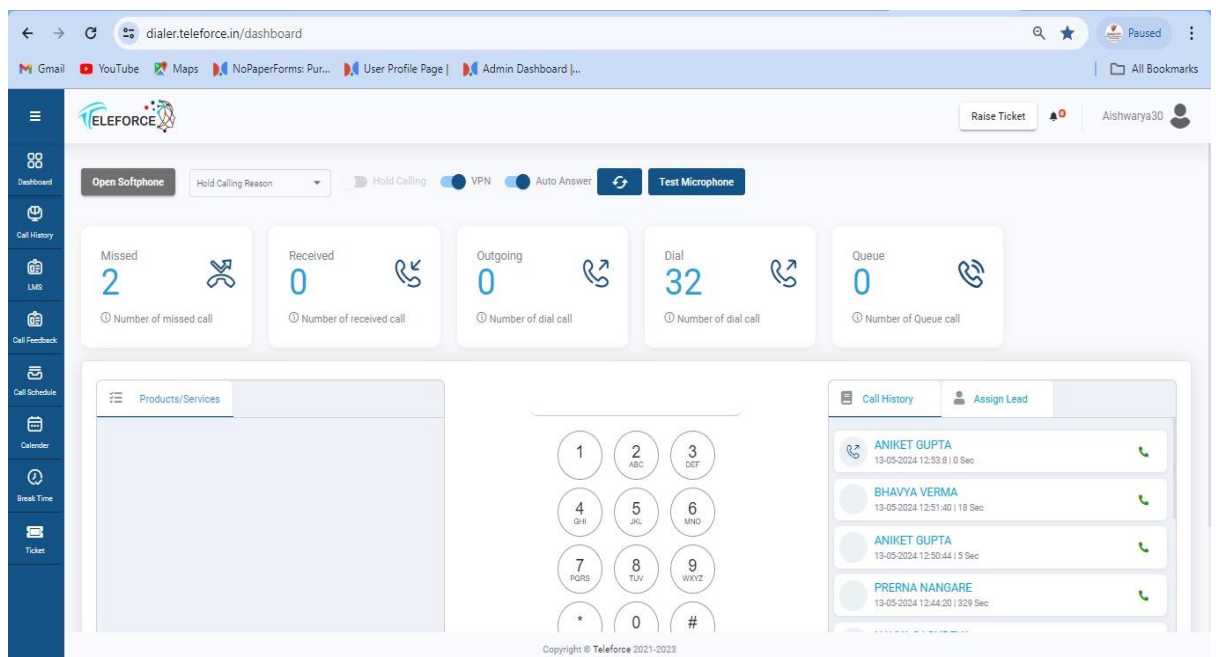
# **E-Governance in Student Admission & Support**

- The institute follows an open and transparent admission process, adhering to ethical practices and regulations set by IKGPTU. Admission guidelines, as periodically updated by IKGPTU, are prominently displayed on the institute's website.
- For admission support, the institute has been using the 'No Paper Reform' web application, designed and developed by Merrito Software Solutions, since 2022. The application can be accessed at the following URL: <https://in5.nopaperforms.io/>. Prior to 2022, the institute used the Tentacle Web Application, which has since become outdated.



**Fig: No Paper Reform Web Application Screenshot**

- The admission team uses "Teleforce," a web application accessible at <https://dialer.teleforce.in/>, to communicate with prospective students and address queries related to admissions.

