



COER

COLLEGE OF ENGINEERING ROORKEE

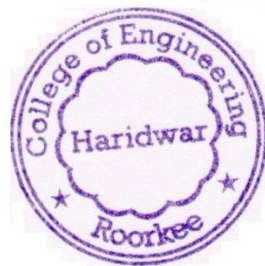
Metric No. 6.2.3

Implementation of e-governance in areas of operation

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

POLICY DOCUMENT ON E-GOVERNANCE

This document contains policy document on E-Governance



**Self Study Report (SSR)
Cycle 1, Year: 2020**





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College of Engineering Roorkee E-Governance Policy

Objectives:

1. Implementation of E-governance in execution of all college related works
2. Achieving efficiency in functioning of the college
3. Promoting accountability, transparency and empowerment
4. Paperless functioning of the institution
5. Providing easy and prompt access to information

Policy:

1. In order to offer simpler and competent structure of governance within the college, it is determined to take up and put into practice e-governance in maximum actions of college functioning.
2. The college has already ongoing with e-governance in several aspects of operations like Admission, Library, Academics, Examinations, accounts etc. But, at this time we have determined to put into operation e-governance in some other areas of the institution.
3. **E-governance Areas:** The policy is divided into diverse areas of functioning:
 - a. **College Website:** The website acts as a mirror of the college information such as notices, curricular and co-curricular activities, functions, college functionaries. College is having a full time web developer and team members for information uploading. For the hosting of website, a separate service provider is hired. Admission and on-line transaction interfaces are also provided on the website.
 - b. **College ERP:** College is having Enterprise Resource Planning (ERP) software for the smooth functioning of website. Following are functions and modules of the ERP:
 - **Admission:** ERP is used in admission for registration purposes
 - **Accounts:** For ease of maintaining accounts, the society is already using Tally software and ERP
 - **Library:** All functioning of library are provided into ERP
 - **Administration:** Facilities are provided for online leave management of employees, Bio-metric attendance of staff and faculty members
 - **Examination:** Filling of examination forms, obtaining admit cards, uploading of marks, etc. everything has to be done in online manner. Academic Cell of College Examination oversees the complete process of examination under the guidance of the examination controller of the institution
 - Alumni Management
 - Student Attendance.
 - c. **Learning Management System (LMS):** LMS is an online system which is used to plan, execute and assess a specific learning process which helps in administration, documentation, tracking, and recording of details of classroom learning.



(Director)

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