

SUPPORTING DOCUMENT FOR QUANTITATIVE METRIC: 6.2.2

6.2.2: Institution implements e-governance in its operations.

All the supporting documents are available on the college website under the given URL link

<https://www.coeb.ac.in/naac/ssr/criteria6.2.2.pdf>

SUBMITTED TO NAAC
BY



College Of Engineering Bhubaneswar (COEB)



Plot No. 1(A), CNI Complex, Patia, Bhubaneswar - 751024, Odisha, India

Email: info@coeb.ac.in/ principal@coeb.ac.in | Phone: 0674-2740133/ 2740386 | Fax: 0674-2740828



COLLEGE OF ENGINEERING BHUBANESWAR

Under the aegis of the Nabadigant Educational Trust

Ref No. _____

INDEX

Date: _____


6.2.2: Institution implements E-governance in its operations

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

All the supporting documents are available on the college website under the given URL link

<https://www.coeb.ac.in/naac/ssr/criteria6.2.2.pdf>

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PRINCIPAL
College of Engineering Bhubaneswar
Principal



COLLEGE OF ENGINEERING BHUBANESWAR

Under the aegis of the Nabadigant Educational Trust

Ref No. _____

Date: _____

Implementation of e-governance in areas of operation


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

Options:

- A. All of the above
- B. Any 3 of the above
- C. Any 2 of the above
- D. Any 1 of the above
- E. None of the above

Response : **A. All of the above**


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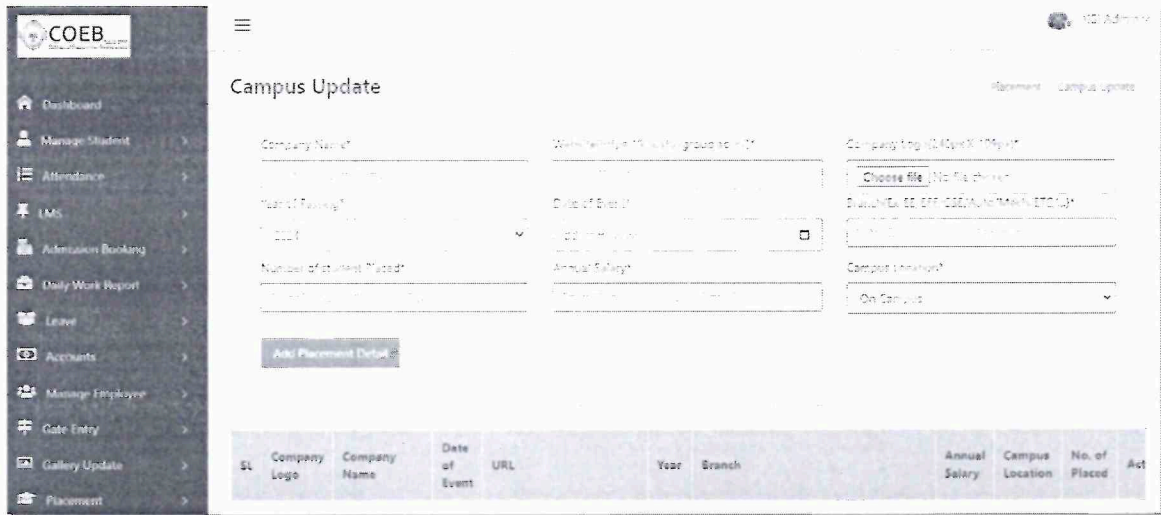
Website: The website will act as an information centre which will reflect about the college, all its activities, important notices, courses offered etc. For this purpose, a separate service provider/ web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A website committee to be formed for the administration of the college website. The committee will look after the process of updating, maintaining and working of the website on a regular basis. The committee will also look for other changes that are required on the website.

(Fig. Screenshot of Leave Application)

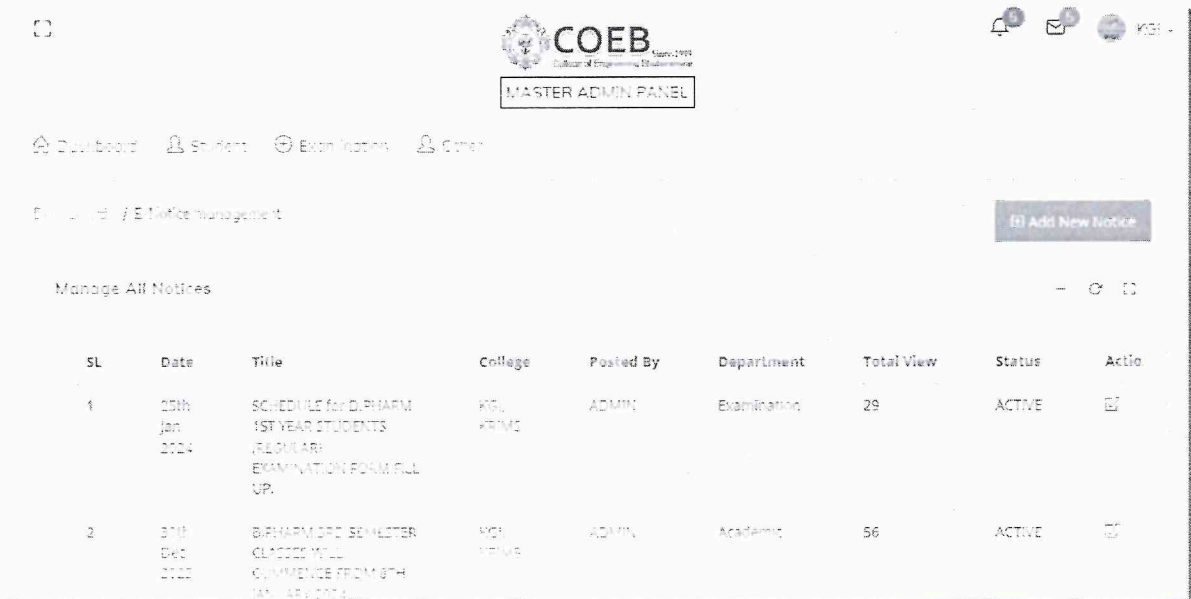
Photo	Emp. Name	Emp ID	Dept.	College	Mobile No	Email ID	Desig.	Qualification	DOJ
	DR. P. JEEF DR. J. R.	10040	EEH/0710	COE-MS	914441204		Assistant Professor		20- Nov- 2000
	MEGHA BOSE	41000	PR	COE	707651421	megha104412@gmail.com	PRD		20- Nov- 2000
	PROF. NEHA SUNIL K. PATIL	41000	COE	COE	9407007440	neha104412@gmail.com	Assistant Professor	M.Tech	20- Nov- 2000

(Fig. Screenshot of Employee Management)

Dr. Bhuje
PRINCIPAL
College of Engineering Bhubaneswar



(Fig. Screenshot of Placement Updates)

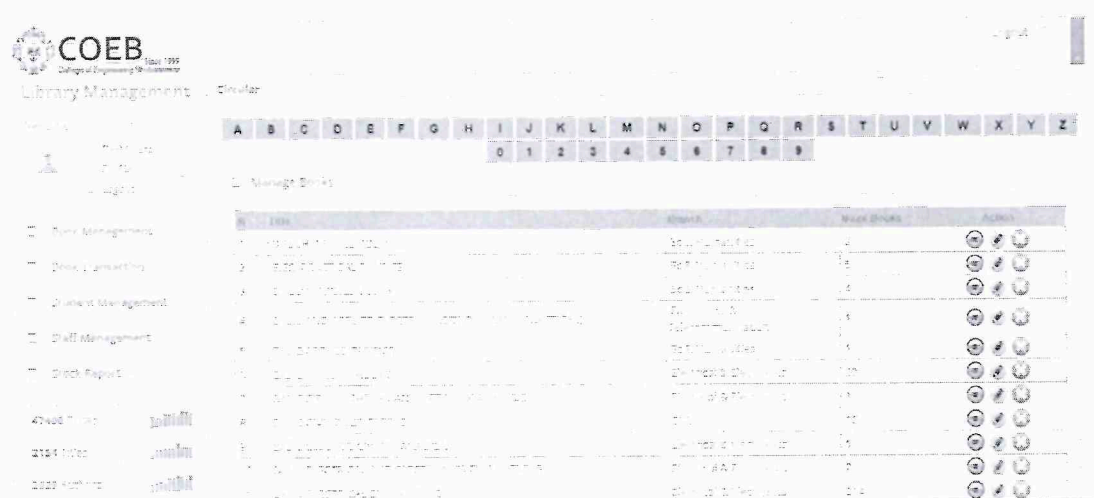


(Fig. Screenshot of Notice Management)

