Alva's Institute of Engineering & Technology, Moodbidri

POLICY ON E-GOVERNANCE

VERSION 1.1

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Prepared by	Reviewed by	Approved by
Dr. Manjunatha Kotari Dr. Ajith Hebbar Dr. Ramaprasad A T	Dr. Peter Fernandes	GC Members
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POLICY ON E-GOVERNANCE

1. PURPOSE:

The policy is issued to provide a framework for Implementation of e-governance in various functional units of the Alva's Institute of Engineering & Technology (AIET) affiliated to Visvesvaraya Technological University (VTU), Belagavi, to achieve following,

- Improved efficiency by reducing the delay.
- Higher transparency and accountability.
- Green Office concept through e-administration.
- Facilitating online communication system between various stakeholders
- Providing easy access to information.
- Making the institution visible globally through Digital footprint

2. POLICY:

"Institute is committed to provide transparent, reliable and efficient governance system by adopting e-governance in all its functional units".

3. E-GOVERNANCE: INSTITUTE INITIATIVES

Institute implemented the e- governance policy by dividing its operational areas into following sub categories as per convenience,

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

These areas of operation are illustrative and the institute reserves the right to implement e-governance even in the areas not enlisted herewith.

3.1 *Administration:* To provide a hassle free, transparent, convenient and cost effective process maximum of the administration of the Institute are handled through Enterprise Resource Planning (ERP) technology. Facilities should be provided for online leave management of employees, internal communication between the employees, etc.

Students also must be able to obtain maximum services like updated profile, category details in online mode.

3.2 **_Finance and Accounts:_** Institute should adopts to account handling software's such as Tally to ease the error free process of maintaining accounts, other accounting financial software tools for hostel facilities, pay roll section etc. in order to maintaining confidentiality of the transactions appropriate security measures are to be taken by the institute. Institute should arranges training to the staff on software on timely basis as per the need.

3.3 **_Student Admission and Support_**: The Institute supports admission process of all programs (UG/PG/PhD/JRF) by updating it's website with admission related information and web links.

    3.3.1 **Website:** The website reflects as mirror of the college activities, important notices, etc should be made easily available to the outsiders. For this purpose, a separate service provider/web designer are appointed by the Institute. Along with it, training given to the existing staff of IT department for regular website administration and updation.

    3.3.2 **_Library:_** Institute has adopted e-governance by implementation of Integrated Library Management System (ILMS) as an application Software that comprises the procedures and Instructions which enable computer to perform activities such as issue, renewal of books, maintain the database of books, journals, periodicals and to maintain the data of students and faculty who utilize the library resources. EASY LIB Web is automated with RFID technology which enables to issue, renewal of books, maintain the database of books, journals, periodicals and to maintain the data of students and faculty who utilize the library resources.

    3.3.3 **Management information system:** MIS platform of the institute ensures transparent accurate information on course curriculum delivery, Course

objective /attainment details, internal assessment progress report and other student centric details to stake holders (viz. students, parents and faculties).

3.4 **Examination:** As per the directions of the University, it is mandatory to handle examination in online manner. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything has to be performed in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution. Institute Examination Management Section (EMS) coordinator needs to supervise the entire process of examination under the guidance of the Principal. The Internal assessment examinations activities viz. syllabus coverage, question paper setting, marks entry, progress report delivery to stake holders etc are processed online through MIS platform.

PRINCIPAL