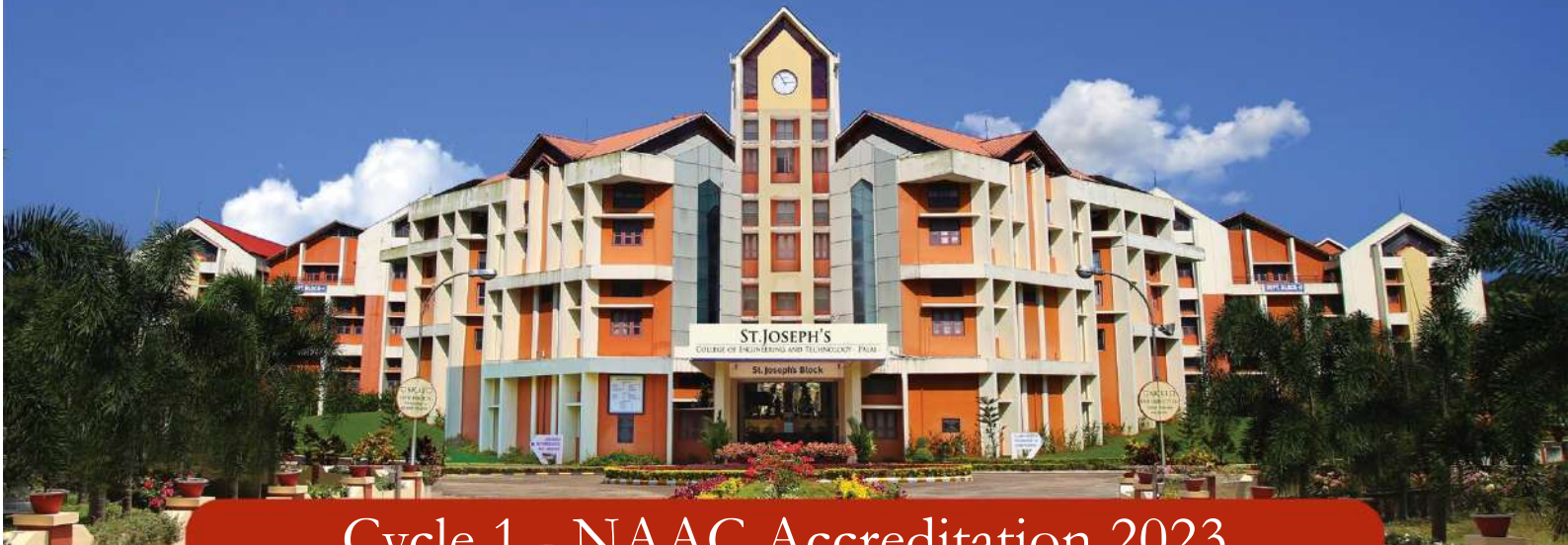# St. Joseph's

COLLEGE OF ENGINEERING AND TECHNOLOGY, - P A L A I -

Choondacherry P.O., Palai, Kottayam Pin 686579, Kerala,India
Phone: +91 4822-239700, 239301, 239302
Email: info@sjcetpalai.ac.in • Website: www.sjcetpalai.ac.in

Cycle 1 - NAAC Accreditation 2023

Criterion – 6.2

Strategy Development and Deployment

E Governance Policy

Submitted to:

National Assessment and Accreditation Council

ST.JOSEPH'S
COLLEGE OF ENGINEERING AND TECHNOLOGY,
-PALAI-

Owned and Managed by the Catholic Diocese of Palai | Approved by AICTE | Affiliated to APJ Abdul Kalam Technological University, Kerala

7. E- GOVERNACE POLICY

Scope

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

ST.JOSEPH'S
COLLEGE OF ENGINEERING
AND TECHNOLOGY,
- P A L A I -

Owned and Managed by the Catholic Diocese of Palai | Approved by AICTE | Affiliated to APJ Abdul Kalam Technological University, Kerala

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.