A. Bhuje
PRINCIPAL
 College of Engineering Bhubaneswar



(Fig. Screenshot of Library Management)



(Fig. Screenshot of Library Stock Register)

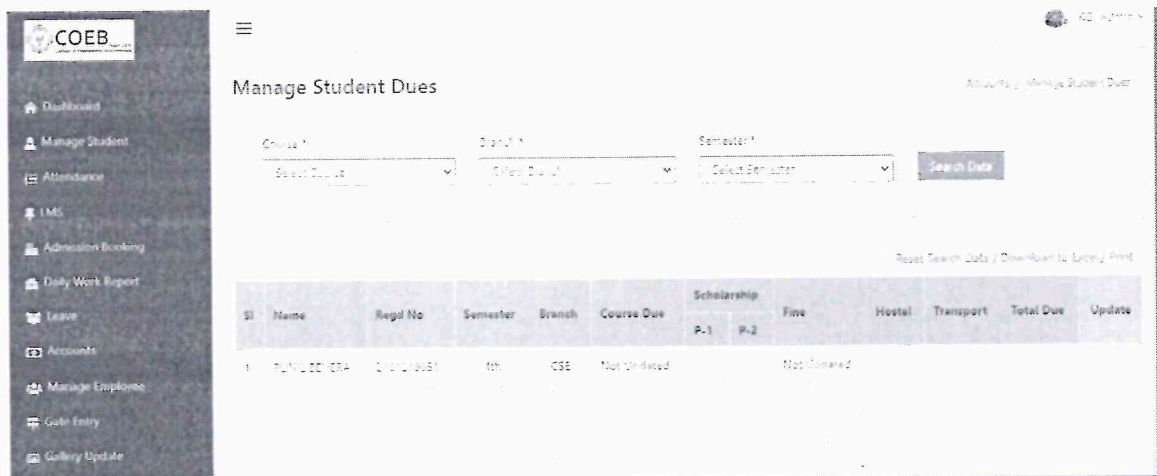
K. Prasad
PRINCIPAL
 College of Engineering Bhubaneswar



(Fig. Screenshot of Store Management)

2.2 IMPLEMENTATION OF E-GOVERNANCE IN AREA OF FINANCE AND ACCOUNTS

The accounts of the institution are maintained through the Tally software and ERP. Financial matters are also dealt with Billdesk for transaction process.



(Fig. Screenshot of Due)

2.3 IMPLEMENTATION OF E-GOVERNANCE IN AREA OF STUDENT ADMISSION & SUPPORT

- Student Admission is carried out through the students Module of ERP. Customer relationship management is also used for admission.

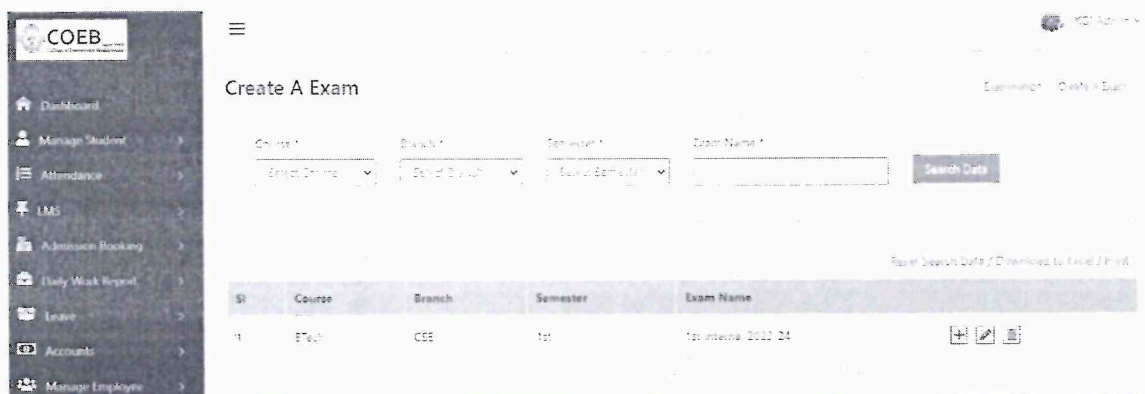
- The college website act as a mirror of the college information. Admission and online transaction interfaces are provided on website. College is having a full time web developer and team members. Alumni portal is provided on website for the information of pass out students.



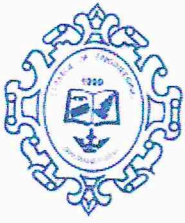
(Fig. Screenshot of Student Admission)

2.4 IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF EXAMINATION

- Examination process are handled through ERP. Filling of examination forms, obtaining admit cards, uploading of marks etc.
- Everything is done in online manner. Academic cell of college Examination oversees the complete process of Examination under the guidance of the examination controller of the institution.



(Fig. Screenshot of Create a Exam)



COLLEGE OF ENGINEERING BHUBANESWAR

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Certificate

Annual e-governance expenditure for the implementation of ERP system.

This is to certify that the amount mentioned below is verified from the audited statements. Following are the details of annual e-governance expenditure for the implementation of ERP system. The expenditure is reflected in the 'repair and maintenance' head of the institute's ledger book.

Sr. No	Year	Particular	Amount
01	2018-19	ERP Annual Maintenance Contract	₹ 25,960
02	2019-20	ERP Annual Maintenance Contract	₹ 25,960
03	2020-21	ERP Annual Maintenance Contract	₹ 25,960
04	2021-22	ERP Annual Maintenance Contract	₹ 25,960
05	2022-23	ERP Annual Maintenance Contract	₹ 25,960

Copied
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A. B. Singh
PRINCIPAL
College of Engineering Bhubaneswar

KOUSTUV SYSTEMS PVT. LTD (KSPL)

4th floor, Shramika Bhawan, Link Road, Cuttack - 753012

Ref No.

Date:

INVOICE

Invoice to:

College of Engineering
Bhubaneswar

Plot No. 1(A), CNI Complex,
Patia, Bhubaneswar-751024,
Odisha, India

E : info@coeb.ac.in

Tel : 0674-2740133/2740386

Fax: 0674-2740828

Deliver to:

College of Engineering
Bhubaneswar

Plot No. 1(A), CNI Complex,
Patia, Bhubaneswar-751024,
Odisha, India

E : info@coeb.ac.in

Tel : 0674-2740133/2740386

Fax: 0674-2740828

Invoice Date: 10/Jan/2017

Invoice No: KSPL/CTC/33

Customer ID: KSCC035

SL	Full Description of Product	Qty	Unit price	Total
01	Cloud Based College ERP System	01	Rs. 3,45,000	Rs. 3,45,000

Country of origin:INDIA

Currency:INR

Total Nett 3,45,000

We declare that the above information is true and correct to the best of our knowledge. For and on behalf of the above named company.

Total VAT 5%

Total incl. VAT 3,62,250

Signed.....

Position.....

Amt. to be Paid 3,62,250



KOUSTUV SYSTEMS PVT. LTD (KSPL)

4th floor, Shramika Bhawan, Link Road, Cuttack - 753012

Ref No.

Date:

INVOICE

SELLER **Koustuv Systems PVT. LTD (KSPL)**
4th Floor, Shramika Bhawan, Link Road, Cuttack-753012
GSTIN/UIN- 21AAATN3196L1ZG
STATE – Odisha Code:21

BUYER **College of Engineering Bhubaneswar**
Plot No. 1(A), CNI Complex, Patia, Bhubaneswar-751024, Odisha, India

Invoice #	KSPL/CTC/302
Invoice Date	04/03/2019
Customer ID	KSCC035

DATE	YOUR ORDER #	OUR ORDER #	SALES REP.	PERIOD	TERMS	TAX ID
04/03/2019	ERP AMC	ERP AMC		2018-19		

QTY	ITEM CODE	UNITS	DESCRIPTION	DISCOUNT %	TAX	UNIT PRICE	TOTAL
01	ERC002	01	College ERP	0	18%	22,000	25,960

Subtotal	25,960
Shipping	00
Miscellaneous	00
BALANCE DUE	25,960

AMOUNT TO BE PAID(In Words) : Twenty Five Thousand Nine hundred Sixty Only




Authorized Signatory

KOUSTUV SYSTEMS PVT. LTD (KSPL)

4th floor, Shramika Bhawan, Link Road, Cuttack - 753012

Ref No.

