



ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY

MANGALWARI BAZAR ROAD, SADAR, NAGPUR - 440 001.

(Managed by Anjuman Hami-E-Islam, Sadar, Nagpur.)

Ph. : 0712-2582749, 2583559, 6604502, Fax : 0712-2583559

Web Site : www.anjumanengg.edu.in E-mail : eng_acet@rediffmail.com/eng.acet@gmail.com

Ref. No. ACET/P/1221(A)/20

Date : 14.01.2020

E-GOVERNANCE POLICY

ERP Software is working at institute level and provide the facilities. It is designed and developed focusing on to minimize the manual efforts and to bring transparency in the system. The staff and students are requested to use log in id and password for authentication.

Scope:

The scope of this policy extends to the following areas:

- Academics and General Administration
- Student Admission
- Examination
- Accounts and Finance

Objectives:

- Implementation of 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 and create a paperless environment in the college.
- To provide easy and quick access to information.



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Key focus on:-

Academics and General Administration

The college administration is made paperless in order to give a hassle-free, convenient, and smooth process. Students must be able to get the most out of online services. The college investigates the possibility of automating some of its administrative duties. To keep administrative staff up to date with new technologies, proper training and development are offered. To automatically calculate the Internal Assessment marks for attendance, Monthly Reports and Semester End Reports should be prepared. Staff and students can access information such as attendance, results, timetables, assignments, and other study tools. Attendance Management Software be used by 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. The college will look into opportunities to automate some of its functions related to administration. 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. Administrative Staff to be provided with adequate training and development to keep them abreast with the new technology.

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 the Nagpur University. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through online mode. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Co-ordinator using this portal.



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Accounts & Finance

The staff continues to maintain its accounts through in-house developed ERP portal. Advanced features help the staff to maintain financial records effectively and efficiently. Students can pay fees through online by using any of online payment option like UPI, NEFT etc

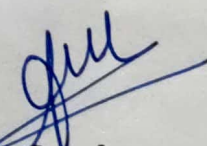
Examination

Portal is capable to take online MCQ exams

FUTURE PERSPECTIVE:-

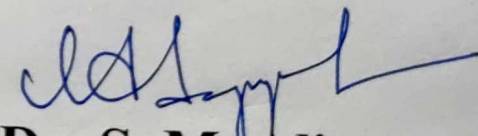
In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning. The institution has already started with e-governance in some aspects of functioning like academics, administration, admissions, accounts, Examination etc. But now we have resolved to implement e-governance in many more areas and with this aim in view we have drafted this policy framework.

The future plan of the institute is clear in terms of including leave management of the teachers directly through website.


Dr. Archana Shirbhate

Coordinator, IQAC

Anjuman College of Engineering & Tech, Nagpur


Dr. S. M. Ali
Principal

Anjuman College of Engineering & Tech, Nagpur

Dr. SYED MOHAMMAD ALI
Principal

Anjuman College of Engineering
& Technology, Sadar, Nagpur.