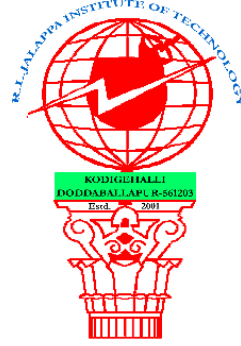


# E-GOVERNANCE POLICY



(E-Governance Policy- 2023)

(Revised Version of E-Governance Policy -2018)

Ref. No. RLJIT /NAAC/2022-23/Policies/031

Approved by Institute Council Meeting on 30/01/2023

**Sri Devaraj Urs Educational Trust (R.)**

**R. L. Jalappa Institute of Technology**

(Approved by AICTE, New Delhi & Affiliated to VTU, Belagavi)

**Kodigehalli, Doddaballapura, Bengaluru Rural**

**Karnataka, Pin-561 203**

**Mobile: 9019726800 website: [www.rljit.in](http://www.rljit.in)email:**

**[iqac@rljit.in](mailto:iqac@rljit.in)**

**PRINCIPAL**

**R.L. JALAPPA INSTITUTE OF TECHNOLOGY  
Kodigehalli, Doddaballapur-561203.Karnataka.**

**Sri Devaraj Urs Educational Trust (R.)**  
**R. L. Jalappa Institute of Technology**  
(Approved by AICTE, New Delhi & Affiliated to VTU, Belagavi)  
**Kodigehalli, Doddaballapura, Bengaluru Rural**  
**Karnataka, Pin-561 203**  
Mobile: 9019726800 website: [www.rljit.in](http://www.rljit.in)  
email: [iqac@rljit.in](mailto:iqac@rljit.in)

Recommendations of the Institution Council for the revision of approval E-Governance Policy.

### **History of changes in E-Governance Policy**

<b>Sl. No.</b>	<b>Newly Added/Revised</b>	<b>E-Governance Policy 2018</b>	<b>E-Governance Policy 2023</b>
1	ERP Features	Not available	Available



## **R. L. JALAPPA INSTITUTE OF TECHNOLOGY**

**DODDABALLAPUR – 561 203**

**Bengaluru (Rural), Karnataka, India**

**Approved by AICTE, New Delhi | Affiliated to VTU, Belagavi**

**website : <https://rljit.in> | email : [principal@rljit.in](mailto:principal@rljit.in) | Fax:080-27625380**

**Office of the Principal,**

**RLJIT**

**Email : [principal@rljit.in](mailto:principal@rljit.in)**

**Ph:080-27625381 Extn :202**

**Ref. No. RLJIT /NAAC/2022-23/Policies/031**

### **E-Governance Policy**

#### **Policy statement:**

RLJIT E -governance envisages with the sole vision of enhancing the system of governance for development of the institute by leveraging new and cutting edge technologies.

#### **Scope:**

This policy applies to:

- All Institution offices, departments and learning areas, and administrative areas.

#### **Objectives:**

The broad areas of e-governance are in the area of admissions, administration, finance and examinations day to day operations of departments, academics, placements a staged manner. As a result, the institution has adopted a formal approach to operate and maintain the IT infrastructure.

The objective of this policy is to

- Implementation of E-governance in various functioning of the institute.
- Promoting Transparency and accountability.
- To maintain data on secure environment.
- Achieve convenience in multiple disciplines of the institution.

#### **Policy Implementation:**

**The ERP committee is responsible for implementation and monitoring of the policy.**

## **ERP Features**

- Student Admission-Student admission process is carried out by collecting all the details pertaining to either CET/Management etc.
- Student daily attendance - Faculty can maintain the student attendance in ERP on daily basis.
- Student Marks Entry (both CIE and SEE): Faculty can able to enter the CIE marks in ERP and appropriate reports can be generated. Marks and attendance is sent to parents through SMS.
- Student Feedback: Students can give their feedback at the end of the semester about various parameters including academics.
- Faculty and Staff Details- Stores personal details of faculty and staff as well as their professional details.
- Faculty and Staff leave system- Faculty and staff can avail leave through ERP system.
- LG Mentoring - Local Guardian details are maintained and updated.
- Placement Details- Maintains the placement details taking into account of company name drive and no of students placed.
- Accreditation work details - Various accreditation related information / reports can be maintained and updated.

## **ADMINISTRATION:**

Administrative function serves as the key for academic effectiveness in educational institution. Institution to process admissions for programs, hostel, transport etc. using a Suitable ERP Solution.

- Admission process shall be done through the college ERP.
- Attendance system to be used by Administrative staff and teaching faculty to record and track attendance.
- Leave application system is provided online through ERP for staff.
- Examination duty allotment to be done using ERP solution.
- Circulars related to academic matters to be mailed.

- To provide a hassle free, convenient and smooth process, administration of the college to be made paper less.
- The college shall look into opportunities to automate some of its functions related to administration.
- rljit.in is used to communicate between the faculties and for the administration purpose.

#### **PLACEMENT & TRAINING:**

Placement to maintain student information & provide access to placement information on their fingertips.

- Circulars pertaining to placements are displayed on ERP notice board.
- Updating the placed student's details.

#### **STUDENT PERFORMANCE MONITORY & DISSEMINATION:**

The college shall adopt an online system where students and parents can view their attendance and total internal assessment marks at the end of each internal assessment and can report discrepancies, if any. Student's attendance and Internal Performance to be maintained and communicated to the parents through SMS.

#### **REVISION:**

The institute reserves the right to revise the terms of this Policy at any time. Any such revisions shall be noted in the revision history of the policy, which are available on the college website and by continuing to use the institute's IT Resources following any update it is considered acceptance on the revised terms of this Policy.

**Policy Preparation and Verification Team**

Prepared by	Dr. Manjunatha B N IQAC Coordinator	 IQAC Coordinator R. L. Jalappa Institute of Technology Doddaballapur-561 203.
Reviewed by	Dr. M. Sreenivasa Reddy Director Quality in Academics and R&D	
Compiled by	Dr. Shivaprasad K M Vice- Principal & NAAC Coordinator	 <b>Dr. Shivaprasad K.M.</b> <b>VICE PRINCIPAL</b> R. L. Jalappa Institute of Technology Kodigehalli, Doddaballapur-561 203
Approved by	Dr. P. Vijayakarthish Principal	 <b>PRINCIPAL</b> R.L. JALAPPA INSTITUTE OF TECHNOLOGY Kodigehalli, Doddaballapur-561203.Karnataka.