ACHARIYA
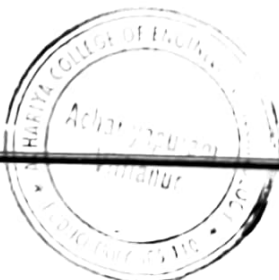# COLLEGE OF ENGINEERING TECHNOLOGY
(Approved by AICTE New Delhi & Affiliated to Pondicherry University)
An ISO 9001 : 2008 Certified Institution

E-GOVERNANCE POLICY

Policy No	06
Issue No	01
No. of Pages	03
Date	10.03.2021
Next Revision	2026

PRINCIPAL
ACHARIYA COLLEGE OF ENGINEERING TECHNOLOG
ACHARIYA PURAM, VILLIANUR
PUDUCHERRY 605 110

E-GOVERNANCE POLICY

OBJECTIVES:

Incorporating Information and Communication Technology (ICT) into governance processes facilitates efficiency and reduces paper usage. This policy aims to establish guidelines for the administration and faculty to maximize ICT usage, ensuring swift communication while minimizing paper consumption and to promote environmental sustainability by reducing reliance on paper-based documentation.

SCOPE:

Achariya College of Engineering Technology is committed to pioneering advancements in teaching, learning, and administrative practices. Embracing e-governance is essential to reducing paper dependency and enhancing communication efficiency.

The college aims to implement e-governance in the following domains:

- ✓ Administration
- ✓ Academic activities
- ✓ Accounting
- ✓ Library
- ✓ Student Support
- ✓ Alumni relations
- ✓ Counselling and guidance services
- ✓ Research and development

Utilizing cutting-edge software for administrative tasks is a cornerstone of this initiative, ensuring accessibility for relevant personnel. Comprehensive training on e-governance procedures is provided to all faculty members.

Regular data backups are essential for data integrity and security. Proper disposal of e-waste generated from ICT activities follows institutional guidelines outlined in the IT policy.

GUIDELINES:

Infrastructure provision includes computers, internet access, and necessary software. Administration should spearhead efforts to educate staff on utilizing emails for communication purposes, ensuring the creation of official email addresses for various functions.

PRINCIPAL
ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY
ACHARIYAPURAM, VILLANUR,
PUDUCHERRY 605110

E-GOVERNANCE

FOR ADMINISTRATION:

- ✓ Electronic transmission of circulars and notices is mandatory.
- ✓ Maintain comprehensive electronic records, including financial transactions.
- ✓ Ensure regular backup of all electronic records.
- ✓ Regularly update and maintain software and systems for optimal performance and security.
- ✓ Foster a culture of digital literacy and responsible electronic communication among staff members.

PROCUREMENT AND PAYMENT:

- ✓ Implement electronic systems for procurement and payment processes, including salary disbursement directly to individual bank accounts.
- ✓ Provide training on using electronic procurement systems to relevant staff members.
- ✓ Monitor vendor performance and implement performance metrics for evaluation.

ADMISSION PROCESS:

- ✓ Develop user-friendly online application forms for easy submission by applicants.
- ✓ Transition admission procedures to computer-based systems.
- ✓ Provide online payment options for application fees and other charges.
- ✓ Integrate the admission system with academic records for seamless transition.

EMPLOYEE SERVICE REGISTERS:

- ✓ Maintain electronic service registers for employees.
- ✓ Regularly update employee records with relevant information such as promotions, transfers, and leaves.
- ✓ Back up electronic service registers regularly to prevent data loss.
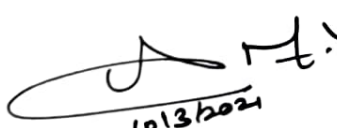
FOR ACADEMIC STAFF:

- ✓ Provide training and support for academic staff on using the college app effectively.
- ✓ Establish clear guidelines for electronic communication protocols between faculty members and administration.
- ✓ Utilize the college app for disseminating information to students, including circulars, assignments, and attendance records.
- ✓ Facilitate electronic communication between faculty members and administration.
- ✓ Conduct internal examinations using computer-based systems, as demonstrated during the COVID-19 pandemic.
- ✓ Implement mechanisms for feedback and evaluation of electronic communication and webinar effectiveness.
- ✓ Encourage webinars as alternatives to in-person seminars and conferences.

PRINCIPAL
ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY
PUDUCHERRY 605 110

FOR STUDENTS:

- ✓ Encourage electronic communication between students and teachers, especially during times of crisis like COVID-19.
- ✓ Ensure timely notifications and reminders through various electronic communication channels.
- ✓ Require electronic submission of assignments as advised by teachers during COVID-19.
- ✓ Regularly check college app messages for updates.
- ✓ Provide technical support and troubleshooting assistance for students encountering difficulties with electronic systems.
- ✓ Allow students to verify marks and attendance through an electronic database.
- ✓ Implement computer-based systems for internal examinations, as practiced during COVID-19, and ensure students are prepared accordingly.

Verified by	Approved by
(signature) 10/3/2021 **IQAC Coordinator**	**PRINCIPAL** ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY Achariyapuram, Villianur Puducherry. **Principal**

PRINCIPAL
ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY
ACHARIYAPURAM, VILLIANUR,
PUDUCHERRY 605 110