






RAAK

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to Pondicherry University)
(A Unit of Farouk Educational Trust)

E-GOVERNANCE POLICY

POLICY NO.	ISSUE/REVISION NO.	DATE OF REVISION	NEXT REVISION
RAAKCET/IQAC/POLICY/010	01/01	10/05/2022	2025

PREPARED BY	VERIFIED BY	APPROVED BY
		
ADMINISTRATIVE OFFICER	IQAC COORDINATOR	PRINCIPAL



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An ISO 9001:2015 Certified Institution

E-GOVERNANCE POLICY

THE SCOPE OF THIS POLICY EXTENDS TO THE FOLLOWING AREAS:

- Administration
- Finance and Accounts
- Student Admission and Support
- Examination

OBJECTIVES:

- Implement e-governance across all institutional functions to ensure a more straightforward and efficient governance system.
- Promote transparency and accountability in every aspect of the college's operations.
- Strive to create and maintain a paperless environment within the college.
- Provide quick and easy access to information.

POLICY:

- The college will implement e-governance in all functional areas, including the library, accounts, admissions, administration, and teaching.
- The policy is designed to ensure that every function is transparent and accountable.

The College decides to make the following policies and procedure:

WEBSITE:

The college website, RAAK College of Engineering and Technology, will serve as an information hub, reflecting details about the college, its activities, important notices, courses offered, and more. To achieve this, the college will appoint a dedicated service provider/web





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designer. A Website in-charge will be established to oversee the administration, regular updates, maintenance, and overall functionality of the site and also identify and implement necessary changes. The college aims to showcase its vibrant and active environment through the website, ensuring all important notifications are promptly published.

ADMINISTRATION:

- Implementing a paperless administration to ensure a hassle-free, convenient, and smooth process.
- Ensuring students have access to maximum services online.
- Exploring opportunities to automate administrative functions.
- Providing comprehensive training and development to administrative staff to keep them updated with new technologies.
- Foster a culture of continuous improvement and innovation in administrative processes to enhance efficiency and service delivery.

FINANCE AND ACCOUNTS:

The college ensures the use of the latest versions of the software to leverage advanced features for effective and efficient financial record management. Profit and loss statements, as well as Balance Sheets, are generated exclusively which also produces all analysis reports. Appropriate security measures are implemented to maintain transaction confidentiality. Regular training and software updates are conducted for existing staff members.

The college also utilizes software for its Payroll Management System, automating salary calculations, generating salary slips, and facilitating salary disbursement to bank accounts. This system manages deductions like TDS, Provident Fund, and allowances, with detailed reports available for all staff members. Payments are processed through online modes.





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STUDENT ADMISSION:

The college follows an open and transparent strategy for the admission process, reinforced by ethical practices and regulations as prescribed by Pondicherry University. A comprehensive Admission Brochure is published on the college website, outlining guidelines for the admission process. An Admission Portal is utilized to manage all aspects of admissions, including student applications, withdrawals, and fee submissions. Students have the option to apply online using dedicated software managed by the Online Admission Coordinator.

EXAMINATION:

The examination process is regulated in accordance with the Pondicherry University e-governance policy, which ensures transparency and efficiency. This policy is adopted to streamline and standardize the assessment procedures across the University. This system enables faculty members to input, calculate, and analyze assessment data efficiently, facilitating accurate grading and feedback processes.