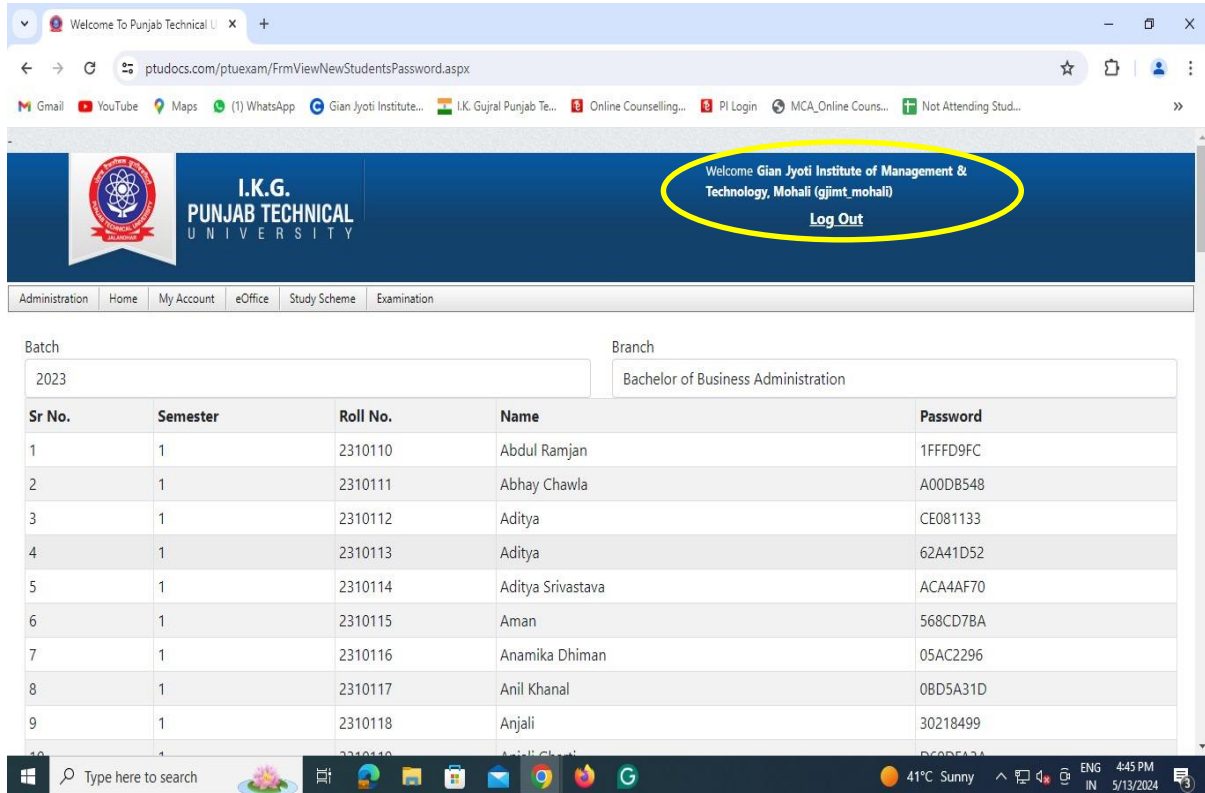


**Fig: Tele Force Web Application Screenshot**



# **E-Governance in Examination**

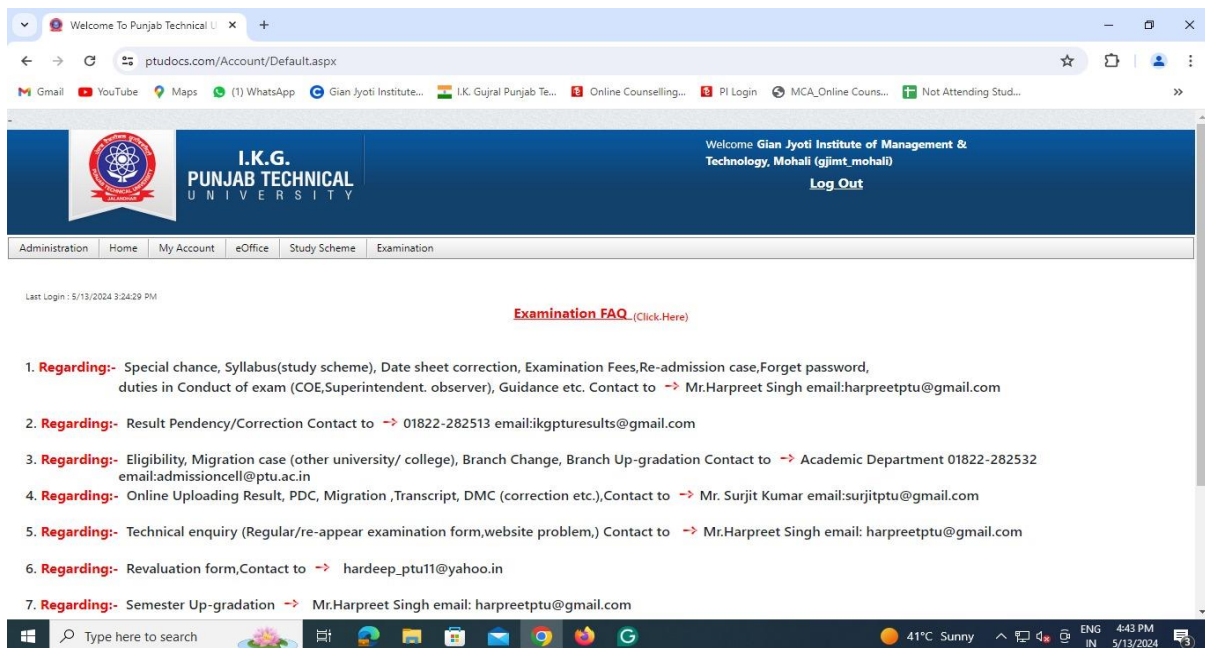
- **HoD Account on University Examination Portal:** Since the examination process is regulated by I.K. Gujral Punjab Technical University, the institute has adopted the university's e-governance system, accessible at [www.ptudocs.com](http://www.ptudocs.com).



