E-GOVERNANCE POLICY

BISHOP JEROME INSTITUTE

Fatima College Road, Kollam 691001

E-Governance Policy

BISHOP JEROME INSTITUTE (BJI) has an e-governance Policy with the primary objective of implementing e-governance in various operations, transactions and services of BJI for better efficiency, transparency and accountability in operations. The Enterprise Resource Planning (ERP) of the institution has adopted a semi-automatic yet, human involved electronic governance.

Ezygo is a highly acclaimed product with a track record of delivering effective services that is compliant to all applicable norms and guidelines of AICTE and the affiliated University. Uniting the entire campus, **Ezygo** addresses all academic needs to facilitate the academic campus functioning at par with global standards. The E-services of **Ezygo** ensures service facilities to different users based on the privileges, addressing the requirements on a continuous basis, and cost-effective manner.

Goals of BJI E-Governance:

a) To make the Classrooms ICT Enabled.

b) To establish a fully automated Library.

c) Promote to achieve complete digital payment transactions.

d) Automate all tasks, including administrative, to improve internal governance process.

e) To provide easy and quick access to information.

f) To Streamline process from admission to graduation.

g) Outcome Based Education (OBE) integrated smart delivery of accreditation-oriented output generation.

h) To make campus Wi-Fi enabled.

i) Enable paperless environment.

j) Increase transparency in a decentralized approach.

k) Support cost effective communication & storage.

l) Reinforce accountability and credibility

m) Deliver customizable and scalable solution support

Application Areas:

E-governance is implemented in BJI in the following areas:

1) Student admission and support

2) Academics

3) Staff and students Attendance

4) Examination

5) Library functioning

6) Administration

7) Finance and accounts

8) Hostel Management

9) Maintenance of BJI College Website

Website:

The BJI website serves as an information hub for the college, including all of its events, major announcements, and course offerings, among other things. The college maintains an in-house expertise to develop and maintain the websites. Few administrative and teaching staffs are trained on website upgrades.

Media & Website Committee is constituted to oversee the process of updating, maintaining, and operating the websites. College owned domain name is www.bji.ac.in

The Media & Website Committee comprises of 16 members as per below break-up:

- An honorary member

- A Chairperson

- A Co-chairperson

- A Convener and

- A total of 12 members

Student Admission support and Academics:

The admission process is conducted in an open and transparent manner, following Government rules and regulations. The trail head to BJI admission application begins with KEAM (Kerala Engineering Architecture Medical) Entrance Examination, LBS Entrance (for Lateral entry) in the official website. Allotments are based on KEAM/LBS Entrance rank list and other reservations to first year B. Tech./B. Arch. and KMAT for MBA on-site. Admissions to MBA program is based on the rank list prepared by the College, based on merit. For all the above programs, except MBA, 50% seats are admitted by the state Government and remaining 50% of the seats are filled by the management based on the ranks prepared by the Management based on merit.

The entire teaching-learning process in BJI is managed through Ezygo, a multi-purpose software platform. Teachers have to make entry of course progress in every semester and higher authorities can monitor the progress. Evaluation of attainments as per Outcome Based Education is also done by Ezygo. The entire examination process in the college is also managed through Ezygo.

Accounts:

The BJI Employee accounts are managed with the professional Accounting software **'Tally Prime 6.1'** which is an Integrated Personnel Payroll and Accounts information system. The system caters to the Personnel Administration, Payroll and other Accounting activities of the college. Tally Prime 6.1 has the provision to trace service history and financial records of employees.

The system allots Employee Code on registering the Service Book of the employee. It can record the details of loans, advances and other subscriptions like LIC, SLI, GIS, FBS. In addition, a tax computing tool is integrated to compute the Tax calculations based on the tax slab.

Library:

Well-stocked library is functional and maintained with benefits both faculty and students. The stock is expanded with:

The stock is expanded with its e-learning tools, subscription to new periodicals, publications and e-resources (more than 49,300 e-books and around 1,250 e-journals https://delnet.in).