Prepared by: **Verified by:**   **Approved By:**

ST.JOSEPH'S
COLLEGE OF ENGINEERING AND TECHNOLOGY,
- P A L A I -

Owned and Managed by the Catholic Diocese of Palai | Approved by AICTE | Affiliated to APJ Abdul Kalam Technological University, Kerala

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.

Prepared by: **Verified by:**   **Approved By:**

ST.JOSEPH'S
COLLEGE OF ENGINEERING
AND TECHNOLOGY,
-PALAI-

Owned and Managed by the Catholic Diocese of Palai | Approved by AICTE | Affiliated to APJ Abdul Kalam Technological University, Kerala

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:

Verified by:

Approved By:

St. Joseph's College of Engineering and Technology, - PALAI -

Choondacherry P.O., Palai, Kottayam Pin 686579, Kerala, India
Phone: +91 4822-239700, 239301, 239302
Email: info@sjcetpalai.ac.in • Website: www.sjcetpalai.ac.in
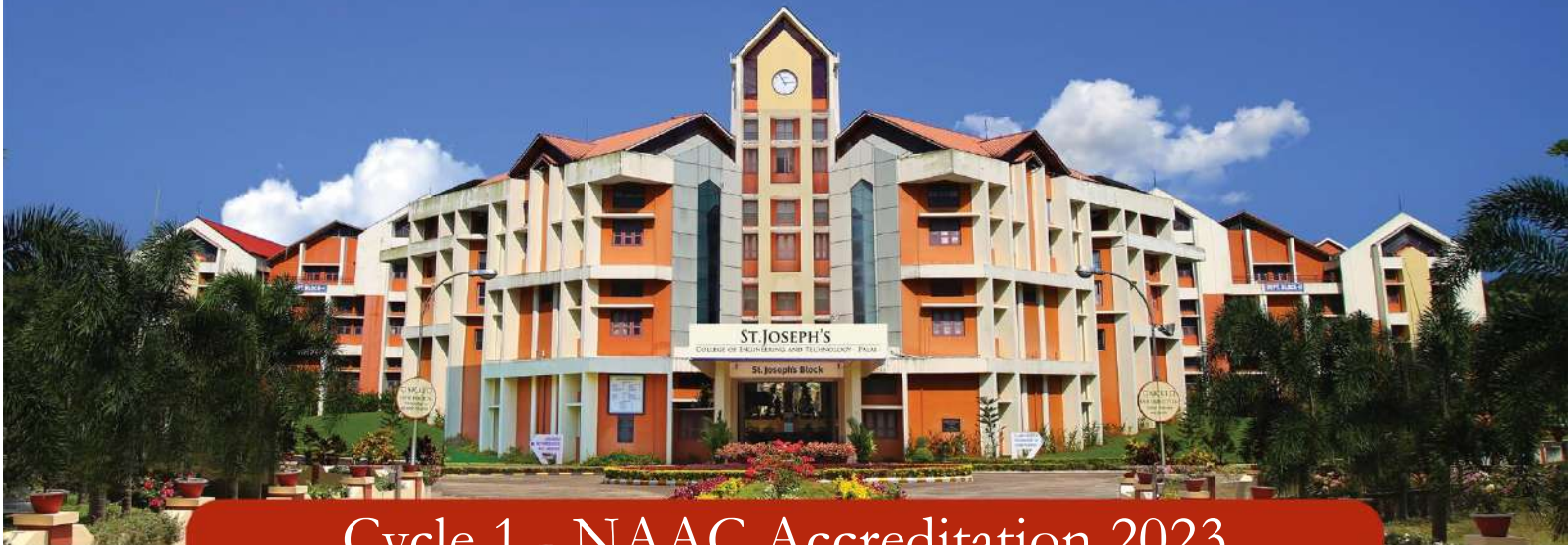
Cycle 1 - NAAC Accreditation 2023

Criterion – 6.2

Strategy Development and Deployment

Governing Body Meeting Minutes

Submitted to:

National Assessment and Accreditation Council

GOVERNING BODY MEETING.