Batch: 2023  
Branch: Bachelor of Business Administration

Sr No.	Semester	Roll No.	Name	Password
1	1	2310110	Abdul Ramjan	1FFF9FC
2	1	2310111	Abhay Chawla	A00DB548
3	1	2310112	Aditya	CE081133
4	1	2310113	Aditya	62A41D52
5	1	2310114	Aditya Srivastava	ACA4AF70
6	1	2310115	Aman	568CD7BA
7	1	2310116	Anamika Dhiman	05AC2296
8	1	2310117	Anil Khanal	0BD5A31D
9	1	2310118	Anjali	30218499

**Fig: HoD accesses the web portal provided by IKGPTU through a secure login.**



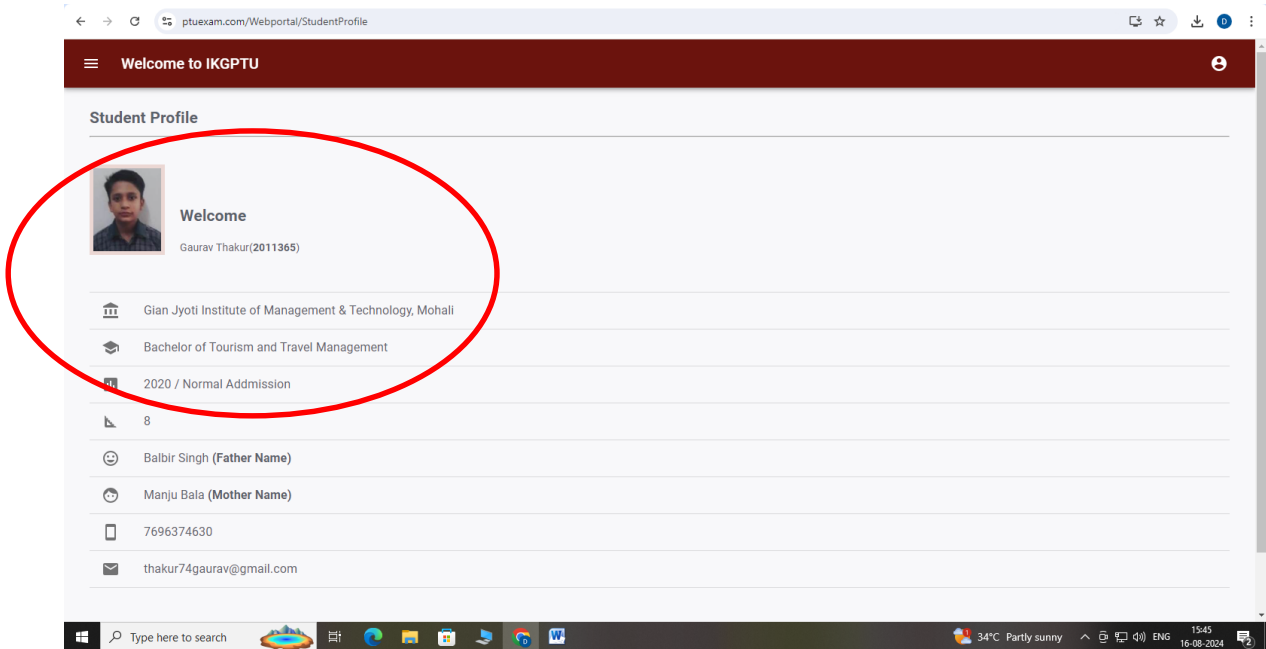
Last Login: 5/13/2024 3:24:29 PM

[Examination FAQ \(Click Here\)](#)