Date:

INVOICE

SELLER | **Koustuv Systems PVT. LTD (KSPL)**
4th Floor, Shramika Bhawan, Link Road, Cuttack-753012
GSTIN/UIN- 21AAATN3196L1ZG
STATE – Odisha Code:21

BUYER | **College of Engineering Bhubaneswar**
Plot No. 1(A), CNI Complex, Patia, Bhubaneswar-751024, Odisha, India

Invoice #	KSPL/CTC/415
Invoice Date	03/03/2020
Customer ID	KSCC035

DATE	YOUR ORDER #	OUR ORDER #	SALES REP.	PERIOD	TERMS	TAX ID
03/03/2020	ERP AMC	ERP AMC		2019-20		

QTY	ITEM CODE	UNITS	DESCRIPTION	DISCOUNT %	TAX	UNIT PRICE	TOTAL
01	ERC002	01	College ERP	0	18%	22,000	25,960

Subtotal	25,960
Shipping	00
Miscellaneous	00
BALANCE DUE	25,960

AMOUNT TO BE PAID(In Words) : Twenty Five Thousand Nine hundred Sixty Only




Authorized Signatory

KOUSTUV SYSTEMS PVT. LTD (KSPL)

4th floor, Shramika Bhawan, Link Road, Cuttack - 753012

Ref No.

Date:

INVOICE

SELLER **Koustuv Systems PVT. LTD (KSPL)**
4th Floor, Shramika Bhawan, Link Road, Cuttack-753012
GSTIN/UIN- 21AAATN3196L1ZG
STATE – Odisha Code:21

BUYER **College of Engineering Bhubaneswar**
Plot No. 1(A), CNI Complex, Patia, Bhubaneswar-751024, Odisha, India

Invoice # KSPL/CTC/650

Invoice Date 03/03/2021

Customer ID KSCC035

DATE	YOUR ORDER #	OUR ORDER #	SALES REP.	PERIOD	TERMS	TAX ID
03/03/2021	ERP AMC	ERP AMC		2020-21		

QTY	ITEM CODE	UNITS	DESCRIPTION	DISCOUNT %	TAX	UNIT PRICE	TOTAL
01	ERC002	01	College ERP	0	18%	22,000	25,960

Subtotal 25,960

Shipping 00

Miscellaneous 00

BALANCE DUE 25,960

AMOUNT TO BE PAID(In Words) : Twenty Five Thousand Nine hundred Sixty Only




Authorized Signatory

KOUSTUV SYSTEMS PVT. LTD (KSPL)

4th floor, Shramika Bhawan, Link Road, Cuttack - 753012

Ref No.

Date:

INVOICE

SELLER
**Koustuv Systems PVT. LTD
(KSPL)**
4th Floor, Shramika Bhawan, Link
Road, Cuttack-753012
GSTIN/UIN- 21AAATN3196L1ZG
STATE – Odisha Code:21

BUYER
**College of Engineering
Bhubaneswar**
Plot No. 1(A), CNI Complex,
Patia, Bhubaneswar-751024,
Odisha, India

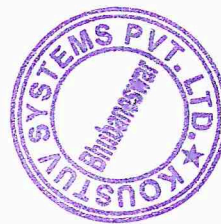
Invoice #	KSPL/CTC/711
Invoice Date	04/03/2022
Customer ID	KSCC035

DATE	YOUR ORDER #	OUR ORDER #	SALES REP.	PERIOD	TERMS	TAX ID
04/03/2022	ERP AMC	ERP AMC		2021-22		

QTY	ITEM CODE	UNITS	DESCRIPTION	DISCOUNT %	TAX	UNIT PRICE	TOTAL
01	ERC002	01	College ERP	0	18%	22,000	25,960

Subtotal	25,960
Shipping	00
Miscellaneous	00
BALANCE DUE	25,960

AMOUNT TO BE PAID(In Words) : Twenty Five Thousand Nine hundred Sixty Only



Authorized Signatory

KOUSTUV SYSTEMS PVT. LTD (KSPL)

4th floor, Shramika Bhawan, Link Road, Cuttack - 753012

Ref No.

Date:.....

INVOICE

SELLER **Koustuv Systems PVT. LTD (KSPL)**
4th Floor, Shramika Bhawan, Link Road, Cuttack-753012
GSTIN/UIN- 21AAATN3196L1ZG
STATE – Odisha Code:21

BUYER **College of Engineering Bhubaneswar**
Plot No. 1(A), CNI Complex, Patia, Bhubaneswar-751024, Odisha, India

Invoice #	KSPL/CTC/981
Invoice Date	02/03/2023
Customer ID	KSCC035

DATE	YOUR ORDER #	OUR ORDER #	SALES REP.	PERIOD	TERMS	TAX ID
02/03/2023	ERP AMC	ERP AMC		2022-23		

QTY	ITEM CODE	UNITS	DESCRIPTION	DISCOUNT %	TAX	UNIT PRICE	TOTAL
01	ERC002	01	College ERP	0	18%	22,000	25,960

Subtotal	25,960
Shipping	00
Miscellaneous	00
BALANCE DUE	25,960

AMOUNT TO BE PAID(In Words) : Twenty Five Thousand Nine hundred Sixty Only




Authorized Signatory



COLLEGE OF ENGINEERING BHUBANESWAR (COEB)

E-GOVERNANCE

POLICY


POLICY NO-COEB/ERP/2017/01



Er. Prabhat Ranjan Mallick
Chairman, COEB

During the last few decades of the last century the private sector has played a vital role in the field of education, especially in engineering and technology, throughout the world and particularly in India. College of Engineering Bhubaneswar strongly believes in providing a distinctive and relevant combination of academic skills and technical experience. This is a combination that is designed to provide a foundation for a lifetime of professional and personal development. COEB is dedicated to act as the nurturing ground for young professionals who seek to make their mark in life.

This is a collaborative process involving close interaction with the teacher and the Student. The institute provides state-of-the-art Infrastructure to facilitate optimum resource allocation to each student for imparting technical education. We at COEB look forward to a relationship where the learning quotient rises above the mere imparting of academic knowledge and leads to holistic growth of the young mind.


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College of Engineering Bhubaneswar (COEB), since the inception in 1999, has steadily grown from strength-to-strength and today is recognised across Odisha and beyond for its excellence in infrastructure and instruction. COEB offer graduate programmes in Mechanical Engineering, Civil Engineering, Electronics & Tele-communication Engineering, Computer Science & Engineering, Automobile Engineering, and Electrical Engineering, and post-graduate programme in


Mechanical engineering, Civil engineering, Electronics and Tele-communication Engineering, Computer Science and Engineering, Electrical Engineering, Business Administration, and Computer Application. More than 3000 graduate and post-graduate students are being groomed here to excel in their area of specialization. Our alumni have been well accepted by both Public sector and Private sector companies, and many are holding important positions in them.

The introduction of post-graduate programme has given impetus for research and innovation. A large number of our students and faculty have been presenting papers in National and International conferences, and many have published their work in research journals of repute. Our excellence in academics and related area has been well-recognized. Corporate world have also taken note of our efforts and good work.

Co-curricular activities are given due importance at COEB. We have both faculty and student chapters of Indian Society for Technical Education (ISTE) and Institution of Engineers (IE). We also have various departments and institute level societies and clubs to encourage students to look beyond the examination-centric learning, to explore and innovate, and to be life-long learners. Physical Education is as important, if not more, as other domains of learning. A healthy mind requires a healthy body. We have excellent sports & games infrastructure.

I extend my best wishes to all the graduating and post-graduating students of the year for a bright and prosperous future. I warmly welcome those aspiring to be engineers and business leaders to come and join us to explore and experience the joy of learning and innovation.

Dr. Subrat Kumar Mohanty
Principal, COEB


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College of Engineering Bhubaneswar

PREAMBLE

College of Engineering Bhubaneswar (COEB), faculty of engineering and technology of Koustuv Group of Institutions (KGI) has upheld its leading place in the domain of the technical education since 1999. The institute is located in the eastern region of India, at the heart of the capital city Bhubaneswar, Odisha. In response to the expectations of quality technical education, our college is approved by the All India Council for Technical Education (AICTE), New Delhi, Government of India and affiliated to Biju Patnaik University of Technology (BPUT), Government of Odisha, and accredited by National Assessment and Accreditation Council (NAAC). COEB has trained, experienced dedicated faculty members.


