E-GOVERNANCE POLICY

The college's apex decision-making body (GC) has agreed to incorporate all of the instructions' different activities in order to provide continuity and consistency in the various functionalities of the instructions relating to teaching and learning (Academic), management, Exams, Finance and accounting, admissions, etc.

Identified the need of introducing college automation system to reduce significant time in maintaining records of the faculties and students both and introduce transparency in the system. Considering the challenges, regarding the attendance of the faculties and students, the measurement of the attainment of academic performance and their assessment, it was decided to develop a college automation system. Conducted online survey elaborating the urgency of developing and implementing the project, organize the meeting with senior faculty members, head of the departments, representatives of faculties, advisory board members and representatives of students to discuss the impact of project. The recommendations were proposed in governing body meeting and the principal convinced the importance of the project which was highly appreciated by the board members and finally the project was approved. Identified the IT professionals (faculties and students of the institute) and make a team to give desired shape to the project. The deadlines and guidelines framed conveyed to the team members. Also, the proposal submitted to various government agencies for financial support for the project.

To incorporate streamlined, user-friendly CMS solutions to simplify different modules of the teaching and learning (Academic), administrations, exams, finance and accounting, admissions, as well as to offer appropriate instruction to all employees for successful use.

Aim

The aim of the College automation system was to introduce an intelligent, efficient and transparent college automation system which reduces the valuable time of all concern i.e., management, faculties, staff and students in routine working.

Scope

Reduce significant valuable time; piles of papers etc. while documenting the data. College automation system will create transparency among all stakeholders and ultimately improving their efficiency. The college automation will play an important role in creating cooperating environment and strengthening up relations between all the stakeholders.
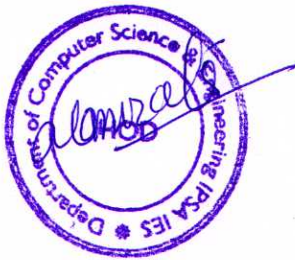
Objectives

The major objectives of the proposed college automation system are as follows:

- To increase the efficiency of the faculties by reducing time in maintaining the records of attendance, assessment of the academic performance of the students etc.
- To help the faculties in their self-appraisal, $360°$ feedback etc. based on their research contribution, contribution in the development of the department, institute and the society, academic performance of their students.
- To help the management, principal, head of the departments to decide corrective actions based on 360-degree score and the self-appraisals of faculties.
- To help the faculty/staff in maintaining the record of their leave through Leave Management System (LMS)
- To maintain the record of OBES (Outcome Based Education System):
  - ➢ Defining course objective, course outcomes (COs), program outcomes (POs) and program specific outcomes (PSOs) and setting up target levels.
  - ➢ Measuring the attainment of course outcomes (COs), program outcomes (POs) and program specific outcomes (PSOs). The direct assessment of course outcomes (COs) are based on results of quizzes, mid semester tests, assignments etc. The indirect assessment based on Online Feedback on course outcomes (COs) at the end of each semester, Online Feedback on program

outcomes (POs) at the end of course, Alumni Survey, Course exit survey, employer's survey etc.

- To provide a platform for the students to check their academic performance regularly viz., their grades in mid semester tests, assignments, quiz, performance in practical's in laboratories /workshops etc.

- To develop the confidence of students in overall academic evaluation system.

- To provide online training to the students for placement activities.

- To provide opportunity to the students to participate in development of institute by submitting feedback on facilities, course delivery and learning outcomes.

- To avoid hassles of maintaining piles of paper work.

- To increase the response time manifold and reduce the lead time.

- To optimize the expenditures, time and energy spent on documenting the data.

- To provide the opportunity for the faculties to submit the information regarding academic performance of students in more structured form.