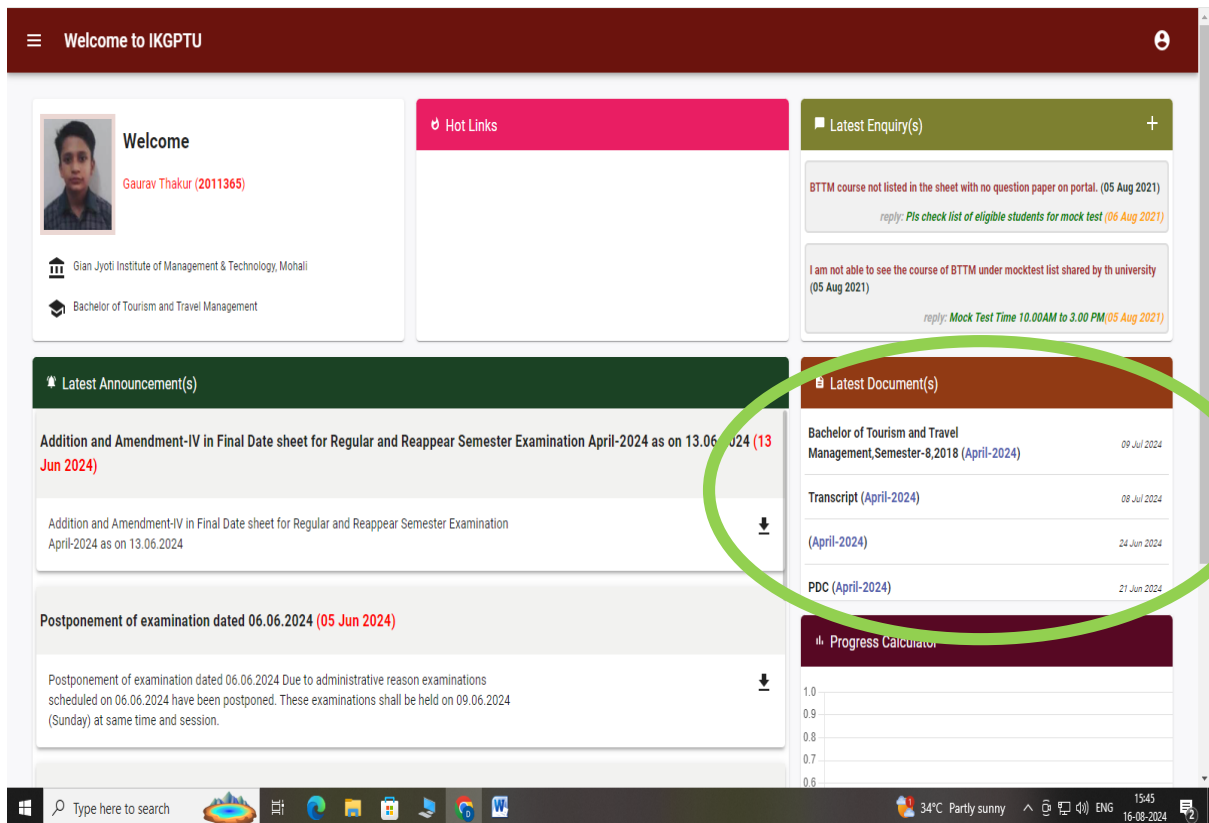
- Regarding:-** Special chance, Syllabus(study scheme), Date sheet correction, Examination Fees, Re-admission case, Forget password, duties in Conduct of exam (COE, Superintendent, observer), Guidance etc. Contact to → Mr. Harpreet Singh email: harpreetptu@gmail.com
- Regarding:-** Result Pendency/Correction Contact to → 01822-282513 email: ikgptureults@gmail.com
- Regarding:-** Eligibility, Migration case (other university/ college), Branch Change, Branch Up-gradation Contact to → Academic Department 01822-282532 email: admissioncell@ptu.ac.in
- Regarding:-** Online Uploading Result, PDC, Migration, Transcript, DMC (correction etc.), Contact to → Mr. Surjit Kumar email: surjitptu@gmail.com
- Regarding:-** Technical enquiry (Regular/re-appear examination form, website problem,) Contact to → Mr. Harpreet Singh email: harpreetptu@gmail.com
- Regarding:-** Revaluation form, Contact to → hardeep\_ptu11@yahoo.in
- Regarding:-** Semester Up-gradation → Mr. Harpreet Singh email: harpreetptu@gmail.com

**Fig: Information regarding Examinations is accessible to the HoD through the IKGPTU web portal login.**

- **Student's Account on University Examination Portal:** Each individual student has their own login through the IKGPTU web portal, accessible at [www.ptuexam.com](http://www.ptuexam.com).



**Fig: Student Login is available on the IKGPTU web portal for accessing academic & examination-related information.**



**Fig: Student documents are accessible through the IKGPTU web portal.**