The introduction of post-graduate programmes has given impetus for research and innovation. Many of our students and faculty have been presenting papers at national and international conferences, and many have published their work in research journals of repute. Our excellence in academic and related areas has been well-recognized. The corporate world has also taken note of our efforts and good work.

We have both faculty and student chapters of the Indian Society for Technical Education (ISTE) and the Institution of Engineers (IE). We also have various departmental and institute-level societies and clubs to encourage students to look beyond examination-centric learning, to explore and innovate, and to be life-long learners. Physical education is as important, if not more, than other domains of learning. A healthy mind requires a healthy body. We have excellent sports & games infrastructure.

The unique state-of-the-art facility of the institute has been carefully designed to accommodate the needs of the students. Laboratories are equipped with top-notch facilities based on the latest technology of different sectors. The Civil Labs, Electronics & Telecommunication Labs, Mechanical Labs, Automobile Labs and the computer labs of COEB, to name few, are equipped with highly sophisticated equipment. Our smart classrooms are well ventilated, spacious, and equipped with modern teaching learning tools for imparting experiential learning to the students.


We equip our students with all the necessary skill sets in terms of technical knowledge, interpersonal skills, communication, and leadership skills to get

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placed in highly reputed companies. COEB has produced more than 3000 successful alumni who have been groomed here to excel in their area of specialization, are now working in reputed organisations in India and abroad, and have contributed immensely to the cause of nation-building and society.


The institute maintains and manages enviable infrastructure facilities like a well-stocked library, Classrooms, Conference Hall with advanced acoustics and visual equipments, hostels, a basketball court, a volleyball court, a badminton court, playground for cricket, martial art exercise ground, yoga hall, Gymnasium and Open air theatre for Annual Function. The students compete regularly in intercollegiate and state tournaments and have brought several laurels to the college. The college takes pride in celebrating various technical and non-technical events like Techfest, Cultural Fest, National Seminar and Workshop. Students also contribute to social causes like blood donation, plantation, cleanliness drive and environmental projects. Transportation facilities provided to all, the day scholars with its own fleet of buses that ply regularly on the various routes of with municipality jurisdiction of Bhubaneswar and Cuttack.


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POLICY NO-COEB/ERP/2017/01

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1.0 CONCEPT OF E-GOVERNANCE

Our daily lives now include technology on a daily basis. Most individuals need a mobile device as soon as they get out of bed. Every aspect of our lives is influenced by technology. We can contend that because technology has simplified our lives, we are living in a technological age. We can send an email and communicate with someone on the other side of the world in the modern era of the internet. Money transfers are now secure, rapid, and generally devoid of human intervention thanks to technology and the internet. The idea of e-governance was established in India as a result of the technology's contribution to the globalization process. The term "E- governance" refers to the use or information technology in governance; the "E" in the term stands for electronic. The College of Engineering Bhubaneswar, chose E-governance because of the growing demand for administrative openness, quicker information flow, and other needs that e-governance can meet.

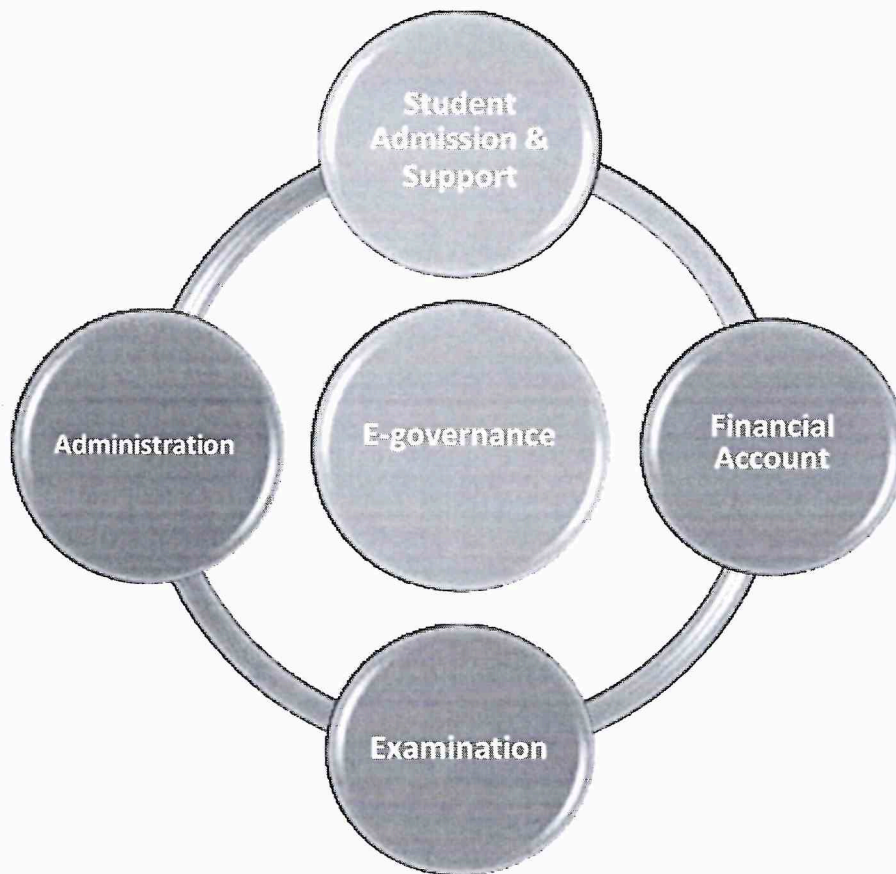
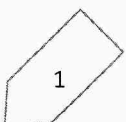


FIG- E-GOVERNANCE



A. Bhuje
PRINCIPAL
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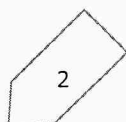
In India, information technology is used extensively across all industries, but especially in the education sector. Most universities, both public and private, have now integrated their operational applications using e-governance. The majority of universities offer services to various education stakeholders through their own online portal. Our education system is disorganized as a result of a number of problems, including a lack of facilities, outdated curricula, fragmented government policies, a lack of funding, a shortage of staff, a high dropout rate, and the inability of graduate students to find jobs. This is because the current system lacks oversight, staff and student evaluations, coordination with industry, a uniform government policy, effective use of JCT and e-Government, transparency in the way institutions operate, visionary leadership, etc. The majority of problems will be handled by implementing e-governance in the education sector. It has the power of e-government at its core, which among other things promotes good governance, empowers stakeholders, decreases process costs and times, and improves administrative performance (e-Administration). It also interacts with business and society (e-service and e-society) and offers quick services.


1.1 NEED OF E-GOVERNANCE

Participation, openness, and accountability are frequently signs of an effective government, and e-governance implementation is designed to strengthen good governance. The internet and recent advancements in communication technology provide opportunities to restructure the contact between institute administrations, aiding in the achievement of good governance goals. By enabling online discussion groups, information technology can increase the involvement of staff members at all levels in the governance process. The College's capacity to provide quicker service benefits the institute by improving the effectiveness and efficiency of governance. It is also possible to lower transaction costs and improve service accessibility.

1.2 BENEFITS OF E-GOVERNANCE

E-governance is an important tool to the governing body of the institute. In general it provides following advantages to the administration.




