



**CITY**  
ENGINEERING COLLEGE

**Metric Number: 6.2.2** Institution implements E-governance  
in its operation

Annual e-governance report approved by the  
governing council/Board of  
Management/Syndicate Policy document on e-  
governance for the ACY 2019-20



# CITY ENGINEERING COLLEGE

Approved by AICTE New Delhi & Affiliated by VTU,  
BelagaviDoddakallasandra, Off Kanakapura Main Road,  
Next to Gokulam Apartment, Bangalore - 560 062.



## e - GOVERNANCE POLICY

### Introduction

E-Governance in education involves using ICT to streamline administrative and academic processes. It enhances communication, transparency, and service delivery by digitizing functions like admissions, academic records, and online learning, aiming to improve governance and the overall educational experience.

### Objectives

- **Enhanced Efficiency:** Streamlining tasks like admissions, fee payment, course registration, and exam management to minimize delays and speed up processes.
- **Transparency:** Guaranteeing open decision-making by providing students, faculty, staff, and parents with easy access to information on policies, procedures, academic schedules, and results.
- **Improved Service Delivery:** Enhancing services for students and staff through online portals for grievances, feedback, and support, leading to higher satisfaction.
- **Cost Reduction:** Lowering administrative expenses by cutting down on paperwork, reducing manual data entry, and optimizing resource allocation via digital platforms.
- **Data Security and Privacy:** Protecting student and institutional data through strong IT infrastructure, encryption, and adherence to data protection regulations.
- **Effective Decision Making:** Enabling informed decisions with real-time analytics and reporting tools that offer insights into academic performance, resource use, and trends.
- **Stakeholder Engagement:** Boosting involvement of students, faculty, alumni, and industry partners through interactive platforms for communication, collaboration, and knowledge sharing.
- **Academic Excellence:** Enhancing teaching and learning by supporting online platforms, digital libraries, and virtual classrooms.

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**Sustainability:** Promoting environmental sustainability by reducing paper usage and implementing digital workflows for administrative tasks.

**Compliance and Accountability:** Ensuring adherence to regulatory requirements and institutional policies while strengthening accountability through audit trails and digital signatures. Achieving these goals demands a strategic approach, committed leadership, thorough training for stakeholders, and ongoing assessment and improvement of e-governance initiatives.

## Scope

The policy will apply to all internal and external stakeholders of CEC, as well as its various departments, including Forums, MoUs, Partnerships, Joint Ventures, and Chapters of any Professional bodies.

## Policy

- CEC's e-Governance Policy aligns with its ICT Policy, aiming to streamline operations like Admissions, Academics, Administration, Examinations, Accounts, Library, and HR by implementing e-governance.
- Policy focuses on developing user-friendly ERP solutions to automate institutional functions, ensuring transparency, accountability, and efficiency. Authenticated and validated information from the ERP will be the primary source of institutional data, accessible anytime and anywhere.
- e-governance will provide a unified framework for seamless interoperability between systems, reducing administrative delays, and empowering students, faculty, and parents to participate in governance and decision-making processes.
- e-Governance will support the Green Campus Policy by minimizing the use of paper, printer ink, and other resources.
- e-Governance will automate services, making information about all aspects of the Institute's operations easily accessible to all stakeholders, regardless of geographic location or language barriers.

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## e-Governance Domains:

- a. Use of e-Governance in Administration**

The responsibilities include creating and managing departments, courses, and branches, as well as establishing user levels with specific access rights for various modules and mapping users to these levels. Key tasks also involve backing up and restoring data, tracking staff logins, and resetting passwords. Additionally, handling complaints and suggestions from students and staff, setting the academic calendar, and posting news and events for user notice. Responsibilities extend to uploading student data to the college website, maintaining the college diary, assigning device IDs for attendance tracking, and ensuring data backup and restoration.
- b. Use of e-Governance in Academics**

The faculty enters attendance and marks, analyze student data, and view profiles on a single screen. It supports teaching plan analysis, resource uploads, and integrates with attendance capturing devices. Faculty can communicate with students via messages and assignments, receive student feedback, and issue attendance shortage notices to parents. It also manages time tables, academic projects, faculty registers, workload, adjustments, circulars, disciplinary actions, performance assessments, and certificate issuance. Additionally, it handles extra classes and student promotion and detention.
- c. Use of e-Governance in Admission Process**

The process involves importing student data from an Excel sheet, which includes the admission register, caste and sub-caste information, and tracking certificates that students need to submit. Additionally, it generates 10-digit roll numbers for each student and organizes students into sections. Reports are also generated as part of this process.
- d. Use of e-Governance in Examinations**

The responsibilities include managing the seating arrangement for external exams, entering and uploading marks for both external and internal exams, and analyzing and generating reports on these marks. Additionally, progress reports and attendance reminders are handled, alongside tracking supplementary and detained students. Invigilation charges for staff are also administered, and comprehensive reports are prepared.
- e. Use of e-Governance in Correspondence**

The maintenance and procurement of equipment and consumables, which involves managing indents to the central stores. Addressing issues within the department is

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crucial for smooth operations, as is overseeing purchases and receipts. Regularly updating and monitoring stocks ensures availability of necessary materials. Finally, generating and reviewing reports provides a comprehensive overview of the lab's operational status and needs.

**f. Use of e-Governance for Staff**

Messages among staff members include groups and individual members. SMS communications are used to update parents, staff, and students about various matters. This system handles important notifications such as marks, attendance, and fee dues, which are sent to parents via SMS. Additionally, it facilitates printing parent's addresses and enables correspondence through email or letters with parents. During admissions, bulk SMS messages are sent to parents and students to streamline communication.

**g. Use of e-Governance for Students**

Students can view their attendance, marks, and fee information, and provide feedback on faculty members. The system allows you to search for books in the library, reserve them, and access resources like notes and e-books. You will also receive personal messages from the Head of Department or faculty, stay updated with circulars, and access alumni information.

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