



VISAT ENGINEERING COLLEGE

Nelloorupara, Mutholapuram P O, Elanji, Ernakulam - 686665

Approved by AICTE, Recognized by DTE Kerala

Affiliated to the APJ Abdul Kalam Technological University, TVM

Tel No: 0485 - 2259900 / Web : www.visat.ac.in / E-Mail : office@visat.ac.in

E-GOVERNANCE POLICY

Scope:

The scope of this policy extends to the following areas:

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

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 establish a fully automated Library.
- Implementation of outcome-based education through software.

Policy:

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

Administration:

The website will act as an information centre which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A Website



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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.

Student Admission:

The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, 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 Co-ordinator.

Finance and Accounts:

The office continues to maintain its account on Tally and ERP Software. ERP Software features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally and ERP Software. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating the existing software must be done regularly.

Examination:

The college has adopted an EZYGO Software application where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any.



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ANNUAL E-GOVERNANCE REPORT

E – Governance is now a part of office administration. To protect and prevent an environment institute has to adopt and apply E – Governance in its regular activities. The collage has also set up E – Governance in its many words.

• Admission:

The college students can get admission online on website

• Administration:

Collage office work is totally computerizing all office member use computer their works. They use E-mail, Social media platforms, websites for communication.

• Examination:

Internal Examination time table display on the website. The teacher uses Google link for MCQ – Test studies fill up their university examination form in their dashboard university website. EYZGO Software Application is used for the preparation of internal examination question papers and result analysis.

• Finance and Accounts:

The collage use Tally and ERP Software to maintain the financial records.

The details of specific area of e-governance using software tools are as follows:

Sl.No.	Area of Operation	E-governance in the area of Operation
1.	Administration	<ul style="list-style-type: none">• ERP Software
2.	Finance and Accounts	<ul style="list-style-type: none">• ERP Software• Tally
3.	Student Admission and Support	<ul style="list-style-type: none">• ERP Software• KOHA software
4.	Examination	<ul style="list-style-type: none">• EYZGO software



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Conclusion:

Along with the advantage of being efficient, transparent and accurate, shifting to e-governance has also enlightened the way for the institution to an eco-friendly mode of working by shifting to paperless correspondence. In order to fulfil and conceptualize the success of e-governance in the institution, it is required that the management, stakeholders and all other functional units of the college involve in a participatory mode of action for expanding a broad spectrum of e-governance in the institution.




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