ATME
College of Engineering

E-GOVERNANCE DOCUMENT

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e-GOVERNANCE POLICY

Introduction

Technology has become a part of our daily life. Technology has its presence in all aspects of our life. The 'E' in E-governance signifies electronic and E-governance means the governance with Information technology. The increasing demand for transparency in administration, faster information transfer and other demands that can be fulfilled only by adopting the E-governance. At the root of it, e-Governance provides good governance, empowers the stakeholders, cutting the process cost, time, and improves the administrative performance.

Objectives

- To enhance the quality of governance by effective participation, increased transparency, and actionable accountability.
- To achieve efficiency in all the operation of the institute like Admissions, Teaching-Learning (Academic), administration, Examinations, Accounts, Library and HR wings.
- To provide a reliable information source to ensure that all important communications / circulars notices reach the stakeholders any time anywhere.
- To minimize paper usage and achieve a paperless administration within the institute.

Scope

The policy shall be applicable to all the internal & external stakeholders of ATMECE and various departments under it including Forums, MoUs, Partnerships, Joint Venture, and Chapter of any Professional bodies.

Policy

- ATMECE's e-Governance Policy shall be in conformity with the ATMECE's ICT Policy.
- ATMECE's e- Governance Policy is formulated with primary objective of implementing e-governance in providing various services to its stakeholders. This policy shall help in achieving efficiency in all the operation of the institute like Admissions, Teaching-Learning (Academic), and Administration, Examinations, Accounts, Library, and HR wings in an integrated manner in order to enable transparency, clarity and accountability.
- Policy aims to towards Development of integrated, user friendly Enterprise resource planning (ERP) solutions to automate various operation/functioning of intuitional functioning.
- Information flowing in and out of the ERP solution shall be proper authenticated, authorized and validated for its correctness. ERP shall be the principal source of information and shall be considered equivalent to information with authorized signatures and/or seals.
- E-Governance shall provide a reliable information source to ensure that all important communications / circulars notices reach the stakeholders any time anywhere.

- Implementation of e-governance shall ensure common framework, standards and seamless inter-operability and portability between systems, software and data.
- E-Governance shall overcome administrative delays in providing required services to the stakeholder.
- Empowerment of faculties, students and encouragement of their participation in governance process.
- Empowerment of students and parents to gather information regarding all the activities & operations of ATMECE, universities, government policies and get involved in the process of decision making.
- Proper implementation of e-Governance practices making it possible for students and parents to get their work done online thereby sparing themselves of unnecessary hassles of traveling to the respective offices.
- E-Governance shall enable business or industries to access information required information there by enhancing Industry Institute Interactions, Collaborations, and Partnerships & MoUs & Placement.
- E-Governance shall lead to automation of services, ensuring that information regarding all aspects of Institutes functioning is always easily available to all stakeholders without geographic and language barriers.
- E-Governance shall compliment the Green Campus Policy by reducing the use of Paper, Printer ink, etc.
- E-Governing system shall be scalable and cost effective.

E-Governance Domains:

a. Use of e-Governance in Admission Process

ATMECE make use of ICT to ensure effectiveness, efficiency and transparency of the admission process. ATMECE undertake a range of activities to support the admission process through use of ICT, but not limited to the following:

- Publication of admission related information like No of seats available in each program, Fee structure, Cut-off ranking of previous years, Round wise No of seats available, etc. over the Internet for better reach and visibility.
- Provide online registration facility for prospective students.
- Maintain a follow up and help prospective students through online support system and FAQs.
- Computerized admission process, allotment of hostels, opting for transportation service, generation of IDs, etc.
- Real time generation of database of students admitted.

b. Use of e-Governance in Academics (TLP Process)

- The faculty enters the lesson plan on the AIMS before the commencement of the semester. Soon after the class, the faculty updates the attendance, topic of the class conducted and the deviation from the class panned if any on AIMS.
- The report of the student attendance will be available in AIMS. The report comprises class wise, subject wise attendance. This facilitates the HoD to monitor the students' attendance and take corrective action on time to time basis.

c. Use of e-Governance in Evaluation (Tests & Examinations)

- Faculty uploads assignment question on AIMS, by mentioning the due date within which the students has to submit the assignment.
- Faculty enters attendance of the students during internals, internal marks and external marks on AIMS. The software produces the list of the FCD, FC, SC and failed students.
- The results sheets of the student will be reflected in the faculty appraisal system.

d. Use of e-Governance in Human Resource Management (HRM)

Faculty will update their functioning details of previous one year through self-appraisals system of AIMS. In this Faculty will update the details pertaining to;

- TLP- comprising of number of classes conducted, number of extra/tutorial classes conducted, contents that are covered beyond syllabus, ICT based and innovative teaching methods that the faculty have adopted. Details of remedial and bridge classes conducted shall be provided.
- Role and responsibility handled at various capacities at the department and institution level committees.
- The details about the FDPs, workshops, seminars that they attended, certification courses that they have taken up STTPs etc. that they have attended.
- Participation of faculty in socio-cultural, sports, NSS and other related activities at the department, institution and university level.
- Guiding and supporting students in project exhibitions, technical competitions and paper presentations conducted in other institutions.
- Organizing industrial visits, filed study etc.
- Association of faculty with professional bodies is also one of the important parameter in the faculty appraisal system.

e. Use of e-Governance in staff Support.

- The pay slip will be available in the AIMS and that could be used by the faculty as and when needed.
- Faculty willing to avail leave, apply for leave by making an alternate arrangement for the class if there is any. The leave will be approved by HoD and then by the Principal. The faculty to whom the class is altered will avail the class and update the attendance in AIMS.

f. Use of e-Governance in Student Support.

- ATMECE has a mentoring policy. The mentoring happens on one – On – One Support once in a month. Each mentor will be assigned with 15 students. The mentor will speak to the students individually and addresses the issues of the students and help the students to progress. The details of the mentoring will be updated in AIMS.
- Students having any grievance can use AIMS to upload their grievance. The issue will ne addressed by the concerned faculty, HoD and Principal as per the need. The issue will be marked resolved after the solution is provided.

- AIMS consists of database of all the students studying in ATMECE. Faculty, HoD, Principal send mail and messages to the students on need basis using AIMS.

g. Use of e-Governance in Research.

The e-Governance in Research supports and appreciates

- Participation of faculty in national and international conferences as a participant and as presenter.
- Participation of faculty in the conferences conducted in India and abroad
- Paper publication of faculty in Google scholar, scopes indexed, H-indexed, UGC recognized journals.
- Participation of faculty in other institutions as Jury member, session chair, speaker.
- Participation of faculty as a reviewer and a member of editorial committee of journals
- Authoring book chapters and books in National and international publications
- Faculty applying and availing funding
- Faculty applying for patents
- Faculty submitted thesis
- Consultancy projects undertaken
- Awards received by the faculty
- MoU with other organizations and Industries

CONTACT US

📞 +91-821-2954081

📍 ATME College of Engineering,
13th Kilometer, Mysuru-Kanakapura-
Bengaluru Road,Mysuru-28, Karnataka.

✉ info@atme.in

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