



# VIMAL JYOTHI ENGINEERING COLLEGE

JYOTHI NAGAR, CHEMPERI – 670632, KANNUR, KERALA

Affiliated to APJ Abdul Kalam Technological University  
Approved by AICTE ♦ ISO 9001:2015 Certified  
Accredited by Institution of Engineers (India), NBA, NAAC



13.08.2021

## Sub: E-Governance Policy

The primary purpose of the e-governance policy is to modernize and streamline administrative processes through the effective integration of Information and Communication Technology (ICT). By adopting digital platforms and communication tools, the policy seeks to enhance the efficiency, transparency, and responsiveness of governance. A key focus is on minimizing paper usage, promoting eco-friendly practices, and ensuring swift communication within the administrative framework. Ultimately, the e-governance policy aims to foster a technologically advanced and agile environment for improved public administration.

The college has adopted to establish e-governance in the following areas:

- Administration
- Academic activities
- Accounting
- Library
- Student Support

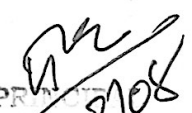
The necessary software is the responsibility of the college administration. They would be available for use by the concerned persons. All sections of the employees should be trained on e-governance procedures. The backup is to be maintained regularly. They may generate e-waste and these wastes should be properly disposed of as per institutional norms.

### The Policy

1. The college would provide the necessary infrastructure: computers, internet facilities, and relevant software.
2. The administration should take the initiative to sensitize the teachers and other staff on using e-mails for communication. The official e-mail address is to be created for various purposes.

  
13/8/21

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NBA: B.Tech CE, CSE, EEE & ME



### 3. E-Governance:

#### a. For Administration:

- i. All circulars and notices are to be sent through e-mail.
- ii. Keep a record of all activities including financial transactions through electronic mode.
- iii. Keep the backup of all electronic mode activities.
- iv. Encourage all staff to inform the leave through e-mail and the same is applied in the CMS software.
- v. Attendance is to be maintained through a biometric system.
- vi. Procurement and Payment including salary through electronic system directly transferring to individual bank account.
- vii. Make admission of students through the computer system.
- viii. Maintaining the service registers of employees through the electronic system.

#### b. For Academic Staff:

- i. Leave application is to be submitted electronically. Paper-based applications are discouraged.
- ii. Info to the students: circular, assignment, attendance, etc. - can be sent through group e-mail or WhatsApp.
- iii. Communication with other faculty members and administration should be through electronic means.
- iv. Examination: Internal Examinations may be conducted through computers as often done during COVID-19.
- v. Webinars are encouraged in place of direct seminars and conferences.

#### c. For Students:

- i. They should communicate with teachers and administration through electronic methods.

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- ii. They should regularly see the group messages in WhatsApp and mail.
- iii. They can verify the marks and attendance through a system made available in an electronic database.

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13/08/21

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