



Jyothi Engineering College

NAAC Accredited College with HR Accredited Programmes*

Approved by AICTE & affiliated to APJ Abdul Kalam Technological University

A CENTRE OF EXCELLENCE IN SCIENCE & TECHNOLOGY BY THE CATHOLIC ARCHDIOCESE OF TRICHUR

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E-Governance Policy

E-Governance is, in essence, the application of Information and Communications Technology to institution functioning in order to create 'Simple, Moral, Accountable, Responsive and Transparent (SMART) governance. This would generally involve the use of ICT's by the institution for any or all of the following reasons:

- Exchange of information with all stakeholders
- Speedier and more efficient delivery of services
- Improving internal efficiency
- Reducing costs / increasing revenue
- Re-structuring of administrative processes and improving quality of services

Thus, e governance is defined as the use by institution of information technologies (such as Wide Area Networks, the Internet, and mobile computing) that have the ability to transform relations with all stakeholders. These technologies can serve a variety of different ends: better delivery of institution services to students, improved interactions with industry, better and transparent access to information, or more efficient institution management. The resulting benefits can be less increased transparency, greater convenience and revenue growth.

Objectives

- Implementation of E-governance in all possible areas of functioning of the institution.
- Creating a transparent, cost & time-effective administration system thereby attaining efficiency in the overall functioning of the institution.
- Promoting accountability among stakeholders.

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- Introducing an environment-friendly paperless administration system within the institution.
- Facilitating a smooth and seamless online official communication system, both internal and external.
- Providing quick and easy access to information.
- Building global visibility and branding to the institution.
- Implementation of a proactive feedback system for 'Continuous Performance Management'.

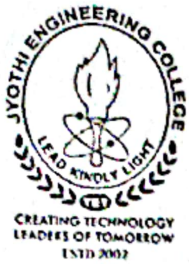
Policy

1. To provide a well organised, efficient and effective system of governance, it is decided to introduce and implement e-governance in all the possible functioning areas of the Institution.

2. The institution has already implemented e-governance in most of the key areas of operations such as,

- Administration
- Finance & Accounts
- Student admission and other supports
- Library
- Examination


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For convenience purposes, the e-governance policy is divided into various areas of operation. These areas of operation are illustrative and the institution reserves the right to implement e-governance even in the areas not enlisted herewith.

1) Administration

To provide a hassle-free, convenient and cost-effective process, the majority of the administrative operations in Jyothi are handled using e-governance. Facilities are implemented for online admissions, online fee payment, e-copy of payslips, etc. The e-governance support systems related to administration are as follows

Area of e-governance	Administration
Name of the e-governance support system	Year of implementation
CampusBook - This is a campus management web application running on PHP & MySQL and is developed and maintained in-house. This is hosted in a shared hosting environment so that the faculty and students can access the same 24x7 anywhere.	2011
Biometric Punching System: Our biometric machine acknowledges the staff's fingerprint to register their attendance thus ensures quick and smooth check-in and check-out and also eliminates the chances of any proxy attendance.	2009
Project Office and Computer Centre Management System (PROCCMS) is an In-house developed online management system for the repair and maintenance activities that comes under Project Office (General) and Computer Center (IT). It helps the administrators concerned to keep track of the job cards assigned to the repair and maintenance team and make sure that everything is being addressed and solved within the timeline	2019
Faculty Appraisal System: A holistic 360° evaluation and appraisal system designed for the staff to manage their Self-appraisal, Technical assessment, promotion, salary increments, etc. The Appraisal system provides detailed information to the staff members regarding where they stand and what needs to be improved.	2019
JECC Repo - Online common file repository which maintains all the relevant common files data the institution in a single location thereby avoiding data replication and saving the man-power to collect and consolidate these data. The output from this system will be used by various committees like NBA, NAAC, Research, Appraisal, etc.	2021
CCTV Surveillance and Public Address System: Covers every nook and corner of the institution including classrooms, for ensuring the safety of the students, faculty, and facilities of the institution. The Public Address System helps in all emergency communications.	2015

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Grievance Redressal System: For quickly addressing the concerns and grievances of the students, parents, and staff and also for sending monthly status reports to the AICTE regarding the number of grievances received, cleared, and pending.	2019
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2) Finance & Accounts

For ease of maintaining accounts, the institution is using Tally software. Appropriate security measures are being taken for maintaining the confidentiality of the transactions. Training to the existing staff and updation of the existing software is being done on a timely basis.

