



# Adi Shankara

## INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE & Affiliated to APJ Abdul Kalam  
Technological University  
(Owned by Adi Sankara Trust)

### e-Governance Policy

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### E-Governance Policy

Good governance is all about being able to address new changes and adapt to the needs of the current situation. By recognizing the importance of having an e-governance system in place, the college's management is demonstrating a commitment to good governance practices.

The introduction of an e-governance system can bring several benefits to the institution. It can help coordinate and streamline administrative functions, automate routine tasks, and integrate all stakeholders in the institution's governance process. Furthermore, it can also enhance transparency by providing stakeholders with easy access to relevant information and data.

An e-governance system can improve the internal process of governance in a college by providing a centralized platform for managing administrative tasks. Some specific ways in which an e-governance system can improve the internal process of governance in a college include:

1. **Streamlining administrative tasks:** An e-governance system can automate many routine administrative tasks such as student admission, fee collection, course registration, scheduling, and academic records management. This can reduce manual errors and improve efficiency, freeing up staff time for more complex tasks.
2. **Enhancing data management:** An e-governance system can facilitate the collection, storage, and retrieval of data related to students, faculty, and administrative processes. This can provide a more accurate and up-to-date picture of the college's operations, allowing for more effective decision-making.
3. **Standardizing processes:** An e-governance system can help to standardize administrative processes across different departments, ensuring consistency and reducing duplication of effort. This can lead to greater efficiency and productivity.
4. **Increasing transparency:** An e-governance system can provide stakeholders with greater access to information related to the college's operations, increasing transparency and accountability. This can help to build trust between the college and

stakeholders, leading to greater engagement and support.

5. Improving communication and collaboration: An e-governance system can facilitate communication and collaboration among different departments, leading to better coordination and more effective decision-making. This can help to break down silos and encourage cross-functional collaboration.

Overall, an e-governance system can improve the internal process of governance in a college by increasing efficiency, standardizing processes, enhancing data management, increasing transparency, and improving communication and collaboration.

### **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
4. Promote stakeholder participation through a decentralized approach.
5. Ensure transparency, accountability and credibility in stake holders
6. Improved decision-making capability for management and administrative roll handling staff.

### **Procedure of Execution:**

ASIET, KALADY 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.

### **Scope:**

Scope of the e governance implementation aims to improve the existing conventional system for the benefits of the entire stakeholders of ASIET, which includes the Management, Students, Parents, Faculties and technical and non-technical staffs of ASIET, Alumni's, Staffs who are

bearing administrative roles to take critical decisions.

### **Operation:**

1. The management of ASIET, KALADY has the complete authority to select the vendors for e-governance according to the needs of the institution.
2. The management works with several vendors who provide cutting-edge e- governance services.
3. The criteria for selection of the vendors/software's include
  - User friendly interfaces
  - Data Security and confidentiality
  - Time saving-and cost saving mechanisms which meet the requirements of the institution
  - Analytical Capability to assist the decision-making process for the management
  - Capability to handle the day-to-day governance of the organization
  - Information management capability.
4. The vendors will be able to demonstrate and describe the special features of their offerings.
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.

### **Implementation Areas**

1. College Website
2. Student admission support
3. Administration -TLP which includes attendance, Examination support, Performance calculations etc.

1. Finance and accounts
2. Library

### **1. College Website**

It sounds like the college is taking a proactive approach to creating a functional and informative website for its community. Choosing a service provider/web designer who specializes in creating educational websites can be a smart move, as they will have the expertise and experience to create a website that meets the college's specific needs.

Providing training for administrative and teaching staff on how to make website upgrades is also important, as it will ensure that the website remains up-to-date and relevant. This training can include topics such as content management, website design best practices, and accessibility guidelines.

Having a centralized information hub for the college, including events, announcements, and course offerings, can help improve communication and engagement among students, faculty, and staff. It can also provide a valuable resource for prospective students and the wider community.

For the administration of the college website, a Website Committee is 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 must go live on the website as and when they are released.

