



# FAIRFIELD

## Institute of Management & Technology

Affiliated to GGSIP University & an 'A' Grade College by DHE, Govt. of NCT Delhi  
Approved by AICTE, BCI & NCTE, Recognised under 2(f) of UGC Act of 1956



## E-Governance Policy

### 1. Preamble

Fairfield Institute of Management & Technology (FIMT), New Delhi, is committed to promoting transparency, efficiency, accountability and quality in institutional governance through the effective use of Information and Communication Technology (ICT). The institution adopts an integrated and technology-driven approach to academic, administrative, financial, and student support services.

E-Governance supports the institution's vision of excellence in technology-enabled education by ensuring efficient information sharing, streamlined processes, secure data management, and improved service delivery for all stakeholders including students, faculty, staff, alumni, and regulatory authorities.

### 2. Aim

To strengthen institutional governance and improve operational efficiency by leveraging ICT-enabled systems for administration, teaching-learning, finance, admissions, examination, and student services.

### 3. Objectives

- To enhance transparency, accountability, and efficiency in institutional processes.
- To automate academic and administrative functions through ERP and digital platforms.
- To provide timely access to information for students, faculty, and stakeholders.
- To improve teaching-learning through ICT tools, LMS, and digital infrastructure.
- To ensure secure digital record keeping and data management.
- To promote paperless administration and environmentally sustainable practices.
- To support online communication, grievance redressal, and service delivery.

### 4. Scope and Applicability

E-Governance at Fairfield Institute of Management & Technology (FIMT), New Delhi, covers all major academic, administrative, financial, and support services through secure digital platforms and ICT tools to improve efficiency, transparency, and accessibility.





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## Website

The institutional website functions as the primary digital information portal. It provides access to institutional policies, academic calendars, notices, circulars, event galleries, and announcements. It also facilitates the online publication of seminars, webinars, placement drives, and student activities. Statutory disclosures such as NAAC, AQAR, and other regulatory information are regularly updated to ensure transparency and easy stakeholder access.

## General Administration

Administrative processes are supported through ERP systems and institutional email for efficient digital communication and record management. Staff and student databases, attendance records, and official documentation are maintained electronically. Students can request and receive Bonafide Certificates, Character Certificates, Letters of Recommendation, and other official documents through online communication, ensuring timely and paperless service delivery.

## Student Admission

Admission process is conducted through a dedicated portal of GGSIPU, submission of application details, and online fee payment. Student records, admission data, and supporting documents are securely stored in digital form. An admission brochure is also available on college official website. Online communication channels also support admission-related queries and grievance redressal.

## Accounts and Finance

Financial management is carried out through a dedicated Fees Management Portal and digital accounting software. Online fee payment records are verified by the Accounts Department, and systems support online salary processing, financial reporting and audit documentation, ensuring compliance and accuracy.

## Examination

Academic records, internal assessment marks, and examination data are maintained digitally. Examination notices, schedules, and important announcements are communicated online, and all records are securely stored for academic integrity and future reference.

## ICT Infrastructure

The institution maintains robust ICT infrastructure, including computers, printers, smart classrooms with LCD projectors and audio-visual aids, language laboratories, and campus-wide high-speed Wi-Fi. CCTV surveillance ensures campus safety, and office automation is supported through licensed software such as MS Office and Open Office. All systems and equipment are maintained through Annual Maintenance Contracts (AMC) with authorized vendors to ensure uninterrupted functioning.

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### Library

The library is fully automated using the open-source KOHA Integrated Library Management System (ILMS), Version 22.1107.000, enabling efficient digital management of library operations. The system supports cataloguing, acquisition, circulation, barcode-based issue and return, and report generation through a web-based OPAC. The library provides access to subscribed databases such as DELNET, NLIST, MANUPATRA, and SCC Online, along with open educational resources including the National Digital Library, SWAYAM, and Shodhganga through the institutional library portal. This automation ensures easy access to learning resources, improves operational efficiency, and supports academic and research activities through technology-enabled services.

### Learning Management System (LMS)

The LMS and digital platforms enable faculty to share study materials, e-content, and assignments, and support online submission and academic interaction, promoting blended and technology-enabled learning.

### Social Media and Communication

Official social media platforms and digital communication channels are used to disseminate institutional updates, promote academic activities and achievements, and strengthen engagement with students, alumni, and other stakeholders.

### 5. Implementation

- The institution uses ERP systems, institutional email, and digital portals for academic and administrative processes.
- The Accounts Office manages digital financial systems and online fee processing.
- The Examination Cell maintains digital academic records.
- The Library ensures access to digital learning resources.
- The IT team ensures maintenance, cybersecurity, and system upgrades.
- IQAC monitors implementation and effectiveness of e-governance practices.

### 6. Monitoring and Review

- The Director and Governing Body oversee the implementation of e-governance.
- IQAC periodically reviews digital systems and recommends improvements.
- Regular updates, training, and audits ensure system efficiency and data security.

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