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PTVAIM E-Governance Policy

Introduction

PTVAIM is committed to enhancing efficiency, transparency, and accountability in all aspects of its functioning, including administration, finance, admissions, teaching, and examinations, through the implementation of e-governance practices. This policy is designed to make every function transparent and accountable, thereby enhancing the standards of operations of PTVAIM.

Objectives

The primary objectives of the e-governance policy are:

1. To streamline and automate various processes and systems.
2. To improve the accessibility and quality of information.
3. To ensure data security and privacy.
4. To promote sustainable and eco-friendly practices by reducing paper usage.

Scope

This policy applies to all functions, staff, students, and stakeholders of PTVAIM.

E-Governance Structure

The e-governance structure at PTVAIM is categorized into four main areas:

- Administration
- Finance and Accounts
- Student Admission and Support
- Examination

Policies and Procedures

Administration

PTVAIM aims to make administration paperless as far as possible and efficient by using digital tools in the areas of:

- Attendance
- Security
- Communication



Finance and Accounts

The Finance and Accounts department at PTVAIM utilizes Tally a sophisticated accounting software that manages all financial transactions, ensuring accuracy and efficiency in financial reporting. This software supports the generation of profit and loss statements, balance sheets, and various analysis reports. To ensure compliance with tax regulations, a software is employed for managing tax-related processes which handles tax deductions at source (TDS) and other tax compliance requirements, ensuring timely and accurate submissions.

Student Admission and Support

PTVAIM is committed to give a seamless support and experience to its students right from the time of admission to the successful completion of the program by using:

- Khushi
- SLIM-21
- Turnitin
- SPSS
- MS Team
- Zoom

Examination

PTVAIM employs Khushi Software to support the examination management and result processing functions, ensuring that all examination-related activities are conducted smoothly and efficiently. Eklavya Software is used for online examinations and assessment processes, providing a secure and reliable platform for conducting exams and evaluating student performance. This software supports the entire examination lifecycle, from scheduling and conducting exams to processing and publishing results, ensuring a seamless and efficient examination process.



Dr. Harish Kumar S. Purohit
Director

