



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office :

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THE OXFORD COLLEGE OF ENGINEERING

[Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi & Approved by A.I.C.T.E., New Delhi, Accredited by NAAC & NBA New Delhi and Recognized by UGC under section 2(f)]

Bommanahalli, Hosur Road, Bengaluru - 560 068.

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Ref: TOCE/ IQAC / SOP / 2022 - 2023 / C6/01

Date: 28/02/2023

E – Governance Policy

Policy:

In order to provide simpler and efficient system of governance, it is necessary and important to adopt and implement e-governance in all academic and administrative activities/ functioning of the institution.

Objectives:

1. Effective implementation of E-governance.
2. Promoting transparency and accountability.
3. Achieving paperless Administration.
4. Implementing online internal and external communication between various entities of the institution.
5. Easy access of the information to all the stake holders and making institution visible globally.

The e-governance facilities of the Institution are being effectively utilized in the academic and administrative areas. We have also resolved to implement e-governance in all the areas without any hindrances. The following are the areas where E-Governance is being implemented.

1. Website:

- The college website is regularly updated with the daily activities.
- The website of the college is a mirror of the college activities. All the activities, notices etc., are made available for easy access to all the stakeholders.
- A separate service provider/web designer is appointed by the management. The service provided provides training to the existing staff who undertakes the updating task.



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2. Student Admission:

- Online mode of admission to UG , PG and PhD are also provided to the students who are residing in remote / far places so that they can submit their documents and complete the process of admission online and can directly report to the college on the day of commencements of the course.
- The admission aspirants can visit the admission portal for more information.

3. Accounts:

- Tally is used for accounting and audit purpose.
- Head of institution is authorized to take necessary steps to update the software with the latest technology.
- Appropriate security measures are taken for maintaining confidentiality of all the transactions.
- Providing training to the staff on the software's and its updation on timely basis.

4. Library:

- The Central Library updates the e-learning resources regularly for the benefit of the teachers and students.
- The library is using LIBSOFT software and Juno software for the benefit of students.
- JUNO Software is updated regularly for the use of library resources by all the stakeholders.
- TOCE is a member in VTU consortium and IEEE Explore subscription are also made available to the stakeholders. Timely new e-learning resources are identified and subscribed on the basis of the recommendations of the Library Advisory Committee and also on the basis of requirements raised by the faculty and students.
- All the faculty and students are provided with appropriate training for the effective use of e-learning resources.
- Additional ICT facilities added in library for the benefit of students and faculties.



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5. Administration:

- All the administration of the Institutions are based on ICT technology for hassle free and convenient communication etc.,
- ERP – JUNO is used for all the Internal Communications including sanction of leave etc.,
- The Transfer Certificate, Bonafide Certificates, students are asked to raise their requests through online and it is provided immediately by reverting to the same.

6. Teaching Learning Process:

- TOCE has the provision for Microsoft teams, Zoom etc. for enabling teaching learning initiatives virtually.
- There is an LMS provision for students to access the lectures in Juno as well as in Smart boards.

7. Examination:

- As per the directions of the University, it is mandatory to handle examination in online manner - Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc.
- Necessary software is be procured/ updated as and when required.
- Utmost secrecy and confidentiality is maintained in handling examinations.
- College Examination in charge supervises entire process of examination under the guidance of the Principal of the Institution.

8. Alumni:

- In order to strengthen alumni interaction, a separate alumni link is available in the website which caters facilities like registration, information of college activities.
- College Alumni Coordinator is advised to have regular interaction with the alumni and conduct regular alumni meets even in virtual mode.

Signature of Principal

PRINCIPAL

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Bommanahalli, Hosur Road
Bengaluru-560 068