College website policies are guidelines that outline the rules and regulations governing the use of a college's website. These policies typically cover a range of topics, including but not limited to:

- **Privacy:** The college website policy should include information on how the college collects, uses, and protects personal information from website visitors
- **Copyright:** The policy should outline how the college's website content is protected by copyright law and provide guidance on how visitors can obtain permission to use or reproduce copyrighted materials.
- **Acceptable Use:** The policy should provide guidelines on acceptable use of the website, including prohibiting any illegal or unethical activities.
- **Accessibility:** The policy should ensure that the website is accessible to all

visitors, including those with disabilities.

- **Content Management:** The policy should outline the process for creating, publishing, and updating website content.
- **Security:** The policy should provide guidelines on how the college protects the website against security threats and data breaches.
- **Social media:** The policy should cover how the college uses social media platforms and the guidelines for the use of social media on the college's website.

A good college website should have the following features:

- **Easy Navigation:** The website should be easy to navigate with a clear menu structure and a search bar that allows visitors to quickly find what they're looking for.
- **Responsive Design:** A good college website should have a responsive design that adapts to different screen sizes and devices, including smartphones and tablets.
- **Clear and Concise Information:** The website should provide clear and concise information about the college, including its history, mission statement, academic programs, admission requirements, tuition fees, and financial aid.
- **Interactive Elements:** Interactive elements such as virtual campus tours, videos, photos, and social media links can engage visitors and make the website more memorable.
- **User-friendly Interface:** The website should be designed with the user in mind, with intuitive interfaces that allow visitors to easily navigate the site, find the information they need, and complete tasks such as applying for admission.
- **Up-to-date Content:** The website should be regularly updated with fresh content, such as news and events, to keep visitors engaged and informed about the college.
- **Accessibility:** A good college website should be accessible to all visitors, including those with disabilities. This includes features such as alt text for images, captioning for videos, and keyboard navigation.
- Overall, a good college website should be informative, engaging, user-friendly, and accessible to all visitors.

## **2. Student Admission Support**

The admission process is conducted in an open, transparent, fair, and inclusive

manner, ensuring that every student has an equal opportunity to apply and compete for admission, which is bolstered by the APJ Abdul Kalam Technological University ethical principles and rules. As per the university regulations, 50% seats are allocated by the state government based on the KEAM rank list and 50% seats are filled by the management based on the eligibility criteria set by the university.

The college admission portal should be capable of automating, all the process starting with admission enquiry to migration of admitted student's data to TLP. The admission process has been shifted into online mode and the e- governance partner should provide a platform for the admission process, by considering the listed criteria.

1. User-friendly interface: The portal should have a simple and intuitive user interface to make it easy for students to navigate and complete the admission process.
2. Secure and confidential: The portal should ensure the security and confidentiality of students' personal and academic information.
3. Accessibility: The portal should be accessible to students with disabilities and should comply with accessibility standards.
4. Mobile responsiveness: The portal should be mobile-friendly and responsive, so students can easily access it on their smartphones and tablets.
5. Easy to update: The portal should be easy to update with the latest information about admission requirements, deadlines, and procedures.
6. Integration with other systems: The portal should integrate with other systems such as the student information system, payment gateway, and email system to provide a seamless admission experience.
7. Real-time feedback: The portal should provide real-time feedback to students about their application status and any missing documents or information.
8. Multilingual support: The portal should support multiple languages to accommodate students from different linguistic backgrounds.
9. Customer support: The portal should have a dedicated customer support team to help students with any issues or questions they may have during the admission process.
10. Compliance with regulatory standards: The portal should comply with regulatory standards for student data privacy and protection, as well as other applicable regulations.

11. Eligibility criteria: To be eligible for admission through the online portal, a student must have passed the 12th standard examination with minimum 50% aggregate marks in Physics, Chemistry, and Mathematics. In addition, the student must have a valid JEE score.
12. Application process: The application process involves the following steps:
  - a. Students must register on the college's admission portal by providing their personal details, educational qualifications, and contact information.
  - b. Students must upload scanned copies of their academic transcripts, JEE scorecard, and other relevant documents.
  - c. Students must pay the application fee of INR 1000 through the online payment gateway provided on the portal.
13. Evaluation and selection criteria: Automatic evaluation of the applications based on the following criteria:
  1. The student's academic performance in 12th standard examination along with basic cut off criteria verification.
  2. The student's performance in KEAM/JEE.
  3. NRI seat criteria validation (Valid passport and valid visa stamping)
  4. The student's extracurricular achievements and other non-academic skills.
14. Verification and Fee Collection:

Automatic fee calculation and payment facility (Based on the fee structure provided by Management and scholarship eligibility criteria's)
15. Migration of data to TLP without any data conflicts.

