



Quest Infosys Foundation

(A registered charitable trust under section 12A of the Income Tax Act 1961)

Campus : Jhanjeri, Chandigarh-Fatehgarh Sahib Highway, Mohali (Pb.)

Head. Office : 276, Maya Nagar, Civil Lines, Ludhiana (Pb.)

E-mail : qifoundation@gmail.com Website : www.questgoi.org

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Dated: 20th June 2018

E-Governance Policy

Preamble: The management of Quest Infosys Foundation is committed to enhance the institute's efficiency, transparency, and accountability through an effective system of **e-governance**. The institution leverages various digital tools and technologies to streamline the institute operations, improve decision-making, and provide improved service to all stakeholders. While examinations and admissions are managed centrally by IKGPTU, the institution ensures seamless record-keeping and integrating relevant data with internal college systems for efficient academic and administrative tracking. E-governance practices have been effectively adopted in the areas of **Administration, Finance and Accounts, Student Admission and Support, and Examination**.

1. Administration

E-governance has strengthened administrative functioning through digitization and integration of core institutional operations. Key initiatives may include:

- Use of **Enterprise Resource Planning (ERP)** systems for staff records, leave management and internal communication.
- Digital office procedures, including e-filing and document management systems.
- Dissemination of E-Notices and Official Communication with Students and Staff members.
- Digital attendance record for hostel Students
- Digital Platform for Grievance Redressal and Complaint Management for students

2. Finance and Accounts

The Finance and Accounts department has adopted digital tools to maintain accuracy and transparency in financial operations. Initiatives may include:

- **Accounting software** for budgeting, expense tracking, and financial audits.
- **Online fee collection** and automated receipt generation.
- Integration with **banking systems** for seamless payments and reconciliation.
- Generation of digital reports for internal and statutory audits.

3. Student Admission and Support

The adoption of e-governance in student-related services has improved accessibility, responsiveness, and convenience. Key features may include:

- **Online admission portal** with application, document upload, and fee payment capabilities.
- Automated **merit list generation** and admission tracking.
- Automated Library Management System enabling efficient book circulation, OPAC search, and barcode-based tracking for students.
- **Student information systems (SIS)** for academic records, ID card generation, and profile management.
- Student Learning Support System for integrated communication, resource sharing, and remote assessments to enhance academic delivery.

4. Examination

E-governance has brought greater integrity and efficiency to examination management. The following digital practices are in place:



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- **In-house DMC and Degree Management Software** ensures prompt issuance, tracking, and record-keeping of academic documents with unique challans, supporting transparent e-Governance services.
- **Secure and transparent communication of examination notices and re-evaluation processes.**

Conclusion

Through the integration of e-governance practices, Quest Infosys Foundation continues to modernize its operational framework, improve service delivery, and uphold transparency. The institution remains committed to adopting innovative digital solutions that align with national digital initiatives and institutional growth.

Date: 20/06/2018


For Quest Infosys Foundation,
Chairman

Chairman