

# e-Governance Policy



# ROHINI

## COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE and Affiliated to Anna University, (An ISO Certified Institution)

## **INTRODUCTION**

**Rohini College of Engineering and Technology** is a multi-disciplinary research academia campus offering advancement in the knowledge base of the engineering professions to influence the future directions of engineering education and practice.

It is an ISO certified institution founded by an Industrialist and Philanthropist at Palkulam, Kanyakumari with the main aim of educating rural regime students. Students are sculpturing through valuable technical education with moral and ethical values to build the nation. World-class facilities & infrastructure are offered to support this patterned education and learning. The emphasis is on transformational leadership rather than directional leadership. New trends are established with the introduction of innovative training methodologies, thereby guiding the students towards the road to success.

## **VISION FOR E-GOVERNANCE**

The vision of institution is to favour an accessible platform for all the stakeholders over all the academic services through an IT enabled common service delivery outlet, ensuring efficiency, reliability and transparency.

## **WHY TO HAVE E-GOVERNANCE?**

1. To comply with the IT Information Act, 2000 of Government of India including all its amendments.
2. To create an IT enabled environment for managing all the academic requirements and activities.
3. To offer better services to student community and to increase and improve the productivity of staff members.
4. To help the Board of Management and the Academic Council in its functioning with an excellent Management Information System (MIS).

## **OBJECTIVES**

- 1) To explore the institution as an IT enabled campus at all centric levels.
- 2) To provide a state-of-art platform for all academic processes like teaching, learning, research, administration and management.
- 3) To promote the proactive delivery of online services to all the stakeholders.
- 4) To ensure a standard framework to be adopted by all the institution members in their academic work.
- 5) To emphasize adequate sharing and reuse of information.

## **IMPACT AREAS**

### **1. Student Admission**

Online mode of application is followed for student's admission. The admission portal includes all courses offered by the Anna University. Online processing of application fee payment via

Payment Gateway agreement with reputed banks/financial institutions is made. This method of processing enables easy access for students in the course application process. The Admission Head of our institution is responsible for ascertaining appropriate expert teams to channelize the admission service. The expert team comprises of internal members of the institution.

## **2. Teaching-Learning Process**

Online Learning Management System (LMS) is used for sharing, interacting and recording the teaching and learning aspects captured from relevant sources. Those data are preserved securely and accessed only by authorized personnel in an authenticable manner.

## **3. Accounts**

Tally software is used for the efficient financial management of the institution. For hosting this service, a centralized server is made available and only the authorized finance department person is permitted to access this facility. To ensure the Tally system's security, confidentiality and integrity in terms of transactions and hosted data, the ICTS department is held responsible.

## **4. Library**

Advanced library softwares like Knimbus, Delnet are used for automation of library system in the institution. Library staff members shall have easy maintenance of accession catalogue, purchases, circulation, inventory, etc. Safety of the books shall be ensured by employing state-of-art technologies. Tracking of books shall be made easy by tagging the books electronically. Searching of books, journals and print materials shall be accessed easily in the library through digital mode. An advisory committee shall review the e-Governance policy implementation in the institution's central library.

## **5. Administration**

ICT based technology shall be used for the administration of the institution. IT enabled portals shall be used for handling all the services extended to the stakeholders. The service level commitments shall be ensured by the usage of these portals and better services shall be facilitated to all the stakeholders. The departmental services like bonafide certificates, bank loan supporting documents, migration certificates, etc related to the information regarding students shall be enabled using IT. Also, departmental functions related to asset maintenance, hostel management, inventory, classroom maintenance, purchase process, etc shall be IT enabled. Alumni related data shall be maintained in digital form by the department of Administration.

## **6. Human Resource**

Human resource (HR) activity namely, performance appraisal, employee data management, salary disbursement, promotions, disciplinary actions, etc shall be automated using a full-fledged software system. Employees shall be able to access the employee information regarding various services like salary pay slip, leave application, etc through online. HR system shall execute the processes namely, onboarding, resignation, retirement of employees.

## **7. Examination**

All services related to the student's examination system like certificates, grade sheets, transcripts, etc shall be offered over online. All data pertaining to the assessments of student details shall be securely captured and stored online. Only authorized personnel shall be restricted to access these data. Hardware and software systems deployed for such accessing shall be audited in a regular manner securely. Assessment materials like question papers shall be stored in an encrypted format to ensure confidentiality and security.

## **8. Website**

Institution's website shall disseminate the information of all the course details, faculty details, curriculum, events, available facilities, etc to the public at large. The website shall be maintained by an expert team and shall have regular updation to ensure the public, students, faculties with current information. Only authorized personnel shall have access to the website hosted on a highly secure environment through authenticated security system. Respective discipline head shall review and validate the information posted in the website. The website shall serve as a platform for the public to know about the various educational aspects of the institution and shall help them to communicate their queries and feedback to the institution. Also, mandatory documents as per AICTE, UGC norms shall be hosted in the website.