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- Enhancing the authority and participation of faculties and students in the administrative affairs, and motivating them to take an active part in the governance process.
- Ensuring full disclosure and absolute clarity in the administrative, governance, and admission procedures of the educational establishment.
- Maximizing the efficiency of teaching personnel and simplifying the administrative procedures to achieve higher productivity.
- The possible areas of implementation of e-governance in educational sector are shown in the following diagram given below:

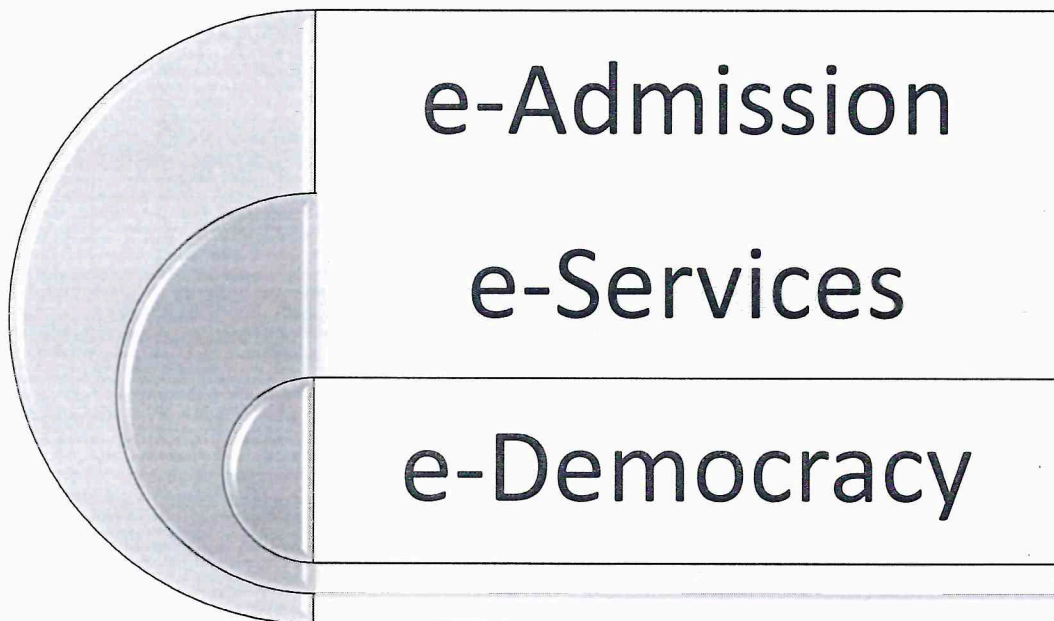


FIG-AREA OF IMPLEMENTATION OF E-GOVERNANCE

E-administration: The implementation of Information and communication technology (ICT) and e-governance to enhance the management processes and internal operations of educational institutions.

E-services: The main aim is to improve the delivery of student services through interactive offerings. Examples are online syllabus, online fees deposit and online attendance system.

E-Democracy: Engaging stakeholders in administrative and decision-making activities through the use of e-governance tools.


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1.3 E-GOVERNANCE LEADS TO MULTIPLE ADVANTAGES TO HIGHER EDUCATION

- E-governance can indeed lead to multiple advantages in higher education. Here are some of the ways in which e-governance can benefit higher education:

- **Increased efficiency:** E-governance can streamline administrative processes, such as admissions, registration, and fee payments. This can lead to increased efficiency and faster turnaround times, allowing students to focus more on their studies.

- **Improved communication:** E-governance can facilitate better communication between students, faculty, and administration through various online channels, such as email, chat, or video conferencing. This can help to resolve issues quickly and enable faster decision-making.

- **Access to online learning resources:** E-governance can provide students with access to online learning resources, such as digital textbooks, video lectures, and other educational materials. This can enhance the quality of education and improve learning outcomes.

Enhanced transparency: E-governance can increase transparency in the administration of higher education institutions by providing access to information about policies, procedures, and decision-making processes. This can build trust and confidence among stakeholders and foster a culture of accountability.

Cost savings: E-governance can reduce the cost of administrative processes by eliminating the need for paper-based records and manual processes. This can lead to cost savings for both the institution and the students.

Overall, e-governance can play a vital role in improving the quality of higher education by increasing efficiency, improving communication, enhancing transparency, providing access to online learning resources, and reducing costs.

1.4 PROMISES TO USE E-GOVERNANCE IN HIGHER EDUCATION

- Enhancing administrative effectiveness in higher education

4

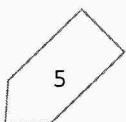

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- Enhance decision-making efficiency
- E-governance may benefit from it for effective administration, cost savings, and quick decision-making.
- Build dependable horizontal and vertical connectivity.
- Improving the higher education system's processes for transparency, accountability, and prompt resolution of process vulnerabilities
- Improve the standard of higher education.
- Help on-line examination or test and certification.
- Empower students and others take holders.
- Create professionals qualified for positions in business and government agencies.
- Promote inclusion, expansion and excellence in education system as a whole by leveraging use of ICT and e-Governance.
- To develop universal e-governance framework for higher education.
- To remove regional imbalances in access to higher education.
- To promote collaboration with International Community, Foreign Governments, Universities/Institutions and regional, International Institutions for the advancement of universal knowledge and intellectual property Rights.
- To promote autonomy, new ideas, and academic improvements in higher Education institutions
- To remove disparities by fostering the inclusion of women, minorities, and People with disabilities, and to offer higher education chances to communities that are socially underprivileged.

1.5 KEY CHALLENGES OF IMPLEMENTING E-GOVERNANCE IN HIGHER EDUCATION

While e-governance has the potential to transform higher education, there are several key challenges that institutions may face when implementing e-governance systems. Some of the most significant challenges include:



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POLICY NO-COEB/ERP/2017/01

Resistance to change: Some stakeholders, including faculty, staff, and students, may be resistant to change and may resist the implementation of new e-governance systems.

Technical challenges: Implementing e-governance systems requires technical expertise and resources, including hardware, software, and IT support. Institutions may need to invest significant resources to develop and maintain e-governance systems.

Cost: E-governance systems can be costly to implement, particularly for smaller institutions with limited resources. The cost of hardware, software, and IT support can be a significant barrier to adoption.

Cybersecurity Concerns: E-governance systems are vulnerable to cybersecurity threats, including hacking, data breaches, and malware attacks. Institutions must implement robust security measures to protect sensitive data and prevent unauthorized access.

Digital divide: Not all students have equal access to technology and internet connectivity, which can create disparities in access to e-governance systems and online learning resources.

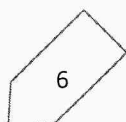
Lack of digital literacy: Some students, faculty, and staff may lack the necessary digital literacy skills to effectively use e-governance systems and online learning resources.

Legal and regulatory issues: E-governance systems may be subject to legal and regulatory requirements, such as data protection laws, that institutions must comply with.

Addressing these challenges will require institutions to develop a comprehensive strategy that includes investments in hardware, software, and IT support, cyber security measures, digital literacy training, and efforts to bridge the digital divide. By addressing these challenges, institutions can ensure that e-governance systems are effectively implemented and utilized to improve the quality of education and administrative processes.

1.6 BENEFITS TO STAKE HOLDERS OF HIGHER EDUCATION

Stake holders of higher education	Benefits of e-governance to stake holders
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Students	<ul style="list-style-type: none"> • Enhance participation in education affairs. • Improve students' access to quality information and services. • Individualized login and password for each student. • Substantial time and cost savings resulting from improved operational efficiency. • Greater career advancement opportunities for top-performing students. • Social connectivity for collaboration. • Virtual lecturers and webinars provide students with convenient and flexible access to educational content. • Students can access online platforms to verify their exam results, reducing the need for manual verification processes. • Students can submit their feedback to university. • Enhanced access to technology and online learning resources can enable rural students to access educational content from anywhere, regardless of their location.
Colleges	<ul style="list-style-type: none"> • A higher standard of student service • Openness in business dealings. • A boost in the effectiveness of administrative procedures and faculty. • Data is readily accessible. Integrated e-government in the educational field. • Saving on unreported operating expenses. • Creation of statistical reports immediately • Data about students can be gathered at the source. • Helpful for accreditation by the NBA or NAAC
Faculty	<ul style="list-style-type: none"> • To know the latest syllabi • Communication to the business community for syllabi development • Online appointment of examination • To get online help for certain topics with experts.

2.0 E-GOVERNANCE INITIATIVES@COEB

E-Governance in College Of Engineering, Bhubaneswar incorporates the latest in technology to bring an e-governance system that are necessary to successfully handle all the challenges of running an educational institution. Automating every unit of an academic institution, it provides real time information processing and knowledge management. It is an integrated solution that facilitates the processing and maintenance of large volumes of information to its stake holder. E-Governance in COEB.

2.1 IMPLEMENTATION OF E-GOVERNANCE IN AREAS OF OPERATION OF ADMINISTRATION

- The college authorities can implement full supervision of all services units in the office through the ERP software.
- Through email, the administration communicates with the members of the governing body as well as the teaching and non-teaching personnel.
- Notices and other significant administrative information are regularly posted on the website.
- Biometric attendance for all staff members.
- A wifi, fully automated office with constant internet access.
- To achieve the target of paperless IQAC, committee members of it started using Google facilities.
- Used to gather data from several departments using Google sheet
- To create announcements and activity reports, use Google Docs. to create feedback forms and collect online comments from parents and students using Google forms.
- The college campus is equipped with CCTV cameras installed at various places of need.
- WhatsApp Group helps to provide the brief notices of any event to be happened on college. WhatsApp Groups are used for awareness and of smooth functioning of the same.

