

E-GOVERNANCE POLICY

SCOPE

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- Infrastructure

APPLICABILITY :

This policy is applicable to NCET Staff Members (Teaching & Non-Teaching), Students, all the stake holders and vendors of the Institution.

OBJECTIVES:

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college and deploy go-green environment.
- To provide easy and quick access to information available on portals or on cloud or on premise.
- To make campus Wi-Fi enabled.
- To make classrooms and Laboratories enabled with Desktops, Laptops, Smart boards, Projectors, etc.
- To establish automated Library and make the e-books/e-journals/research documents/project reports available for the readers anytime and anywhere through remote access.

POLICY:

- The college will implement e-governance in functioning areas like library, accounts, admissions, administration, teaching and examination etc.
- The policy is designed and framed to make each and every function responsible, accountable and accessible and to provide the required support.
- The College has implemented e-governance in the following areas.

WEBSITE:

- The website acts as an information center which reflects the activities of the college, important notices, courses offered, Faculty Information, Placement of the students etc. For this purpose, an in house IT team appointed by the college designs and maintains the college website.



- The administrative and teaching staffs are trained to make important updates on the website.
- A Website Committee is formed for the college. The Committee will look after the process of updating, maintaining and working of the website on a regular basis.
- The Committee will also look for other changes that are required on the website.
- The College strives to provide information pertaining to the latest updates of resources, knowledge, all new activities, and also ensure that information which is relevant for students' growth & Progress, through its website.
- All the important notifications have to go live on the website as and when they are released.

STUDENT ADMISSION:

- College has deployed well –defined strategy to have the admission process which is followed and further strengthened by the ethical practices and regulations stipulated for this purpose.
- The College brings out its Brochure which is displayed on the website that has guidelines for the admission process.
- An Admission app is being used to manage the admissions of the college into various courses. Number of students applying to each course, withdrawals, fee submission, all to be managed through NCET admission app.

ACCOUNTS:

- The office continues to maintain its account on Tally Platform and staff have been given training accordingly for the usage of Tally.
- Advanced features help the staff to maintain financial records effectively and efficiently.
- Profit and loss, Balance Sheet is generated through this software. All the analysis reports are also generated through Tally.
- Appropriate security measures should be taken for maintaining confidentiality of the transactions.
- Training shall be conducted from time to time to the staff who are handling the existing software on a regular basis.
- The College also uses multiple softwares, which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, and disperse the salary to the bank accounts.
- TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

LIBRARY:

- The College continues to maintain its academic excellence through maintaining a well-stocked library. The College shall subscribe to more and more e-learning resources for the benefit of the teachers and the students and also subscribe to the respective journals by International publishers.



- The College should continue to subscribe to new journals and books regularly.
- Recommendations are taken from the teachers and students while subscribing to the e-resources.
- College is a member of VTU consortium of libraries
- Professors/Teaching Staff can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.
- The Library would consider having to install fully automated software which should have an easy to use- Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports.
- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- To encourage original writing among students and teachers, the Library should provide access to fully automated software for plagiarism check.

ADMINISTRATION:

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track student Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the continuous Internal evaluation.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services in blended model offline/online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training to keep them abreast with the new technology.

EXAMINATION:

- The College has adopted an online system where students can view their internal assessment marks at the end of each semester and can report discrepancies, if any.
- The Examination process is automated and regulated by the college and thus e-governance policy of the Nagarjuna college of engineering to be adopted in this regard.
- Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything has to be done in online manner.
- Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done with utmost care and caution.



- Regular updates of Students Internal Performance to be maintained and communicated to the parents through the examination software.
- The various activities performed under the examination module are as follows:
 - Duty allocation and report generation of paper setter and paper moderator
 - Entry of Time-table
 - Allocation of faculty for paper valuation .
 - Roll Number generation
 - Admit card printing
 - Subject wise Finalization of Results
 - Calculation of SGPA and CGPA

ALUMNI:

In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management. Separate email id is created for alumni association and is functional.

HARDWARE INFRASTRUCTURE:

- The College to ensure that it has adequate number of desktops and laptops with webcams and headsets, for students and staff.
- Computers and printers have been made available in the Administrative Block.
- Projectors and other multimedia devices to be provided in the Auditorium, Classrooms, Seminar Halls and Laboratories.
- To conduct the online classes sufficient ICT infrastructure need to be created and strengthened.

SOFTWARE INFRASTRUCTURE

- The College to maintain adequate configuration servers on Moodle software (opensource) to allow fast transmission of data to the various computers and have the common shared folders to store, retrieve the data or subject materials in the common server deployed with a specific access given to certain Authorities for this purpose.
- College has been using the data from the servers, to conduct the classes online for the students on Google Class Rooms through G-Meet, Zoom, Google class rooms, G-suit.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly to have the secure environment and would prevent any viruses or hacking of the material of the Institution.
- Sufficient system software should be provided in all the IT infrastructures.



PRINCIPAL

Nagarjuna College of Engineering & Technology
Devanahalli (Tq) Bengaluru (Dt.)-Pin: 562164