Date 27·05·2023 (Saturday)

Venue: BOARD ROOM, ST. JOSEPH'S BLOCK

Members Present:

1. H·E Mar Joseph Kallarangatt :

2. Msgr. Dr. Joseph Maleparambil, Chairman :

3. Mr. T. K. Jose - IAS, Former Additional Chief Secretary, GoK : Chairman, Kerala State Electricity Regulatory Commission 25/5/2023

4. Dr. Tessy Thomas, Director General Aeronautical Systems, Bengaluru : 27/05/2023

5. Dr. Ramesh Unnikrishnan, Director AICTE : 27-05

6. Dr. Job Kurian, Dean Administration, IIT Palakad : Excused

7. Dr. V·V· Georgekutty, Principal, Civil Service Institute Pala :

8. Mr. Tom Thomas Kadankavil, Director - Technical & CTO KTS InfoTech Pvt. Ltd, Pala : Excused

9. Dr. Madhukumar S, Vice- Principal, SJCET :

10. Ms. Ance Mathew, HoD, Civil Engineering, SJCET :

11. Dr. V·P· Devassia, Principal, SJCET (Secretary) :

12. Rev· Fr· Mathew Koramkuzha (Special Invitee) :

13. Rev· Fr· Thomas Njavallil (Special Invitee) :

14. Rev. Fr. John Mallamundayil (Special Invitee)

The meeting started at 10.30 am with a prayer led by Rev. Fr. Mathew koramkuzha, Manager, SJCET.

His Excellency Mar Joseph kallarangattu, Bishop of Pala Diocese and Patron of the college Presided over the meeting. The Chairman of the Board of Governors, Msgr. Joseph Maleparambil welcomed H.E. Mar Joseph kallarangattu, Hon'ble members of the Governing Body, Manager, Bursar, Lab Manager, Principal, Vice-Principal, HoDs and Finance Officer.

The Chairman presented before the Governing Body an overview of the events and activities in the college during the academic year 2022.23 and also touched upon the events that needed special attention. The Chairman highlighted the milestones which the college had passed. SJCET was started in the year 2002 and completed 21 years in 2023. During this period the college has made remarkable Progress in the field of technical education in the state and carved a niche in the technical education arena of the state.

The Chairman remarked that in the year 2022-23, the admission was 99%. The admission activities spearheaded by Vice-Principal, Dr. Madhukumar.s has contributed a great deal towards the surge in admission. The college got 560+ placement offers this year. This was made possible by the commendable work done by the Placement Cell.

Then the items as per the agenda notes were taken for discussion and approval

Item No 1 Confirmation of the minutes of the 17th meeting of the Governing Body held on 07·05·2022

The minutes of the 17th Governing Body meeting held on 07·05·2022 was read and confirmed.

Item No 2. Report to the Governing Body

The Chairman informed that B.Tech Programmes in Computer Science and Civil Engineering have received NBA accreditation for 3 years from the academic year 2022·23 to 2024·25. Also B.Tech Programmes in Electronics and Communication Engineering and Mechanical Engineering have received NBA re-accreditation for 3 years from the academic year 2022·23 to 2024·25. The college has submitted the institutional information for Quality Assessment (IIQA) to NAAC.

Our institution has applied for ISO 14001·2015 certification. Stage 1 and 2 external audits were completed and final certification is awaited

Item No 3. Ratification of the action taken by the Chairman.

The Executive Committee of the Diocesan Technical Education Trust Palai at its meeting held on 4|2|2023, vide item no 1 resolved that St Joseph's College of Engineering and Technology shall apply for

(1) Starting an additional batch in B.Tech Computer Science and Engineering Programme

(2) Supernumerary quota for Foreign Nationals (FN), Overseas Citizens of India (OCI) Persons of Indian Orgin (PIO) & Children of Indian workers in Gulf Countries (CIWGC)

(3) Reduce the number of seats in the following B.Tech Programmes.

