



E-Governance policy

Objective:

1. Implementation of E-governance in various functioning of the institution
2. Promoting transparency and accountability
3. Paperless administration of the institution
4. Facilitating online internal and external communication between various entities of the institution
5. Providing easy access to information
6. Making the institution visible globally

Policy:

1. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
2. The institution has already adopted e-governance in functioning areas like Admissions, Academics, library, accounts, attendance, leave etc.

The policy is divided into various areas of operation.

1. Website: The website of the college, which acts as a mirror of the college and provides information about all activities, important notices, etc is made easily available to the outsiders.

For this purpose, a specific individual is identified who will undertake the responsibility of website administration and updating at the institute level.

2. Student Admission: The College will be processing all admissions in online mode. For this purpose, a cloud-based software is implemented and a responsible individual is put for implementation of this aspect of the policy. The admission head will decide about modifying/ deleting the user. The training for the Staff will be given by the software vendor and any updating of the software will be done depending on need basis.

3. Accounts: For maintaining accounts, the institute is already using Tally software. Appropriate security measures has been taken for maintaining confidentiality of the transactions. The college has online payment portal, like fedena, PayU which gives easy access on online payment.



The college Administration committee controls user access for the Tally software / online payment portal. Training to the existing staff and updating of the existing software is being done on timely basis.

4. Library: Library is presently using Libsoft software for its internal working, Also the OPAC system to utilize the library resources effectively. It is continuously being updated on regular basis. To continue with this legacy, the institute is adding more and more e-learning resources for the benefit of the faculty and students Similarly newer e-learning resources like journals, etc are identified and subscribed to, taking into account the recommendations of the library advisory committee. Recommendations of the teachers and students also is taken into account while subscribing to these resources. Appropriate training to the staff and the students for using the e-learning resources is provided from time to time,.

5. Academics: Academics is presently using Fedena a Cloud based software for maintaining students database, Attendance, Timetable. In Cloud based software Creating / Deleting of the user, privilege for the user is controlled by the specified person.

Appropriate training to the staff and the students for using the Fedena (Cloud based software) is been provided.

6.Examination: As per the directions of the AICTE, mandatorily th examinations are handled online/ offline mode. College Examination Controller will supervise the entire process of examination under the guidance of the dean of the college.

College is presently using Exam.net cloud based website to conducting online exams. Creating / Deleting of the user, privilege for the user is been controlled by the Exam department.

Appropriate training for Exam.net is provided.to the staff and the students for using the same.

7. Administration: To provide an hassle free, convenient and cost effective process, the administration of the college is been handled with ICT based technology.

College is using Odoo.com for the leave management of the employees, for internal communication the intercom facility is available, for external communication domain mail id is provided for the employee.

College has also provided google groups for the communication between the students and the faculty, also for internal communications.



College is having a Centralized database server, which will give access to individuals based on the roles & requirement from time to time.

The IT Administrator will control the group mails, domain mails and centralized database. The IT Administrator will administrate the creating / deleting users and training for the users.

8.Alumni: In order to strengthen alumni interaction, a separate alumni portal to be initiated providing facilities like registration, information about the college activities, prominent alumni, milestones achieved by alumni, feedback, job opportunity for the alumni and job available from the alumni side and other aspects. For this purpose alumni coordinator at the college level be appointed to take care of the entire activity.

Responsibility:

- IT Department is responsible to facilitate guidance, support and training to departments.
- Every Application Software deployed in the College, whether outsourcing or cloud based, shall have one administrator user designated by the College
- It is the responsibility of the administrator user to manage user access rights based on the role.
- Management Committee is responsible to define the user rights/role to approve.

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