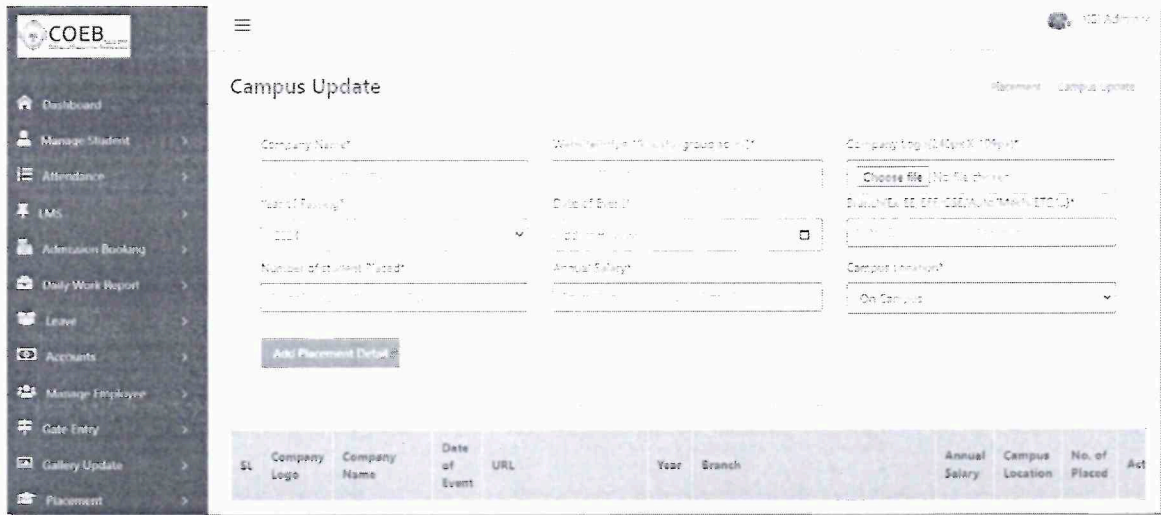
Website: The website will act as an information centre which will reflect about the college, all its activities, important notices, courses offered etc. For this purpose, a separate service provider/ web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A website committee to be formed for the administration of the college website. The committee will look after the process of updating, maintaining and working of the website on a regular basis. The committee will also look for other changes that are required on the website.

(Fig. Screenshot of Leave Application)

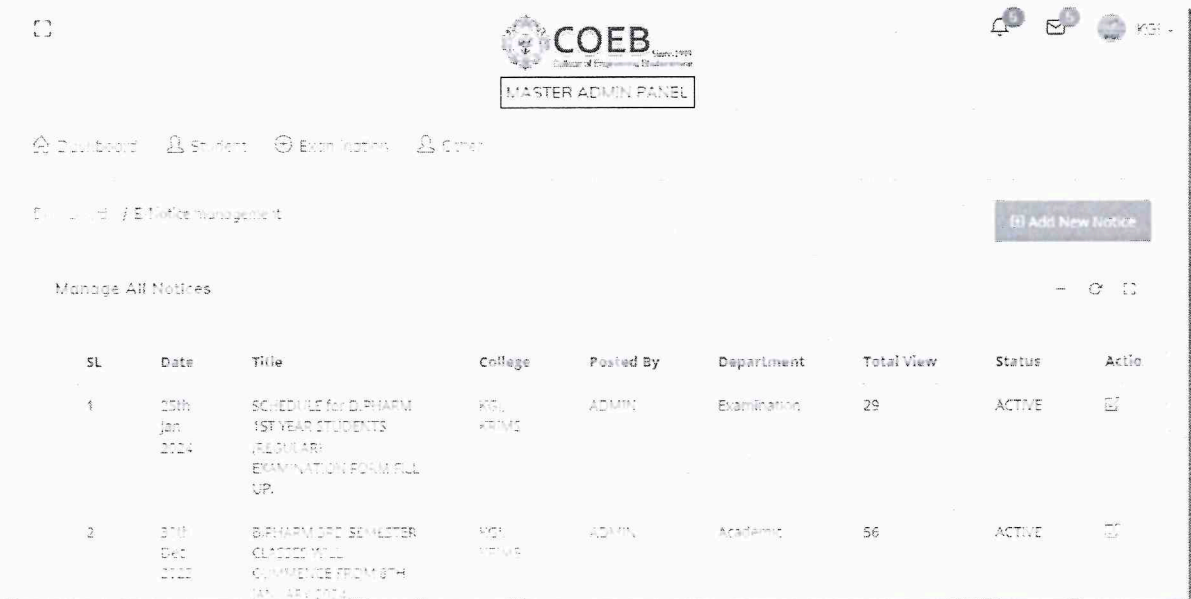
Photo	Emp. Name	Emp ID	Dept.	College	Mobile No	Email ID	Desig.	Qualification	DOJ
	DR. P. JEEF DASH	10040	BT-HR/10	COE-MS	914441204		Assistant Professor		20-10-2000
	MEGHA BOSE	41000	PR	COE	702651421	megha104112@gmail.com	PRD		20-10-2000
	PROF. NEHA SUSHIL PATIL	41000	CSE	COE	9407007440	nehaishilmar2@gmail.com	Assistant Professor	M.Tech	20-10-2000

(Fig. Screenshot of Employee Management)

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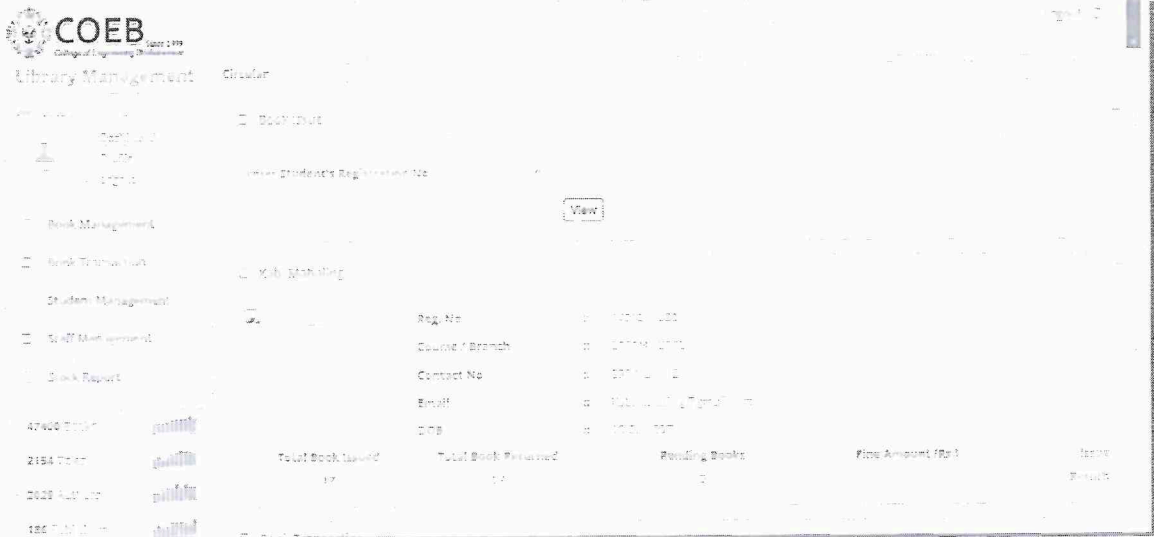


(Fig. Screenshot of Placement Updates)