B.Tech Mechanical Engineering from 90 to 60 seats.

B. Tech Civil Engineering from 60 to 30 seats

M. Tech Structural Engineering & Construction Management (CE) from 24 to 18 seats.

On the basis of the above resolution, the Chairman has taken up the matter with the University/DTE/Government and AICTE

(A) For the new B. Tech Programmes started during the previous years, Staff Positions were to be created to satisfy the AICTE norms in this regard. The matter was presented before the Governing Body for ratification.

(5) As per the e-governance policy, the management has decided to fortify the campus software management system. Accordingly, as per the orders of the Chairman following the recommendations of the expert review Committee, the e-live campus software system put in place upto 2022-23 has been replaced by etlab software system from 2023-24 academic year.

The Governing Body ratified the actions taken by the Chairman in this regard

Address by the Patron.

Then H.E. Mar Joseph kallaransatty, the Bishop of Palai and the Patron of the College was respectfully invited to address the meeting and bless those who were present

H.E remarked that the the participation and Contribution of the Chairman, Manager, Bursar, Lab Manager Principal, Vice-Principal and HoDs would definitely take the College to even greater heights. There is rich intellectual vibrancy

in the campus. Tomarrow is the PENTECOST DAY. This feast makes the outpouring called RUACH HAKEEDESH, in Hebrew, as a deposit of His Holy Presence, power and Grace in His redeemed disciplines. H·E could find the same experience upon arriving at SJCET- a change that refurbish everything.

Then H·E paid tribute to Jawaharlal Nehru on his 58th death anniver--sary which falls on 27/05/2023. His legacy stands tall, like a beacon, illuminating the ideas of India and the values he dedicated his life for freedom, secularism and modernity This too is a Pentecostal experience. H·E concluded his address by blessing one and all and praying for God's Mercy to be bestowed on all Present.

Item No 4. Report of the Academic Activities of 2022·23. Result analysis, details of placement and major achievements & Action taken on the pertinent decisions in the minutes of the last meeting. Principal, SJCET

Principal presented a detailed report of the academic activities for 2022·23 including result analysis, details of placement and major achievements and also presented the e-governance report for the year 2022·23

Item NO: 4 a. Review of the action taken on the pertinent decisions in the minutes of the last meeting.

Principal presented a detailed report of the action taken on the pertinent decisions in the minutes of the last meeting The Governing Body expressed satisfaction on the action taken by the college in this regard.

Item NO 5 Observations, comments on the activities of the Academic Year 2022-23 by the G.B. Members.

1 Dr. Tessy Thomas.

Dr. Tessy Thomas said that it was very interesting to go through the Activity Reports 2022-23 since many points discussed during the last year's G.B. meeting have been covered to a satisfactory level and many things have been taken up for further follow up action. Her main suggestion was to encourage Students to take up more project works of innovation which addresse the problem being faced by the mankind. Internships in reputed industries/organization need to be encouraged.

(2) Dr. Ramesh Unnikrishnan

(1) QIP certifications are being introduced for the faculty of AICTE approved conventional B.Tech degree Programmes, so as to equip them with cutting edge technology to make teaching more effective in recently introduced B.Tech Specializations. The Management and faculty members shall pay attention to tap this Possibility.

(2) Faculty members shall pay much attention to AICTE "SWAYAM/NPTEL Courses.

(3) Faculty members may be encouraged to volunteer for the content creation under the e-kumbh Scheme of AICTE

(4) Students and staff members may be encouraged to register in the Parakh Self-assessment platform and get benefitted out of the Scheme

(3) Dr. V.V. Georgekutty.

(1) Special attention needs to be given in the matter of college website. The website has special significance from the point of view of NAAC accreditation. Hence the information uploaded on the website is to be verified for ensuring accuracy.

