Shri Dharmasthala Manjunatheshwara College of Engineering and Technology, Dharwad-02

E-Governance Policy

Shri Dharmasthala Manjunatheshwara College of Engineering and Technology, Dharwadshould have an e-governance policy which focuses on leveraging digital technologies to enhance the delivery of services to students, faculty, and staff, and to promote transparency and accountability in governance.

Vision

> To develop competent professional with human values

Mission

> To have contextually relevant Curricula.

> To promote effective Teaching Learning Practices supported by Modern Educational Tools and Techniques.

> To enhance Research Culture.

> To involve the Industrial Expertise for connecting Classroom contents to real-life situations.

> To inculcate Ethics and soft-skills leading to overall personality development.

Objectives of the Policy

> To establish a more transparent and effective system of institutional governance.

> To promote better accountability in all the functions of the college.

> To establish a paperless workplace at the institution.

> To provide easy and quick access to information.

> To make campus Wi-Fi enabled.

- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library

Scope of the Policy

- General Administration and Website
- Student Admission
- Internal and External Examinations
- Library
- Accounts and Finance including online payment
- ICT Infrastructure

General Administration and Website - The institution shouldhave a dynamic website will act as an information center which will disseminate timely information about the institution, all its activities, important notices, courses offered, etc. For this purpose, aseparate experienced inhouse staff will be nominated with proper training to handle effectively. Time and again training willbe given to the administrative and teaching staff to make important updates on thewebsite. A Website Committee has to be formed for the administration of the website including the Principal and the Dean Administration with an experts. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for otherchanges that are required on the website. The institute strives to showcase its vibrant, self and activeness through its dynamic website. All the important notifications have to go liveon the website as and when they are released.

Student Admission: An open and transparent strategy for the admission must befollowed which is further strengthened by the ethical practices and regulations asopined by the respected Management. The institution brings out its brochure/prospectus which will be displayed on the website that has guidelines for the admission process. An admission portal to be used to manage the admissions in the institution. Number of studentsapplying to each course, withdrawals, fee submission, all to be managed through this portal only. Students also must be able to obtain transfer certificates, bonafied certificates, etc. on an online mode

Examination: The institutionmust adopt an online system where students can view theirtotal internal assessment marks at the end of each semester and can reportdiscrepancies, if any.

Students can register for exams in the online mode, semester end results will be displayed on website.

Library: The institutionmust maintain its academic excellence throughmaintaining a well-stocked library. The institution will add more and more e-learningresources for the benefit of the teachers and the students. Recommendations are taken fromthe teachers and students while subscribing to the e-resources. Teachers can apply toget books of different authors for the subjects they are teaching to increase the knowledge database.The Libraryis having a fully automated EASYLIB software which is having an easyto use- Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports.To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

Accounts and Finance: The institution continues to maintain its account on Tally. Latest versions of thesoftware to be purchased and used. All the analysis reports are generated through Tally. Appropriate security measures should be taken for maintainingconfidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly.Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

ICT tools:

Hardware Infrastructure

- ➤ The institution to ensure that it has adequate number of desktops and laptops for students and staff.
- ➤ Computers and printers to be made available in the administrative block.
- ➤ Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- ➤ The infrastructure to be complemented by Computer networking devices, scanners and interactive teaching board/smart board etc.

Software Infrastructure

- ➤ The institution to maintain adequate configuration servers to allow fast transmission of data to the various computers.

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- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages

Overall, an e-governance policy of Shri Dharmasthala Manjunatheshwara College of Engineering and Technology should aim to provide efficient, effective, and transparent services to citizens through the use of digital technologies.

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