

# ARYA College of Engineering (ACE)

PREVIOUSLY KNOWN AS ARYA INSTITUTE OF ENGINEERING & TECHNOLOGY (AIET)

(Affiliated to RTU  
Approved by AICTE, New Delhi)

- Main Campus, SP-40, RIICO Industrial Area, Delhi Road,  
Kukas, Jaipur-302028 | Tel. Ph. 0141-2820700

- [www.aryacollegejpr.com](http://www.aryacollegejpr.com)
- Toll Free: 1800 102 1044

Ref. No. ACE/Principal/2023-2024/07.18

Date: 18.07.2023

## POLICY NOTIFICATION

This is to inform that the Arya College of Engineering (ACE) has revised the **e-Governance Policy** and **BOG** has approved the same in the **39<sup>th</sup> Meeting of BOG**, Ref. No. **ACE/BOG/M/2023/39** vide **Agenda Item No. BOG/39/09** dated **15<sup>th</sup> July, 2023**. This Policy will be effective from 18.07.2023. All the relevant departments are requested to find the enclosed policy document for their record.

Furthermore, IT Cell is request to upload the policy document on the institute's website for easy access.

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PRINCIPAL

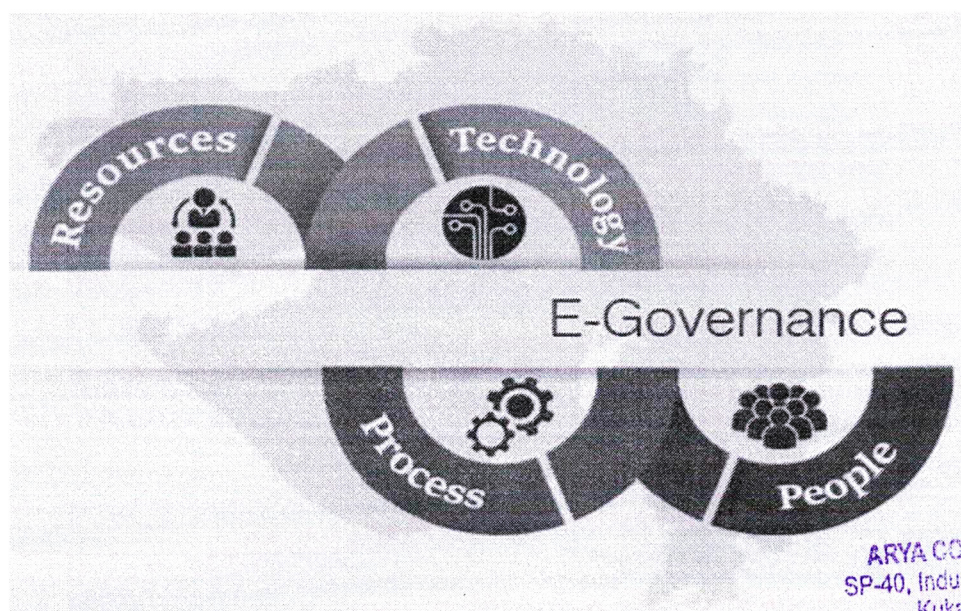


## POLICY DOCUMENT

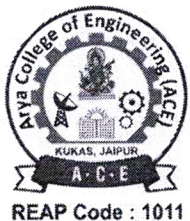
### E-GOVERNANCE POLICY

**E-Governance :** E-governance is the integration of Information and Communication Technology (ICT) in all the working processes of the system. It aims to minimize the manual efforts and improve the communication, create transparent system, and to be cost and time effective.

Technology is now an integral part of our daily routine, with mobile devices being our go-to as soon as we wake up. Its presence permeates every aspect of our lives. We can say that we are living in a technology era and it has made everything easy for us. In today's internet's time, we can talk to someone who in another corner for the world and we can send an e-mail in just a few seconds. Technology and the internet have made the money transitions secure, fast and free from much human interference. The increasing demand for transparency in administration, faster information transfer and other demands that can be fulfilled by the e-Governance only pushed the Arya College of Engineering to choose e-Governance.







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## Object of E-Governance:

1. Implementation of E-governance in various functioning of the institution.
2. Achieving efficiency in our functioning.
3. Promoting transparency and accountability.
4. Achieving paperless administration of the institution.
5. Facilitating online internal and external communication between various entities of the institution.
6. Providing easy access to information.
7. Making the institution visible globally.

## Area of Operations:

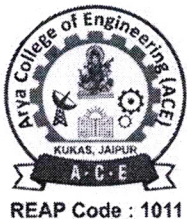
1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examinations

## Policy of E-Governance:

### Administration :

1. Implementation of Bio-Metric and Attendance Management System for Teaching and Non-Teaching Staff to record and track Attendance.
2. Implementation of College Management System (CMS) for student database and academics related activities to maintain paper less campus.
3. Implementation of online resource for online meetings and classes.

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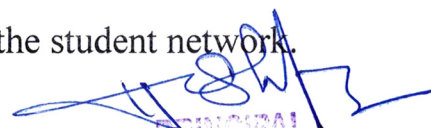
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## Accounts:

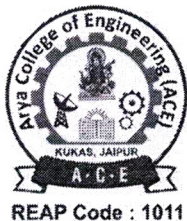
1. To maintain the ease of work and to minimize the use of paper the department should implement ERP for account related operations.
2. The office is already maintaining its operations through Tally ERP and latest version of the software is to be updated as per requirement to maintain financial records effectively and efficiently.
3. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc

## Admission & Student Support :

1. College website will act as a central hub for college information, activities, notices, and course offerings. A designated service provider / or in house web developer will be appointed for the same, and training will be provided to staff for website updates.
2. At the college level admission are managed an open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by Rajasthan Technical University and Department of Technical Education, Govt. of Rajasthan.
3. The College Prospectus is uploaded on the website that has guidelines for the admission process.
4. B.Tech. Admissions are completed by various online REAP process for admissions, online LEAP Process for B.Tech. Lateral Entry.
5. Online CAM process for M.Tech. admissions and Online RMAP process for MBA admissions.
6. Alumni Website and ERP should be implemented for the student network.
7. NPTEL / MOOC Portal for Certificate Courses.

  
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8. Despite the college is maintaining a well-stocked central and departmental libraries, college should implement e-Governance resources like Library Management System, DELNET, NDL, DelPlus, i-Search, JGATE in order to make the system better.
9. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the students and faculty members for e-resources subscription to increase the knowledge database.
10. An ERP should be implement for student placement and support.
11. An Online platform should be implement for student study notes, video lectures, and feedback mechanism.

## Examination :

1. All the examination are managed by the Affiliating University as ACE is a self-financed Institute and Affiliated by Rajasthan Technical University (RTU), Kota

  
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