(2) Policy documents need to be uploaded on the website.

(3) Necessary steps shall be taken to include the institution under section 2(f) of the UGC Act 1956.

(4) Due importance shall be taken to skill development

(5) The College shall collect the details of self-employed Alumni. The total involvement of the Alumni in the activities of the college shall be ensured and further upgraded. It would be ideal to consult experts concerned before submitting the SSR relating to NAAC Accreditation.

(6) The Alumni Association Activities needs to be improved.

He remarked that the institution has shown appreciable progress in areas like Admission, Clean campus initiatives, Placements Research, Consultancy etc.

(4) Dr. T.k. JOSP IAS (Rtd)

(1) Incentives/Awards shall be given to those faculty members securing Patents.

(2) The institution has enough potential to achieve better heights. Since the decision making process is easily done in Self-Financing Colleges, this favourable factor shall be utilized to the maximum for the development of the

College in conjunction with the identified Potential.

(3) Research work that is beneficial to the society shall be encouraged and Promoted

(4) The bonding between the Alumni and the Alma Mater is comparable to the umbilical cord connecting the child to the mother. Hence the relationship with the Alumni is significant. Assistance of Alumni shall be sought to start entrepreneurship Ventures

(5) Special training is to be given by the training and placement division to those students who are excluded from Placements.

(6) Start-up ventures shall be set up jointly by the faculty members and students.

(7) Entrepreneurship summit shall be held to recognize/celebrate budding entrepreneures.

(8) Add-on courses shall be included in the curriculam to enhance employability skills

(9) Efforts shall be made to design a campus industry park, which can facilitate part time Job to students as well.

(10) Electrical ad Mechanical Departments shall engage in joint researches to facilitate energy storage in an effective manner.

(11) Explore the possibility of starting Food Technology courses since the institution is situated in an agrarian Society.

(12) Explore the possibility of sending teachers to other potential organizations

to get acquainted with innovated changes.

(5) Mr. Tom Thomas kadankavil
(Forwarded via e.mail)

Mr. Tom Thomas kadankavil expressed his suggestions under four categories which include the following.

A Revenue Generation & Faculty Development

(1) Encourage faculty members to take up IT/Non. IT related projects.

(2) Train faculty members in latest Technologies/Full stack Developer/ CAD Technology Package/Take up online training from YouTube videos/Udemy/ Build Competency

B. Skill Development and startups

(1) Basic IT programming/Full stack Developer/All B.Tech Areas/1st yr/ with Internship/Trained SJCET faculty as Mentor, Train Students in High income ever green Job skills [Eg C++/System side Programming, Game Programming etc.

(2) Explore the possibilities in KTU syllabus for Practical Training/OBE Based Education

(3) Every teacher should have at least One specific handson Skill in addition to teaching Skill/Create a SJCET Skill Database

(4) Build Multiple Hackathon Coding Teams

(5) Activate Startup incubators/ From small Startup companies for students in B.Tech first year itself

C. Competency Development

(1) Separate Competency groups to be

developed in various latest areas like
AI, Data Science, AR, VR, Robotics etc

D. General.

(1) More importance to sports activities/
Team building activities.

(2) Target/ Train jobs opportunity in
BARC, ISRO, DRDO.

Item No 6. Budget Presentation. Mr. Suresh George, F.O

Finance Officer Mr. Suresh George
Presented the Annual Budget for the year
2023-24 before the Governing Body and
the members approved the same with
following suggestions for the future

(1) Allocate more fund for faculty capacity
building

(2) Budget Head to be added for
Entrepreneurship development

(3) Consultancy income Head to be added

Dr. V.P. Devassia, Principal delivered the
vote of thanks.

The meeting concluded at 1.05PM.