### **3. Administrative Portal**

To provide an easy, convenient, and seamless process, the college administration has gone paperless. Online services must be utilized to their full potential by students. The possibility of automating some of the college's administrative tasks is being looked into. Proper training and development are provided for administrative staff to keep them current with new technologies.

It can be used by administrative staff and teaching faculty to track and manage



attendance, internal evaluations, and other things. Monthly Reports and Semester End Reports should be prepared so that the Internal Assessment marks for attendance can be calculated automatically. A teaching learning portal is an online platform that provides access to educational resources, courses, and tools for students and teachers. The basic functionalities of a teaching learning portal are:

- **Course Creation and Management:** The portal should allow teachers or administrators to create and manage courses. This includes creating course materials, assigning tasks, setting deadlines, and tracking progress.
- **Content Management:** The portal should have a content management system that allows the administrator to create, edit, and manage content such as lectures, videos, and quizzes.
- **Communication Tools:** The portal should provide communication tools such as chat, forums, and email to enable students and teachers to interact and collaborate.
- **Assessment and Evaluation:** The portal should provide tools for creating, administering, and grading assessments such as quizzes and tests. It should also allow for feedback and grading of assignments.
- **Analytics and Reporting:** The portal should provide data analytics and reporting features to help teachers and administrators track student progress, identify problem areas, and measure the effectiveness of teaching methods.
- **Student Management:** The portal should allow teachers or administrators to manage students, including adding or removing students from courses and tracking their progress.
- **User Management:** The portal should allow for user management, including creating and managing user accounts and permissions.
- **Mobile Compatibility:** The portal should be compatible with mobile devices to enable students and teachers to access the portal from anywhere, anytime.
- **Security and Privacy:** The portal should be secure and protect user data by implementing appropriate security measures such as encryption, user authentication, and data backup.
- **Compatible with various accreditation requirements**

#### **4. Finance and Accounts**

The key process of ASIET'S finance and account module includes:

- General accounting management, which starts with the creation of different

accounts and ledgers to the generation of different finance statements and balance sheets. Automated attendance entry, leave management and payroll generation of employees.

- Students fee collection and management

## **5. Library Management**

- The College maintains academic excellence by preserving a well-stocked library. The College will keep growing its e-learning resources for the advantage of instructors and students. The Institution ought to keep up a steady subscription to fresh magazines and books. Teachers and students are consulted before choosing an e-resource subscription.
- For library management ASIET implanted KOHA free library automation package. Koha's feature set continues to evolve and expand to meet the needs of its user base.
- Full-featured ILS. In use worldwide in libraries of all sizes, Koha is a true enterprise-class ILS with comprehensive functionality including basic and advanced options. Koha includes modules for acquisitions, circulation, cataloging, serials management, authorities, flexible reporting, label printing, multi-format notices, offline circulation for when Internet access is not available, and much more.
- Koha will work for consortia of all sizes, multi-branch, and single-branch libraries.
- Multilingual and translatable. Koha has a large number of available languages, with more languages every year.
- Full text searching Powerful searching, and an enhanced catalogue display that can use content from Amazon, Google, LibraryThing, Open Library, and Syndetics, among others.
- Library Standards Compliant. Koha is built using library standards and protocols such as MARC 21, UNIMARC, z39.50, SRU/SW, SIP2, SIP/NCIP, ensuring interoperability between Koha and other systems and technologies, while supporting existing workflows and tools.

- Web-based Interfaces. Koha's OPAC, circ, management and self-checkout interfaces are all based on standards-compliant World Wide Web technologies—XHTML, CSS and Javascript—making Koha a truly platform-independent solution.
- Free Software / Open Source. Koha is distributed under the Free Software General Public License (GPL) version 3 or later.
- No Vendor Lock-in. It is an important part of the free software promise that there is no vendor lock-in: libraries are free to install and use Koha themselves if they have the in-house expertise or to purchase support or development services from the best available sources. Libraries should be free to change support company and export their data at any time, make sure your support company allows this, it's also important to make sure it uses a good data management system.