

**Kolhapur Institute of Technology's  
COLLEGE OF ENGINEERING (AUTONOMOUS),  
KOLHAPUR**

**R. S. No. 199B/1-3 Gokul Shirgaon, Kolhapur - 416 234**



**E Governance Policy  
2022**

Revised E- Governance policy Formed with Approval of IQAC Meeting held on 19.03.2022

## **PREAMBLE**

The Kolhapur Institute of Technology's College of Engineering (Autonomous), Kolhapur institute's E-governance envisages with the sole vision of enhancing the system of governance for development of the institute by using new and cutting-edge technologies. The broad areas of e-governance are Academics, Admissions, Administration, Examination and Online Distance Learning. All day-to-day operations of departments, academics, placements management information systems and stake holder's inclusion are incorporated in a staged manner. It seeks to plan and facilitate any infrastructure for the adoption of innovative applications and solutions for seamless institute management.

The E – Governance policy is revised considering National Education Policy 2020.

## **OBJECTIVES**

1. E-governance implementation in the institution's operations in various functioning areas
2. Achieving functional efficiency
3. Promoting transparency and accountability
4. Achieving green initiative through paperless administration of the institution
5. Enabling online internal and external communication
6. Facilitating quick information access
7. To enhance the teaching-learning experience by using technology in multiple ways and also to make quality education accessible for stakeholders as per NEP 2020.

## **AREA OF IMPLEMENTATION**

- Academics
- Admissions
- Administration
- Examination
- Online Distance Learning
- Website and Social Media

The policy is divided into various areas of operation for effective and efficient implementation.

### **1. Academic**

Institute to provide all the information related to academic planning and execution, as well as the effective monitoring of OBE parameters on online mode. Necessary customized Learning Management System be provided to disseminate content, evaluate student performance, and promote self-learning. Online feedback system through an in-house software be developed for formative and summative feedback. Some MOOC courses be included in curriculum such as NPTEL, Coursera etc.

An integrated Library Management System be provided for library circulation with 24x7 access in & outside the campus. Library be provided with e journals and e books access for stakeholders to browse remotely.

### **2. Admission**

Application Program Interface be used to reach to the maximum engineering aspirant students. In addition, all admission related information be shared on institute website, and official handles on various social media platforms.

### **3. Administration**

#### **• Establishment**

Institution to process admissions for programs, hostel, transport etc. using a Suitable ERP Solution. Students also must be able to obtain transfer certificates, bonafied certificates, expenditure certificate for bank loans, Letter of Recommendation and e transcripts etc. through an online mode.

Attendance Management Software be used by Administrative Staff and Teaching Faculty to record and track attendance, generation of daily, weekly, monthly reports and payroll. Circulation of notices, circulars, and Minutes of Meeting to the faculty and staff be provided through e mode. (mobile apps, emails etc.).

#### **• Accounts**

For ease of maintaining accounts & Finance, suitable Accounting & Finance Software package to be implemented. Parents & Staff to make payments using online payment gateways through Debit/Credit Card & UPI Platforms. All the fee collection be updated through suitable ERP solution. All the bulk payments such as staff salary be done through RTGS/NEFT.

#### **4. Examination**

The process of assessment and evaluation of theory examination be done digitally (on-screen/online) through suitable software.

Filling of examination forms, revaluation forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution. Dean Examination and Evaluation needs to supervise the entire process of examination under the guidance of the Director of the college. Regular updates of Students Internal Performance to be maintained and communicated to the parents.

#### **5. Online Distance Learning**

The National Education Policy (NEP) 2020 has placed a strong focus on the use of technology in a variety of ways to improve the teaching-learning process and make high-quality education more widely available. As per the NEP document, the use of technology will be taken to the next level to “ensure preparedness with alternative modes of quality education whenever and wherever traditional and in-person modes of education are not possible.”

Final year students are going for internship/projects in the field as per institute’s internship policy. A suitable online platform be used to deliver lectures to the students perusing internship in the industry. After effective delivery of regular academics through online mode, each session be recorded and made available for the students for their further reference. E-content development centre with a dedicated All in One VFX studio machine be established in the college. Faculties need to create e-contents in the centre. All curricula be converted step by step in e form for students and offer it in MOOCs form to the entire student community through our own MOOC platform in due course of time.

#### **6. Website & Social Media**

The college's website be regularly updated to reflect the most recent activities. The website needs to be served as a reflection of college activities, making information about all events, significant announcements, etc., easily accessible. Important information & achievements to be posted on the Social Media.

Documented prepared and submitted by

  
**Dr. Sunil S. Shaha**

**Associate Professor**

**Department of Environmental Engineering**

  
**Mrs. Deepali K. Jadhav**

**IQAC Coordinator**

  
**Dr. M. M. Mujumdar**

**I/C Director**

**Dr. M. M. Mujumdar**

**I/c Director**

**Kolhapur Institute of Technology's  
College of Engineering (Autonomous)  
Kolhapur**