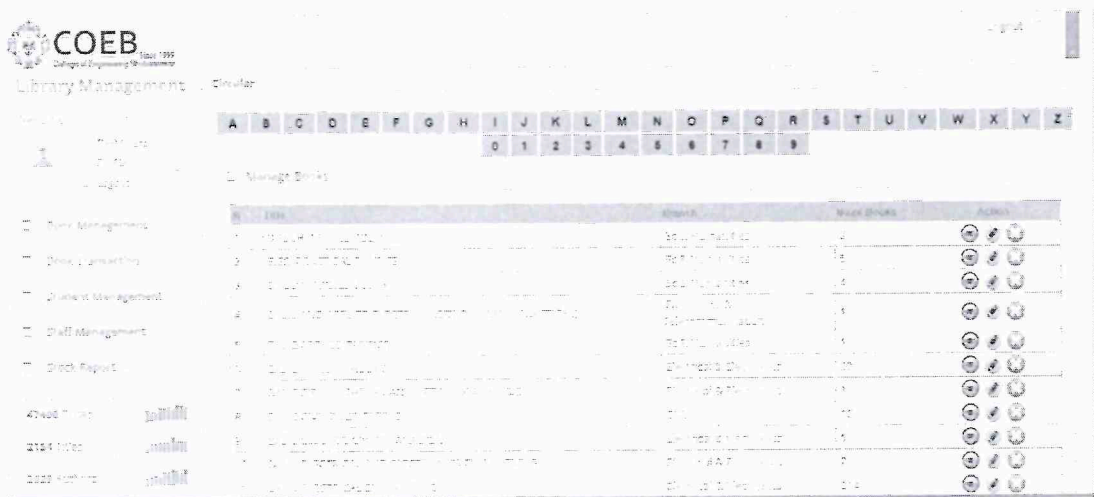


(Fig. Screenshot of Notice Management)

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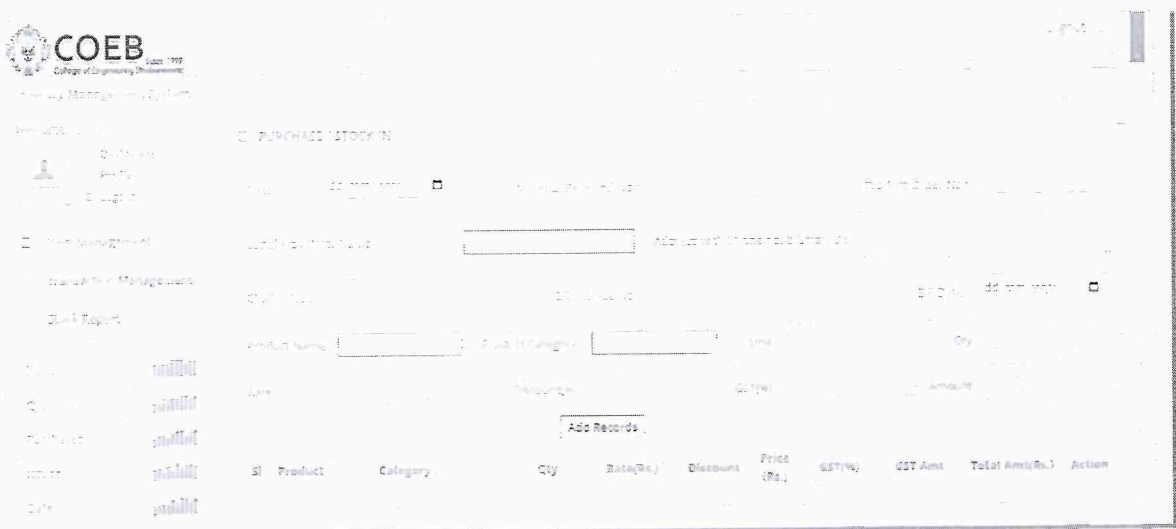


(Fig. Screenshot of Library Management)



(Fig. Screenshot of Library Stock Register)

K. Prusty
PRINCIPAL
 College of Engineering Bhubaneswar



(Fig. Screenshot of Store Management)

2.2 IMPLEMENTATION OF E-GOVERNANCE IN AREA OF FINANCE AND ACCOUNTS

The accounts of the institution are maintained through the Tally software and ERP. Financial matters are also dealt with Billdesk for transaction process.

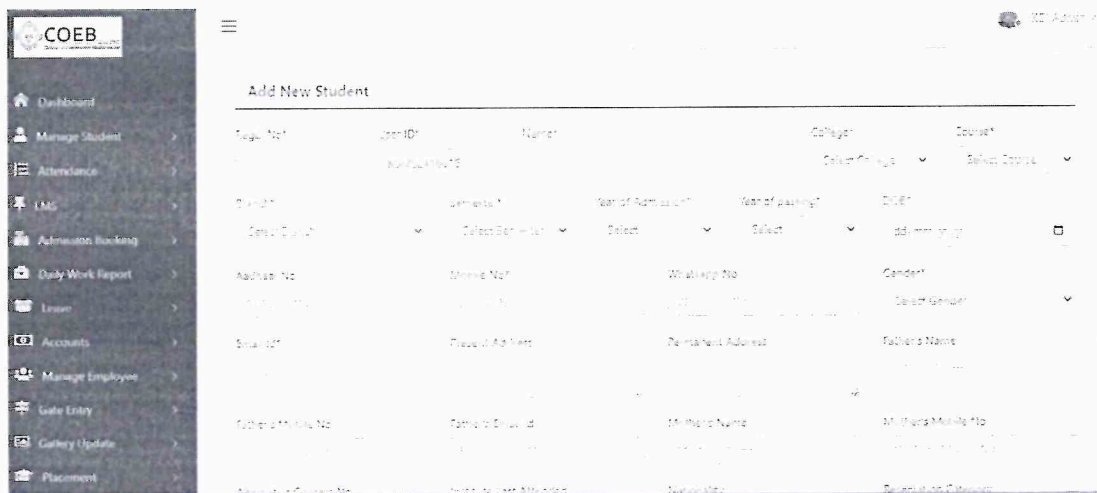


(Fig. Screenshot of Due)

2.3 IMPLEMENTATION OF E-GOVERNANCE IN AREA OF STUDENT ADMISSION & SUPPORT

- Student Admission is carried out through the students Module of ERP. Customer relationship management is also used for admission.

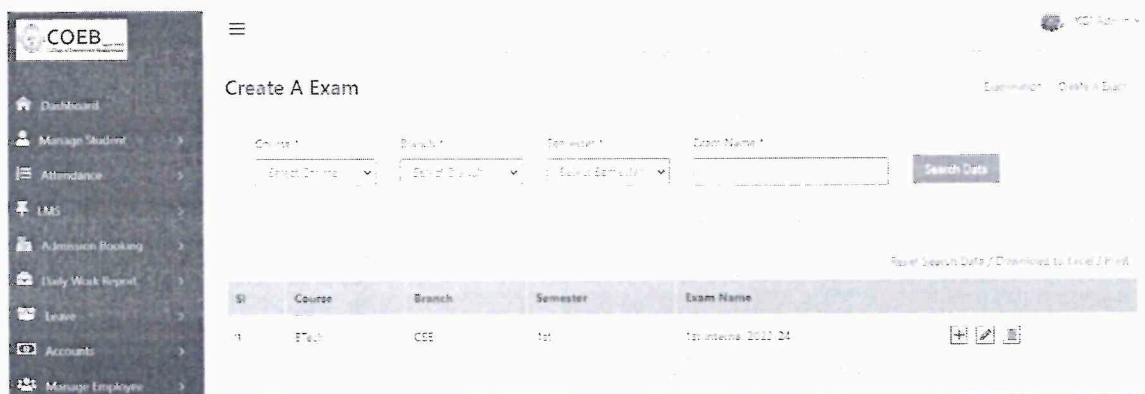
- The college website act as a mirror of the college information. Admission and online transaction interfaces are provided on website. College is having a full time web developer and team members. Alumni portal is provided on website for the information of pass out students.



(Fig. Screenshot of Student Admission)

2.4 IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF EXAMINATION

- Examination process are handled through ERP. Filling of examination forms, obtaining admit cards, uploading of marks etc.
- Everything is done in online manner. Academic cell of college Examination oversees the complete process of Examination under the guidance of the examination controller of the institution.



(Fig. Screenshot of Create a Exam)

CONCLUSION

The planning for efficient administration of educational of COEB, increasing global communication skill, to achieve the world class standard it is necessary to have aim proved collaboration and access to information available in institution are possible only by introducing IT in institute with E-Governance as a security for maintaining standard. IT is now a crucial component of everyday life for people everywhere. Now it is the time to put your skills to work improving the Indian educational system as well. For efficient information flow, best practice databases, increased capacity information analysis, etc., e-governance needs security. For the purpose of creating and gathering online information, entirely new infrastructure, practices, rules, and working abilities are needed. Electronic governance is a new trend that is growing with the introduction of ICT to reinvent how administration functions and create a new paradigm of governance. Authorities may also be able to analyse COEB's performance relative to those of other colleges and discover any shortcomings using such a comprehensive and integrated approach. This will make it possible for all the underperforming colleges to close the gap with the top universities. It will contribute to the improvement of higher education in the nation and boost the proportion of employable students. Education system can fully equip our children to meet the ever evolving demands in today's highly competitive environment; the education system needs to be made more efficient and effective by implementing E-governance. It is high time for our educators to consider fostering what is known as lifelong learning, or more accurately, lifelong self-learning.