Area of e-governance	Finance & Accounts
Name of the e-governance support system	Year of implementation
Tally ERP Software Version9	2002

3) Student admission and other supports

The student admission process is carried out in two different modes, one is government quota and another one is management quota. The government quota students are directly using the Commissioner of Entrance Examinations website in a single-window counselling method. On the other side, management quota students are using the college website and our in-house software for their admission. The e-governance support systems related to Student admission and other supports are as follows

Area of e-governance	Student admission and other supports
Name of the e-governance system	Year of implementation
JECC Admission Administration System (JAAS): is an online, streamlined way to manage our college's admissions process. The application is developed in-house and hosted in a shared hosting environment so that the faculties and students can access the same 24x7 anywhere.	2016
Student SMS System: All important alerts/information from the college will be sent to the students and parents via SMS	2016
JECCBOOK - Mobile App: JeccBook is a mobile app for the students, parents, and staff to stay connected with the latest news and events of Jyothi Engineering College. The app is also integrated with the relevant features of CampusBook	2016

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4) Library

The institution has one of the best library facilities provided to the staff and students. To continue with this legacy, we need to add more and more e-learning resources for the benefit of the teachers and students. The library is presently using In-house developed LMS software for its functioning. It is updated timely. Also, the DSpace - Digital Library and Library Online Logging System is used to utilize the library resources effectively. Similarly, appropriate training to the staff and the students for using the e-learning resources is provided through an orientation program conducted by the librarian at the beginning of the academic year.

Area of e-governance	Library
Name of the e-governance support system	Year of implementation
Library Online Logging System: An In-house developed application to digitize the library visitor analysis. The application reduces the manual effort of generating the reports related to the library visits of staff and students	2018
Library Management System (LMS): An In-house developed application that helps in the management i.e., the tracking of the books issued and returned from the library. LMS also provides a clear database of the existing books and new books added to the collection	2012
DSpace - Digital Library: Digital online repository which is developed with the help of open-source software, for the collection, processing, preservation, and providing access to a huge collection of University syllabus and previous question papers. This is widely used by the students for the preparation for their university exams	2010
NPTEL Server: A huge collection of NPTEL videos have been purchased and are made available to the staff and students on our local(internal) server. New videos are being added to this list regularly, as per the requirement.	2010

5) Examination

APJ Abdul Kalam Technological University executes almost all its operations online. Right from Filling of examination forms, revaluation forms, obtaining hall tickets, receiving examination papers, uploading marks, etc., everything has to be done online. Utmost secrecy and confidentiality is maintained while handling examinations and related processes and with utmost care and caution. The College Examination Officer needs to supervise the entire process of examination under the guidance of the Principal of the college. Internal exam cell conducts is responsible for the smooth conduct of sessional examinations. The IQAC ensures the quality of the question papers.

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Area of e-governance	Examination Year of implementation
Name of the e-governance support system	
CampusBook - Campus Management Software is also used for the internal exam and sessional mark calculations	2012
KTU Result Analyser: An In-house developed application that provides a detailed analysis of the results of regular examinations published by APJ Abdul Kalam Technological University. The results are processed and organised suitably so that one can derive helpful information from them. The analysed data is suitable for colleges and faculties to evaluate how they performed in comparison to others, to take appropriate measures.	2017
Internal Exam Question Portal	2019

6) Website

The website of the college is fully equipped taking into account the needs of all the stakeholders. The website depicts the college vision and mission, information about all programs offered, facilities provided, activities, important notices, etc. which is made easily available to the public.

Area of e-governance	Website
Name of the e-governance support system	Year of implementation
JECC Website	https://jecc.ac.in/

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