PRINCIPAL   CHAIRMAN
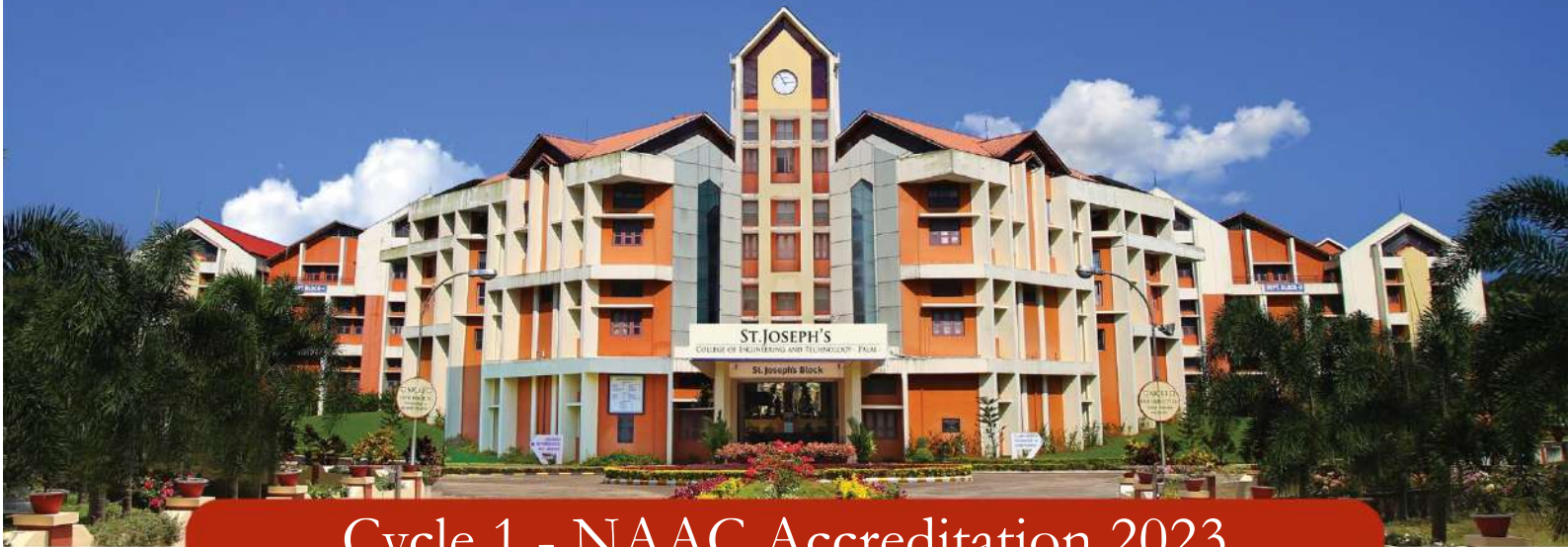
Cycle 1 - NAAC Accreditation 2023

Criterion – 6.2

Strategy Development and Deployment

e- Governance Report

Submitted to:

National Assessment and Accreditation Council

SJCET ANNUAL E- GOVERNANCE REPORT

2022-2023

1. The HR Module & Hostel Module of the new ERP Software implemented successfully

2. The staff punching machines were integrated with the new ERP

3. Payment Gateway is integrated in all fee payments through the new ERP

4. Koha software successfully implemented in College Library

5. The tally integration of the ERP software is completed successfully

6. By considering the huge volume of data upload for the NAAC, a new dedicated web server is purchased and college website is migrated into the new server

7. The official email quota for the students is restricted to 2GB due the storage limitation in the free Google Workspace used

8. Considering the increasing cases in hacking , a strong email password policy is implemented for all official email users

Principal
PRINCIPAL
ST. JOSEPH'S COLLEGE OF
ENGG. & TECHNOLOGY, PALAI
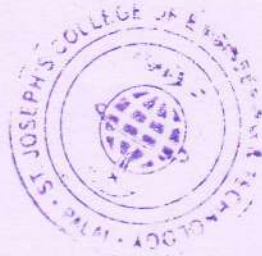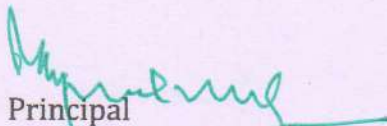
Chairman
CHAIRMAN
ST. JOSEPH'S COLLEGE OF
ENGG. & TECHNOLOGY, PALAI

