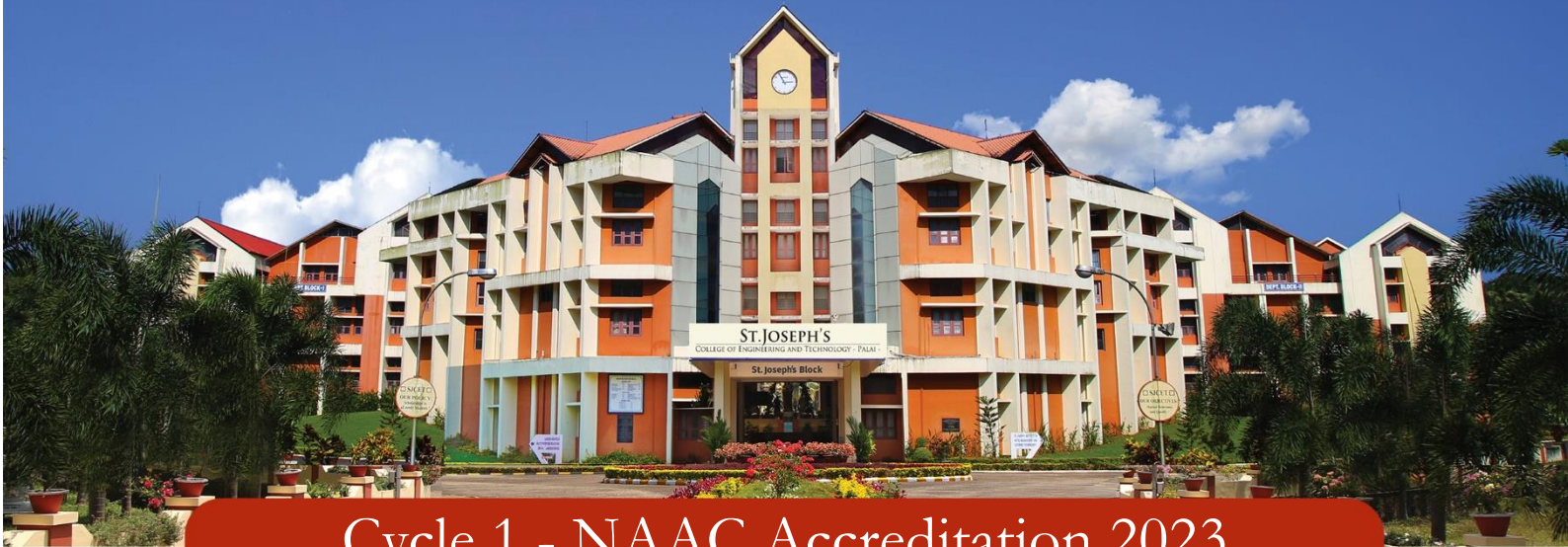




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Cycle 1 - NAAC Accreditation 2023

Criterion – 6.2

Strategy Development and Deployment

E Governance Policy

Submitted to:



National Assessment and Accreditation Council



7. E- GOVERNACE POLICY

Scope

The scope of this policy extends to the institutional governance in the following areas:

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

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.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.

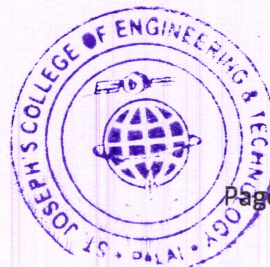
Policy

The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.

Prepared by:

Verified by:

Approved By:





The policy is designed and framed to make each and every function transparent and accountable.

The College decides to make the following policies and procedure:

Website & Social Media: The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. The website is developed and Maintained by the Software Development Center of SJCET Palai. A Website Committee to be formed for the administration of the college website. 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 showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released. Important information and achievements will be posted in the Social Media.

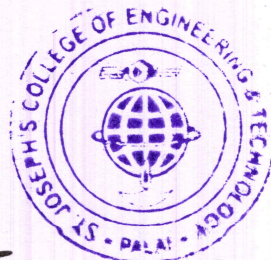
Student Admission: An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the APJ Abdul Kalam Technological University, Directorate of Technical Education and Admission Supervisory Committee. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Management portal (Developed by the Software Development Center- SJCET Palai) to be used to manage the admissions in the college. Number of students applying to each course, Application fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Team.

Accounts: The accounts are managed by the software purchased from an external vendor. The student fee management is done through this software. The HR Management system available in the software helps to automatically calculate the salary, generate salary slips, 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.

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Library: The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly.

The Library is managed by fully automated software which should have an easy to use- Graphical User Interface, Search and export facility for most reports.

- The use of Online Search module of the software to allows 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 Fine calculation is also automated with the software
- E-Gate Register is maintained at the entrance of the library using the software

Administration: The college administration is made paperless in order to give a hassle-free, convenient, and smooth process. Students must be able to get the most out of online services. offered.

E-campus offers an integrated suite of software applications to automate the campus, giving it an edge in addressing all of the institution's administrative needs with a user- specific login system that gives each employee and student a unique login.

Teaching faculty can utilize it to record and manage attendance, internal assessments, and other things. To automatically calculate the Internal Assessment marks for attendance, Monthly Reports and Semester End Reports should be prepared.

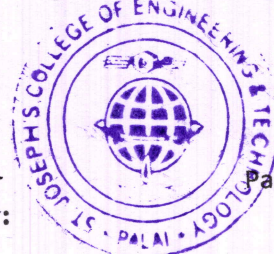
The students could also check for their details as entered by the faculties. Inside, students can access information such as attendance, results, timetables, assignments, and other study tools.

Examination: The college has adopted an online system where students can view their internal examination marks, assignment marks and final internal assessment marks at the end of each semester. The Examination process is regulated by the University and thus e- governance policy of the University to be adopted in this regard.

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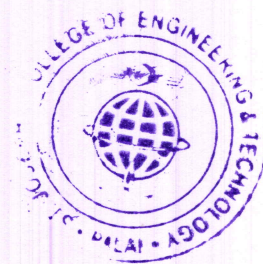


HR Management: The HR Management module of the ERP has a comprehensive paperless system for the Leave management. The request for the leave is send to the HoD, who will forward it to the principal. The leave is entered into the attendance register once it is approved by the Principal. The biometric punching of the staff members are also integrated into the HR Management module.

Hostel management: The hostel module of the ERP provides option to

- Enroll the students into the hostel and map them to corresponding room
- Pay the mess and establishment fee online
- Take different reports

The institute shall continuously review and update the approved policy and is committed to it's implementation



Prepared by:

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