The library is digitally managed by a software named LIBSOFT which have an easy-to-use Graphical User Interface, Multilingual Search and export facility for most reports. The use of software helps search library databases using selected phrases for information retrieval. The Circulation module of the software includes all aspects of circulation, from building member records to printing warnings for overdue books.

Administration:

Campus administration is fully managed digitally under a totally computerized environment as an attempt to automate the campus and to provide a leading edge in addressing all the administrative needs of the institution. User specific login system with specific privileges for each user.

Ezygo enables teaching faculty to utilize it to record, view and manage attendance, internal assessments, generate reports and download the same in usable formats. Internal Assessment marks are automatically generated with the recorded Attendance, Series exams and assignment scores updated. Attendance based Monthly Reports and Semester End Reports can be generated. The college administration runs almost a paperless in a hassle-free process. Students make use of online services to access the student and academic information such as attendance, results, timetables, assignments, and other study tools.

Leave Management:

In accordance with the established institutional norms, the employees can apply for specific leave based on the types applied as:

- Casual Leave (CL)

- Vacation Leave (VL)

- Duty Leave (DL)

- Medical Leave

- Maternity Leave

Every applied leave is subject to approval in the defined hierarchy.

Students may apply for Duty Leave with proper explanation for leave. This procedure is still maintained manually to ensure better control. Approval of such leave is done through their respective Advisor. Students can also file Medical Leave by submitting necessary evidential documents if required to apply for condonation cases etc.. Weekly absence reports with details in number of absent hours are issued and informed to the respective parent via SMS.

Hostel Management:

The entire operations of the college hostels are managed by a dedicated Warden, who is supported by two Assistant Wardens. Hostel Admission, hostel fee payment, absence from hostel, entry/re-entry of students are securely managed with gates and security personnel, strictly in the best interest of the institution and the betterment of students, without compromise to any ethical moralities whatsoever. All financial transactions are digitally enabled and controlled.

Placement Management:

The entire Placement activities are managed by the Placement Officer and an Associate officer. Semester-wise placement details of students are recorded and posted in our website, newsletters as well as display boards.

Documents relating to placement cell such as brochures, tie-ups etc., are recorded in the placement repository. Year-wise list of students placed/enrolling into higher education and contact details, with program from which graduation is completed; name of the Employer along with contact details, pay package of appointment are included therein.

Academic Audit:

An extensive repository that has audit specific details for quick access is maintained on daily basis. In addition to this the General Academic Audit repositories that include DEPT/CLASS wise academic data, DEPT/STAFF wise academic data, Minor Courses details, Audit Reports, course related File Uploads, E-Content Repository, KTU Site academic data, etc.

The Department-wise archives include the details of:
- Time Table (Class - Department)

- Minutes of Course/Class Committee

- Semester Grades from KTU

- Tutorial Log Register/Honors/Minors

- Add-on Courses, Bridge and Remedial Classes

- Consolidated Internal Mark

- Students Roll List/Attendance list

- Series Exams Result Analysis

- Academic Calendar

- Syllabus

- Series exam question papers

- Assignments

- Feedback List, etc.

The course/program specific details include the (Course Diary, Series QPs, Sample Answer Sheets, CO-PO Mappings, Course end survey), (Assignment QPs, Sample Assignments & Mark sheets, University QPs), (Course Diary for Labs, Continuous Evaluation Score Sheet for Labs), (Learning Materials), (Open Book Exam), (Scheduled Online Classes).

Other Electronic Services:

E-mails and SMS to students and parents regarding matters which are relevant to them are dispatched. Weekly attendance with number of absent hours are generated to parent. Ezygo is a user-friendly and technically robust platform.

The institution also has a contractual tie-up with an authorized e-waste management entity, and BJI possess a comfortable strength of hardware and software infrastructure, in addition to an integrated public announcement system, as part of its electronic asset installations.

Policy Approved by:

Anil. A. R

Principal
Bishop Jerome Institute