SJCET ANNUAL E- GOVERNANCE REPORT

2021-2022

1. New ERP is purchased from the Etuwa Concepts Pvt Ltd
   a. Admin Management System
   b. Faculty Management System
   c. Student Management System
   d. Parent Management System
   e. Lab Management System
   f. Hostel Management System
   g. Office Management System
   h. Transport Management System
   i. Mess Management System
   j. Native Apps for Android and iPhone
   k. Outcome based evaluation Capability

2. For bulk SMS to students and staff, services from eLive Campus have discontinued as the new ERP has the capability to do it.

3. All the outcome based assessment marks were uploaded in the etlab SJCET which simplified the work of the faculty members for attainment calculation.

4. Payment gateway is integrated in college fee and , Hostel fee payments

5. The college website updations and maintenance services are continued as previous

6. Library Management software is changed from eLive to Koha(as the new ERP doesn't have the the library Module)

Principal

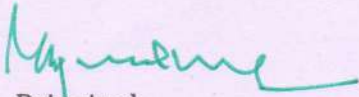PRINCIPAL
ST. JOSEPH'S COLLEGE OF
ENGG. & TECHNOLOGY, PALAI

Chairman

CHAIRMAN
ST. JOSEPH'S COLLEGE OF
ENGG. & TECHNOLOGY, PALAI
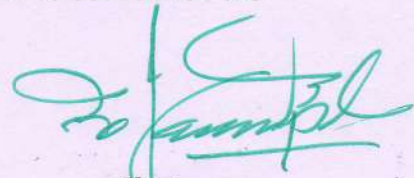
SJCET ANNUAL E- GOVERNANCE REPORT

2020-21

1. Continuation of existing ERP with Progressive Cybernetics Pvt Ltd
2. For bulk SMS to students and staff, services from the BSNL have discontinued due to the new TRAI rules.
3. The new college website launched
4. As college is going for the NBA Accreditation, the need of new software which supports the attainment calculation is required. It was decided to search for the new software.
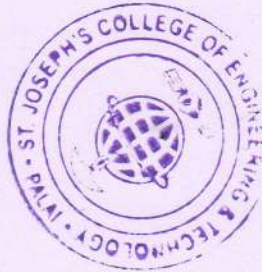
Principal
PRINCIPAL
ST. JOSEPH'S COLLEGE OF
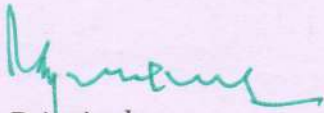ENGG. & TECHNOLOGY, PALAI

Chairman
CHAIRMAN
ST. JOSEPH'S COLLEGE OF
ENGG. & TECHNOLOGY, PALAI

SJCET ANNUAL E- GOVERNANCE REPORT

2019-20

1. Continuation of existing ERP with Progressive Cybernetics Pvt Ltd

2. For bulk SMS to students and staff, services from the BSNL have continued.

3. The college website renovation is planned as the current website does not support responsiveness.

4. More reports added into the library module of eLive Campus. Also the book booking facility was added. Due notifications were sent to the students and faculty mobile numbers through SMS.

5. Separate official email groups were created for the easy communication among students

Principal

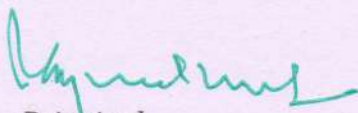PRINCIPAL
ST. JOSEPH'S COLLEGE OF
ENGG. & TECHNOLOGY, PALAI

Chairman

CHAIRMAN
ST. JOSEPH'S COLLEGE OF
ENGG. & TECHNOLOGY, PALAI
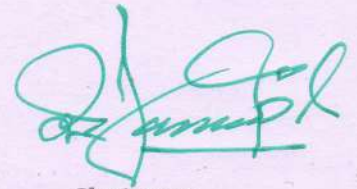
SJCET ANNUAL E- GOVERNANCE REPORT

2018-19

1. Continuation of existing ERP with Progressive Cybernetics Pvt Ltd.

2. For bulk SMS to students and staff, services from BSNL have continued.

3. All the assessment marks were uploaded in the eLive campus which simplified the work by expanding the analysing capacity and faster feedback.

