



VISWAJYOTHI
COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE New Delhi & Affiliated to APJ Abdul Kalam Technological University

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E-Governance policy

Objectives:

1. Enactment of E-governance in various operations of the institution
2. Accomplishing competence in our functioning
3. Encouraging transparency and accountability
4. Realizing paperless administration of the institution
5. Providing easy access to information
6. Making the institution visible globally
7. To maintain the Data in a secure environment

Policy:

1. To establish a simpler and competent system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our operations.
2. Institution to realize e-governance for the seamless access of data for better decision-making at various levels of the organization.

Area of Implementation:

1. Website
2. Student Admission
3. Accounts
4. Library
5. Administration
6. Examination

1. Website: The website of the college to be continuously updated taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices, etc. should be made easily available. Website is hosted & deployed by a third party on a secure platform. Along with it, training should be given to

the existing staff and persons should be identified who will undertake the responsibility of website administration and updating at the college level. Important information & achievements will be posted on Social Media.

2. Student Admission: The College has decided to process all admissions in online mode. This will cover admissions to all courses whether graduate or post-graduate. For this purpose, an arrangement can be entered into with a reputed banking company preferably South Indian Bank with whom the institution maintains all its accounts.

3. Accounts: For ease of maintaining accounts & Finance suitable Accounting & Finance Software packages are implemented

4. Library: Entire Library System concerning Issue, reference is automated and Staff & Students to access the library resource in & outside the campus. The Library of the college follows open access system, Barcode based circulation process, and OPAC Literature search. Access to E-journals & E-resources is provided within the campus. Digital Library provides online browsing of E-journals(637 in Engineering and 570 in Management). VJCET Library has institutional membership in DELNET and NDLI.

5. Administration: To provide a hassle-free, convenient and cheap process, the maximum of the administration of the society should be handled with ICT-based technology. Facilities should be provided for online leave management of employees, internal communication between the employees, etc. Students also must be able to obtain maximum services like internal marks and attendance etc. in online mode.

6. Examination: As per the directions of the University, it is mandatory to handle University examination registration in an online manner. Filling examination forms, revaluation forms, photocopy forms, obtaining hall tickets, uploading of marks, etc. everything has to be done in an online manner. Utmost secrecy and confidentiality need to be maintained while handling examinations and work needs to be done with utmost care and caution. College Examination Officer needs to supervise the entire process of examination under the guidance of the Principal of the college.