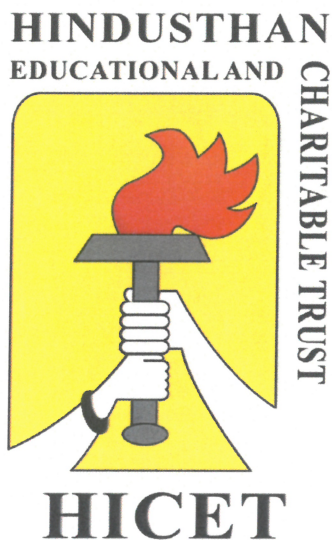


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***E-GOVERNANCE POLICY***

## **E-GOVERNANCE POLICY**

Governance is the exercise of political authority and the use of institutional resources to manage society's problems and affairs of information and communication technologies and their use. It also ensures communication by electronic means to place power in the hands of citizens to determine what laws need to be made and how these laws should be written. It is the application of information and communication technology for delivering government services, exchange of information and transactions. The use of information and communication technologies (ICTs) to support citizen services, government administration, democratic processes, and relationships among citizens, civil society, the private sector, and the state. It is the technology to deliver organization services electronically, transaction processes, and the transformation of e-governance service services. The university community is the central focus of service delivery. The service is delivered through a single online point of access.

### **OBJECTIVES**

- To implement E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college to achieve efficiency.
- To achieve a paperless environment in the institution in order to provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make the classrooms ICT enabled having Desktops, Laptops, Smart boards, Projectors, etc.
- To establish a fully automated Library.
- To facilitate online internal and external communication between various entities of the institution.

- To make the institution visible globally in virtual media with its website and social media.

## **POLICY**

The policy is designed and framed to make each and every function transparent and accountable. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning. Institution will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. Institution decides to make the following policies and procedure in the following areas:

1. Website and Social Media
2. Student Admission
3. Academics
4. Learning Management System (LMS)
5. Examination
6. Placements
7. Accounts
8. Knowledge Centre
9. Administration
10. Alumni
11. Hostels
12. ICT Tools

For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.



## **1. Website and Social Media**

Institutions website will be continuously updated taking into account the new changes. The website will be acting as a mirror of the Institutional activities and information about all activities, important notices etc. and should be made easily available. For this purpose, a separate service provider/web designer is appointed by the Institution. Training will be given to the administrative and teaching staff to make important updates on the website. Institution strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released. Important information & achievements will be posted in the Social Media.

## **2. Student Admission**

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by AICTE / Government of Tamilnadu / Anna University, Chennai. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process.

## **3. Academics**

Institution will manage student academics using a suitable ERP Solution with Real time communication to parents with respect to Student Progress.

## **4. Learning Management System (LMS)**

The Learning Management System is adopted in our institution in the E-Campus College Management System. It provides an instructor with a way to create and deliver content, monitor student participation and assess student performance. The E-Campus platform also gives options for conducting online exams and quizzes.



## **5. Examination**

The college has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. Examination process is regulated by the Anna University and thus the governance policy of the University to be adopted in this regard. The conduct of examination and declaration of results is one of the important activities of Office of the Controller of Examinations. The Examination Section is the backbone of the examination system. It is of paramount importance that the examinations are conducted with utmost precision, fairness and objectivity to gain public credibility and esteem. In order to achieve this, all rules and procedures relating to the examinations should be so well delineated as to leave nothing to chance and assumption.

## **6. Placements**

The Placement Advisory Team (Corporate Relations) aims at providing the best opportunities enabling every student to realize his/her dream. This team is committed to the task of securing final placements and summer internships for every student on campus. It has not only consistently set high standards for itself but has been successful in surpassing them again and again. Over the last decade, the college has emerged as one of the most favoured destinations for hiring fresh talent from the campus. Its endeavours to provide industry compliant talent and emphasis on Quality, Discipline, Self-Learning, Ethics and Values have borne rich dividends. Placement is a guaranty for all skilled students. In addition to providing placement support to the students in the prestigious organizations, we also facilitate the training of our students during summer and winter vacations, internship opportunities, project work for the students in the final year, continuous institute-industry interactions, alumni activities, counseling of the students on job opportunities, facilitating industry visits and inviting distinguished speakers to add value in our programs. Our

students today are occupying coveted positions in Multinationals, Corporate, PSUs and other organizations with excellent compensation packages.

## **7. Accounts**

Profit and Loss, Balance Sheet and analysis reports will be generated. Appropriate security measures are taken for maintaining confidentiality of the transactions. Training to the existing staff and updating the existing software is done regularly. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

## **8. Knowledge Centre**

The HiCET Library was established in 2000. Young minds benefit from it. Its carpet area is 2020 sq.mt with 350 seats. The collection consists of 81557 books, 216 journals, 29 magazines, 5041 thesis reports, 2773 back volumes, and 4192 compact discs. Security cameras are installed throughout the library to ensure the safety of its users. A digital library enhances the teaching and learning process by enabling students to access a wide range of resources. Databases and books can be catalogued online through OPACs. Access to e-resources is available everywhere, for library users. The institution subscribes to IEEE-ASPP, NDLI, N-LIST, ProQuest and DELNET. This resource includes online journals, magazines, and newspapers. Also installed is Swayam Prabha DTH for telecasting IGNOU, IITs, UGC and NPTEL education. Academic databases like Vidwan, ORCID, Scopus, and Google Scholar provide faculty profiles. Swayam, NPTEL, etc. provide digital lectures. SWAYAM PRABHA telecasts live lectures. The reprographic facility provides copying and printing. Scholarly networks and academic identities are facilitated by IRINS.

## **9. Administration**

Attendance Management Software (E-Campus) to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically



calculate the Internal Assessment marks for attendance. Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database. In order to provide a hassle free, convenient and smooth process, administration of the college to be made paperless. Students must be able to obtain maximum services in online mode. The Institution will look into opportunities to automate some of its functions related to administration. Admin Staff is provided with adequate training and development to keep them abreast with the new technology.

#### **10. Alumni**

In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

#### **11. Hostels**

The administrative system for the hostel is computerized.

#### **12. ICT Tools**

ICT tools are the set of currently developed technologies that allow more efficient communication of information, which have modified the way of accessing knowledge and, in turn, human relations.

HICET is an ICT enabled Institution and all our faculty members are using the following ICT Tools.

- Kahoot
- Quizlet
- Google Forms
- Hot Potatoes
- ClassMarker
- Quiz Maker



- Typeform
- Interact
- FlexiQuiz
- Survey Monkey
- Articulate Quizmaker 360
- iSpringQuizMaker
- QuizGame
- ProProfs
- Edbase
- TypeForm
- Nearpod
- Testportal

### **Hardware Infrastructure**

- The Institution ensures 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 College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like MS Office and Antivirus to be purchased and updated regularly.



*[Handwritten signature in red ink]*

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