4. The college website updations and maintenance services are continued in-house by the Software Development Center

5. Library E-Resources was used to access the required e-books and e-journals through the college website.

6. Separate WhatsApp groups have been created for individual classes to communicate with students.

Principal
PRINCIPAL
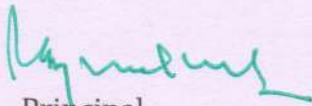ST. JOSEPH'S COLLEGE OF
ENGG. & TECHNOLOGY, PALAI

Chairman
CHAIRMAN
ST. JOSEPH'S COLLEGE OF
ENGG. & TECHNOLOGY, PALAI

SJCET ANNUAL E- GOVERNANCE REPORT

2017-18

1. To further strengthen the usage of ERP software, annual maintenance has been carried out by Progressive Cybernetics Pvt Ltd

2. SMS feature has been put into maximum use to stay connected with parents, students and staff for the purpose of intimating absentees, academic performance, holidays and other required information. For bulk SMS to students and staff, services from Progressive Cybernetics Pvt Ltd are used.

3. All the assessment marks were uploaded in the eLive campus which simplified the work by expanding the analysing capacity and faster feedback.

4. Website is put into full use as a vital information source to all the stakeholders and all-important communications / circulars notices are made available in the web site to ensure reaching of information to the needy any time anywhere.

Principal
PRINCIPAL
ST. JOSEPH'S COLLEGE OF
ENGG. & TECHNOLOGY, PALAI

Chairman

CHAIRMAN
ST. JOSEPH'S COLLEGE OF
ENGG. & TECHNOLOGY, PALAI

SJCET ANNUAL E- GOVERNANCE REPORT

2016-17

SJCET IQAC drafted a policy for implementation of e-Governance in various administration and academic activities of the college from the academic year 2015-16 to accelerate college functioning and development in terms of speed, efficiency and reliability.

The college is implementing e-governance to enhance good governances; which is generally characterised by participation, transparency, and accountability, to provide better service in terms of time, making governance more efficient and, and more effective, to lower the transaction costs, and makes services more accessible.

Many initiatives have been taken by the college towards E-Governance, some of which in the area of general administration are

1. Google apps for education service are used within the campus. This service is used for the email communications, college official YouTube channel and virtual class rooms.
2. All important notices to the students are circulated using the college website.
3. Biometric attendance for staff is implemented
4. College is equipped with CCTV Camera at strategic points

Area of e governance	Software tool used and year of implementation	Name of the Vendor
1. Office 2. Library 3. Establishment Section 4. Finance and Accounts 5. Faculty and Student attendance	eLive Campus http://elive.sjcetpalai.ac.in /	Progressive Cybernetics Pvt Ltd
Student Admissions	SJCET Admission Portal https://admission.sjcetpalai.ac.in/l	Developed in-house by Software Development Center

University Examinations	KTU Portal https://app.ktu.edu.in/	Provided by the Kerala Technological University
Website	SJCET Palai https://sjcetpalai.ac.in/	Developed in-house by Software Development Center
Learning Management System	https://lms.sjcetpalai.ac.in/	Maintained by Software Development Center

Principal

DR. V.P. DEVASSIA
Principal
St. Joseph's College of Engg. & Technology
Palai, Kerala - 686 579

Chairman

CHAIRMAN
ST. JOSEPH'S COLLEGE OF
ENGG. & TECHNOLOGY, PALAI