



# A. J. Institute of Engineering and Technology Mangaluru



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(A unit of Laxmi Memorial Education Trust (R))

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## E-GOVERNANCE POLICY

A J Institute of Engineering and Technology (AJIET) have integrated e-governance policy into all operational aspects, such as library management, financial accounts, admissions, and administration. The policy aims to ensure transparency and accountability in every function.

### Scope

The e-governance policy of A J Institute of Engineering and Technology (AJIET) encompasses:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

### Objectives

To implement e-governance throughout the Institution for a streamlined and efficient administrative system.

1. To enhance transparency and accountability in all college activities.
2. To achieve a paperless environment within the college.
3. To facilitate easy and quick access to information.
4. To ensure campus-wide Wi-Fi availability.
5. To equip classrooms with ICT tools including desktops, laptops, smartboards, and projectors.
6. To fully automate the library system.

### Detailed Procedures

#### Website:

- The AJIET website will serve as an information hub, detailing the Institution's activities, notices, and academic courses.
- A designated system adminare appointed for necessary website design and maintenance.
- Administrative and teaching staff will receive training to update the website.
- A website committee will oversee regular updates and address necessary changes, ensuring that all significant notifications are posted promptly.

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**Student Admission:**

- The admission process will adhere to transparent and ethical practices as per the Visvesvaraya Technological University (VTU) regulations.
- An admission portal will manage the application process, including course enrollments, withdrawals, and fee submissions.
- Prospective students will use an online application system managed by the college administrative officer.

**Accounts:**

- AJIET continues to use the Tally software for accounting, including generating profit and loss statements and balance sheets.
- Security measures will be in place to protect transaction confidentiality, and the accounts staff are given training for software updates.
- Payments such as student fees, staff salary, EPF, ESI, etc will be processed via NEFT, RTGS, and online money transfer techniques.

**Library:**

- AJIET library has its resources with more e-learning materials and regularly updated the collection of journals and books.
- Recommendations from teachers and students will guide new acquisitions.
- The library will implement automated easylib software with features like multilingual search and database maintenance.

**Administration:**

- Students ERP are utilized to track attendance and internal assessments, with automated report generation.
- Advanced Excel and file management tools will be utilized for effective database management.
- The administrative process will transition to a paperless system, and most services will be available online.
- Training and development are provided to administrative staff to keep pace with technological advancements.

**Examination:**

- An online system will allow students to view internal assessment marks and report discrepancies.
- The college will adhere to the e-governance policies set by the University for Examination Processes.



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### **Alumni:**

- A dedicated alumni page are created on the college website for registration, feedback, and showcasing prominent alumni.
- The Alumni Association will be involved in maintaining and updating the alumni database.

### **ICT Infrastructure**

#### **Hardware:**

- Adequate desktops and laptops will be provided for students and staff.
- Computers, printers, projectors, and other multimedia devices are available in administrative and educational areas.
- Additional infrastructure includes Xerox machines, networking devices, scanners, and interactive smartboards are kept for proper utilization.

#### **Software:**

- The college will maintain high-performance servers to ensure rapid data transmission with an internet speed of 500Mbps.
- Modern office automation packages such as Open Office, MS Office, antivirus software and any useful software are purchased periodically and updated.
- Access to various econometric, statistical, computational, and scientific typesetting software will be provided.

  
**PRINCIPAL**

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