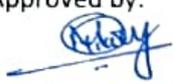


**Asansol Engineering College**  
**Vivekananda Sarani, Kanyapur**  
**Asansol- 713305**



**E- Governance Policy**  
**(w.e.f session 2016 – 2017)**

Approved By BOG  
No. 39 Dated: 20.02.2016  
Under Agenda No. 07

Ref.No. : AEC/E-Governance/Policy/2016/ 9947 Issue No. : 01. Dt. Of issue: 29.02.16	Compiled & Checked by  Registrar, AEC	Approved by:  Principal, AEC
---	--	---

### **Objectives of e-governance policy(2016-2017):**

1. Implementation of E-governance in various areas of operation of the institution
2. Implementation of paperless administration of the institution
3. Facilitating online internal and external communication between various departments /members of the institution
4. Allowing students to interact online with the teachers
5. Facilitating easy access of the information
6. Increasing the visibility of the institution globally

### **Policy**

1 The implementation of E-governance in different areas of operation of the institution have been done in order to provide simpler, robust and efficient system of governance.

2. E-governance has been implemented in the areas of administration, finance and accounts, student support like admission, library usage and website.

3. The implementation of the E-governance in the mentioned area will facilitate the users, i.e. all the stake holders of the institution to exchange information easily and will increase the visibility of the institute globally.

**.1. Administration:** Administrative E-governance includes the facilities for online admissions, online fees payment, online leave management of the employees. Training to the existing staff and updating of the existing software must be done on timely basis.

**2. Finance & Accounts:** Finance & Accounts E-governance includes the facilities for online fees collection, online salary statement generation and online balance sheet maintenance.

Appropriate security measures should be taken for maintaining confidentiality of the transactions.

Training to the existing staff and updating of the existing software must be done on timely basis.

**3. Student Admission and Support:** E-governance includes the facilities for online enquiry of the students regarding admission, online class routine distribution, online study material distribution through email and other mediums, online assignment submission through email,

**4. Library:** Library E-governance includes the facilities for maintaining the record of book distribution, maintaining the record of book collection, maintaining the record of fine regarding the late submission of books, maintaining the record of book bank facilities, maintaining the online journals, magazines, e-books and providing access for online journals, magazines. Recommendations of the teachers and students also need to be taken into account while subscribing any resources. Training to the existing staff and students and updating of the existing software must be done on a timely basis.

**6. Website:** The website of the college is revamped taking into account the needs of all the stakeholders. The website acts as a mirror of the college vision and mission, information about all programmes offered, admission procedure, facilities provided, activities, important notices etc which is made easily available to the outsiders. For this purpose, a separate service provider/web designer needed to be appointed by the head of the institution.

**7. Feedback:** An online Feedback mechanism to be developed and put in place so as to get regular feedback from Students/Alumni/ Parents/ employers etc. These feedbacks are taken into considerations during arrangements of training programs, arrangement of remedial classes etc.

**8. Biometric:** Biometric facility to be in place to monitor the punctuality and regularity of the staff by recording the in and out time swipes.

9. Committee/ Authorized person has been chosen by the HOI to look into the requirements and maintenance of the above e-governance systems.

**Objectives of e-governance policy:**

1. Implementation of E-governance in various areas of operation of the institution
2. Implementation of paperless administration of the institution
3. Facilitating online internal and external communication between various departments /members of the institution
4. Allowing students to interact online with the teachers
5. Facilitating easy access of the information
6. Increasing the visibility of the institution globally

**Policy**

- 1 The implementation of E-governance in different areas of operation of the institution have been done in order to provide simpler, robust and efficient system of governance.
2. E-governance has been implemented in the areas of administration, finance and accounts, student support like attendance update through SMS services, library usage, examination and website.
3. The implementation of the E-governance in the mentioned area will facilitate the users, i.e. all the stake holders of the institution to exchange information easily and will increase the visibility of the institute globally.

**Agenda:**

1. The above mentioned agenda is introduced through the BOG dated **20.02.2016** under **Agenda no. 07**

\*\*\*\*\*

## **Examination**

The examination pattern is in line with the University and the procedure followed is mentioned under:

- The procedure of end semester examination was implemented in line with the guidelines provided by the University. The off line process of uploading internal marks were followed till the academic session 2016-2017.
- For the academic session 2017-2018 & 2018-19, the continuous assessment was based on two class tests which were conducted in the semesters as per the prescribed syllabus of Makaut.
- From the academic session 2019-2020 till date, the marks for continuous assessment is uploaded four times and the evaluation is based on power point presentation, report and class tests submitted by students.
- For practical papers, the marks for continuous assessment are uploaded twice and the marks are graded out of forty.
- The end semester examination was conducted offline till 2019(odd semester).
- From 2020 to till 2022(June) the end semester examination was conducted online due to lockdown. The examination was conducted under the supervision of MAKAUT along with the college examination cell.
- From the year 2022(December) till date the end semester examination is conducted offline.
- The question papers of different subjects are prepared by the faculties and are being sent to the University for preparation of question bank.