MAR ATHANASIUS COLLEGE OF ENGINEERING
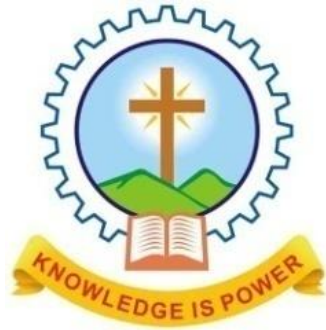
E-GOVERNANCE POLICY

VISION

EXCELLENCE IN EDUCATION THROUGH RESOURCE INTEGRATION

MISSION

THE INSTITUTION IS COMMITTED TO TRANSFORM ITSELF INTO A CENTRE OF EXCELLENCE IN EDUCATION, UPHOLDING THE MOTTO "KNOWLEDGE IS POWER". THIS IS TO BE ACHIEVED BY IMPARTING QUALITY EDUCATION TO MOULD TECHNICALLY COMPETENT PROFESSIONALS WITH MORAL INTEGRITY, ETHICAL VALUES AND SOCIAL COMMITMENT AND BY PROMOTING INNOVATIVE ACTIVITIES IN THE THRUST AREAS EMERGING FROM TIME TO TIME.

E-GOVERNANCE POLICY

Information and Communication Technology has been a boon to academic institutions in the field of education, helping to streamline governance systems and maintain the quality of education. The ability to address new changes and adapt to the needs of the current situation is the definition of good governance. The college's management recognizes the importance of having an e- governance system in place to coordinate the college's administration as it grows into a well-known institution of higher learning. Having an e- governance system will aid in the integration of all of the institution's stakeholders as well as the automation of many functions. It will also add a layer of transparency to the process.

Objectives:

- Implementation of E-governance in all functioning of the institution in order to provide a 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.
- To establish a fully automated Library

<u>Policy:</u>

E-governance will be implemented in all elements of the college's operations, including the library, accounting, admissions, administration, and teaching. Every function is created and framed in such a way that it is transparent and accountable.

Objectives of the Policy

1. To implement e-governance in various administrative and academic functionalities of the institution
2. To create transparency in the functioning of the institution
3. To achieve efficiency in the teaching learning process

Procedure of Execution:

Mar Athanasius College of Engineering (MACE) has designed an E- Governance Policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. This policy shall apply to the Administration, Finance and Accounts, Student Admission and Support and Examination sections of the institute.

Operation:

1. The management of MACE has the complete authority to select the vendors for e-governance according to the needs of the institution.
2. The management engages a number of vendors who offer advanced e-governance services.
3. The criteria for selection of the vendors/softwares include
    - user friendly interfaces
    - time saving and cost saving mechanisms which meet the requirements of the institution
4. The vendors will be able to exhibit and explain the unique aspects of their services.
5. Based on the inputs from various vendors and their terms of service provided, the management selects the vendor.
6. The institution's management signs a contract with the chosen vendor, which states that their services will be delivered to the institution for the specified period unless it is terminated early.

Application Fields:

Areas in which e-governance is to be implemented:

• Website

• Student admission support

• Attendance

• Finance and accounts

• Library

• Administration

• Hostel Management

Website:

The website will serve as an information hub for the college, including all of its events, major announcements, and course offerings, among other things. The college will choose a different service provider/web designer for this reason. Administrative and teaching staff will receive training on how to make crucial website upgrades.

For the administration of the college website, a Website Committee will be constituted. On a regular basis, the Committee will oversee the process of updating, maintaining, and operating the website. The Committee will also examine for any other website updates that are needed. 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.

Student Admission:

The admission process is conducted in an open and transparent manner, which is bolstered by the APJ Abdul Kalam Technological University ethical principles and rules. The trailhead to Mar Athanasius College of Engineering begins with the application for KEAM (Kerala Engineering Architecture Medical) Entrance Examination at their official website. Then the students can choose their preferred colleges before the Allotment begins. The allotments are based on KEAM rank and other reservations. After each allotment, the students confirm their college selection and take admission in the allotted college onsite.

The admissions to first year BTech and MCA course is based on the ranks obtained in the State Entrance Examinations conducted by Commissioner of Entrance Examinations. Admissions to MTech aided courses are based on the rank list prepared by the DTE, Thiruvananthapuram. For all the above courses, 85% seats are admitted by the state Government and remaining 15% of the seats are filled by the management based on the ranks obtained in the list published by DTE.

Once the student has officially taken admission to the college, they have to register under KTU (APJ Abdul Kalam Technological University) in their official portal. After entering their personal information and academic details, each student receives a unique, permanent KTU Registration Number for the entire course of degree.

Accounts:

The accounts are managed by Service and Payroll Administrative Repository for Kerala - Spark. It is an Integrated Personnel, Payroll and Accounts information system for all the Employees in Government of Kerala. The system caters to the Personnel Administration, Payroll and other Accounts activities of Government Establishments.

SPARK has the provision to trace service history, track records/bills/reports/orders etc. This system allots Permanent Employee Number (PEN) on registering the Service Book of the employee. Thereafter PEN will be the important code to identify the employee in the SPARK database. It will also record the details of loans, advances and other subscriptions like LIC, SLI, GIS, FBS etc. The system also includes a tool for computing the tax. Tax calculations are made for each employee based on his or her tax slab.

Library:

The College's academic success is maintained through keeping a well-stocked library. For the benefit of professors and students, the College will continue to expand its e-learning tools. The College should maintain a frequent subscription to new periodicals and publications. While subscribing to e-resources, teachers and students are asked for recommendations.

Teachers can apply to get books by various authors for the subjects they teach in order to expand their knowledge base. The Library to install fully automated ILMS 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 the software's Online Public Access Catalogue module to search library databases using selected phrases for information retrieval. The software's Circulation module should include all aspects of circulation, from building member records to printing warnings for overdue books. All database creation and maintenance tasks should be covered by the Database Maintenance module. To encourage students and teachers to do unique work, the Library should provide access to fully automated plagiarism detection software.

Department Library:

Each of MACE's fully fledged departments has its own department library in addition to the college library. It is made up of books on several fundamental disciplines and core subjects. Each book has barcodes put on it. As a result, book lending and retrieval are now fully automated. With their college ID cards, students may easily use these services.

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. The college investigates the possibility of automating some of its administrative duties. To keep administrative staff up to date with new technologies, proper training and development are offered.

Etlab- E campus management system is being employed. It is a campus administration ERP developed by etuwa concepts. 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.

Administrative staff and teaching faculty can utilise 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.

Leave Management:

At MACE, a comprehensive in-house system for leave management is being built. Leave applications are processed without the use of paper in this system. The request for leave is sent to the Head of the Department, who will then forward it to the Principal. The leave is entered into the faculty register after the Principal approves it.

Hostel Management:

The administration system for the hostel is likewise computerized. The hostel mess is sophisticated. The only way to get into the mess is by scanning the QR code of the student ID card. This ensures that the hostel food is exclusively available to enrolled students and that no outsiders have access to it.

Placement:

Once the student reaches their pre-final year, they are eligible to participate in the Training & Placement Activities of MACE, under the college's TnP Cell. Each student registers in the Training and Placement (TnP) Portal after entering their personal information and their academic records up to the semesters they have covered. Their details are then verified by the designated TnP Volunteers from each class. Once the registration is done, the students can apply for any placement related events & activities under 'Apply For Drive' depending on their eligibility.

During the entire duration of the course, from the time of admission till graduation, the students and faculty are aided by a centralized digital system for data handling and smooth flow of work.

The Institute shall continuously review and update the approved policy and is committed to its implementation.

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