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Ref No.

Date:

E-GOVERNANCE REPORT FOR THE YEAR 2021-22 & 2022-23

College of Engineering Bhubaneswar appreciates the fact that, E-Governance means governance with information Technology, and that the increasing demand for transparency in administration, faster information transfer, and other demands can be fulfilled by E-Governance.

The college is implementing e-governance to enhance good governances which is generally characterized by participation, transparency, and accountability, to provide better service in terms of time, making governance more efficient, and more effective, to lower the transaction costs, and make services more accessible.

Many initiatives have been taken by the college towards E-Governance, some of which in the area of general administration are:

1. Communication with members of Governing Body and Academic Council, through E-mail and text messaging service.
2. All important notices to students, staff on administration matters are published on college website, and messaged through whatsapp groups.
3. Biometric attendance for staff & students
4. WiFi facility in the campus.
5. Use of following platforms:
 - ❖ Google Form: For data collection from departments/students and for online feedback from students.
6. College is equipped with CCTC cameras at strategic points
7. WhatsApp groups are used for connecting with and eliciting information from students, faculty/staff.


In the areas of operations involving more complex systems, and procedures, sophisticated software tools are used. The details of specific area of e-governance using software tools are as follows:

Areas of e- governance	Software Tool used and year of implementation	Name of the Vendor
1. Administration: a. Library	COEB ERP online from 2017	Koustuv System Pvt Ltd.
b. Establishment Section	COEB ERP online from 2017	Koustuv System Pvt Ltd.
c. Finance & Account	COEB ERP online from 2017	Koustuv System Pvt Ltd.

d. Student Administration & Support	COEB ERP online from 2017	Koustuv System Pvt Ltd.
e. Examination	COEB ERP online from 2017	Koustuv System Pvt Ltd.
f. Faculty, staff and students attendance	COEB ERP online from 2020	Koustuv System Pvt Ltd.
g. Leave Management	COEB ERP online from 2019	Koustuv System Pvt Ltd.

It is proposed to enlarge the area of implementation of e-governance in the next couple of years.


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COLLEGE OF ENGINEERING BHUBANESWAR

Under the aegis of the Nabadigant Educational Trust

Ref No.

Date:

6.2.2 Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance.

Annual E-governance Report:

College of Engineering Bhubaneswar (COEB) has implemented e-governance for sharing information and to manage human resource efficiently with transparency through participation and accountability from all stakeholders.

The Enterprise Resource Planning (ERP) of the college is categorized as two major areas like e-administration and e-services. E-administration uses ICT for information process and decision making by the Governing body, head of the institution, IQAC and different committees formed to decentralize the administration. E-service provides various service facilities. Most of the staff and students use smart phones to utilize the benefits of modern-day technologies available in the field of higher education. COEB website has implementing e-governance in various domains of college administration. Students' attendance management, students' database, examination and continuous assessment record were made by automation process.

Vendor is selected to provide necessary support for maintaining college website. Academic Section in association with our software vendor has built a dedicated portal for online registration.

Students have to register themselves by providing their details in this portal. Teachers are able to upload lectures, assignments on the same portal online. Time to time maintenance is carried out by our software vendor. A dedicated WhatsApp Group has been created at institution level and also in each academic department for sharing orders, information, direction and discussion on a common platform. The necessary budgetary allotments for implementation of various government schemes and digital awareness are provided by the college and proper utilization is ensured with utmost transparency within time limits.

Application of e-governance in different fields are given below

- 1. ADMINISTRATION:** Teacher and student portals fully automated. College Website with sub-domain to all departments and each of the faculty members. All notifications are published in college website.
- 2. FINANCE AND ACCOUNT:** Finance section is fully automated. Students examination fee, Hostel Fee and Other fees are collected in online by generating challans and deposit the money in the bank. College account is also automated.
- 3. STUDENT ADMISSION AND SUPPORT:** Admission process is fully automated from submission of forms to payment of fees. Fees are collected online (linked via Billdesk) E-brochure made available online for free of cost.




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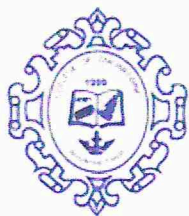
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4. EXAMINATION: All exam registration made online. Selection of subjects in Extra Academic Activities (EAA) registration is done through online process. Results are uploaded linked to portal. Registration and admit card issuing are fully automated. Internal assessments are made automated. A dedicated portal link through <https://www.coeb.ac.in/exam-section.php> serves the results, notifications, and examination forms. An internal examination process along with submission of question papers of examinations prepared by faculties are uploaded into internal server <https://www.coeb.ac.in/>. It acts as an interface between the Examination Cell of College, Faculty and Students to enhance Transparency, Accountability, Reliability and Efficiency in the whole internal evaluation process. The external examination question paper is generated from question bank 10 minutes before to start of the examination. Tabulation work and results processing is automated as per the prevailing norms of the institution.


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Application of e-governance in different fields are given below

1. ADMINISTRATION: Teacher and student portals get updated & some new features are added. Now all the teaching staff can apply for Leave online by logging into their portals. Similarly, the LMS module for a student is now available in their portal. Students can access Study materials & Previous year question papers from LMS.

2. FINANCE AND ACCOUNT: Student can now check their dues from their panel which is updated by the Finance & Account department. Student can pay their dues at any time by different payment method such as Credit Card, Debit Card, UPI, Net Banking etc. Also student can view their payment history from their panel.



COLLEGE OF ENGINEERING BHUBANESWAR

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3. STUDENT ADMISSION AND SUPPORT: We are currently using advanced technology to automate the Admission process by collecting the enquiries from website and Social Media. Our Advanced Support System have different options which helps to Filter the enquires, Manage Follow ups, Send Email Alert, Send Payment link to collect payment etc.

4. EXAMINATION: Our Examination cell is a fully computerized cell which conducts exams, maintains curriculum and publish results online for different courses/programs. Internal Results processing is realized through software from 2017 onwards the complete exam management is done through fully customizable software with stringent security features (developed by KSPL). The digital features of exam system include-

- Online registration, fee payment & issuance of admit cards on web address <https://www.coeb.ac.in/exam-section.php>
- Intranet for entering Exam marks and other data
- Declaration of results on web-site
- Preparation of mark-sheets and degrees.


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NABADIGANT EDUCATIONAL TRUST

N2/17, IRC Village, Nayapalli, Bhubaneswar-751015, Odisha

Ph: 0674-2554727, 2740386, Fax: 0674-2740828

Email : info@koustuvgroup.ac.in

Ref. No :

Date :

PROCEEDINGS OF THE TRUST BODY MEETING HELD ON 25/07/2023

AT PLOT NO.1 (A), KOUSTUV SQUARE, INFOCITY ROAD, PATIA, BHUBANESWAR - 751024 ODISHA

EXTRACT OF RESOLUTION

The Naba Digant Educational Trust (NDET) vide its executive meeting held on 25/07/2023 in its office at Plot No.1 (A), Koustuv Square, Infocity Road, Patia, Bhubaneswar - 751024 Odisha, India to verify and approve the e-governance annual report for the year 2022-23 placed by the Principal of College of Engineering Bhubaneswar.

The meeting was presided by Er. Prabhat Ranjan Mallick Honorable Chairman of the trust along with the following members were present.

Members present:

1. Er. Prabhat Ranjan Mallick, Chairman of the trust
2. Mrs. Namita Mallick, Vice-Chairman
3. Mr. Koustuv Mallick, ED

At the outset, the secretary of the trust read and placed the recommendation letter forwarded by the principal for approval of the e-governance report for the year 2022-23.

The said proposal was placed for discussion.


Chairman
Naba Digant Educational Trust (NDET),
Bhubaneswar.



NABADIGANT EDUCATIONAL TRUST

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Abstract of Resolution

After a comprehensive discussion involving multiple aspects, a unanimous decision was taken and a resolution was passed to approve the annual e-governance report of College of Engineering Bhubaneswar (COEB), for enhancing the transparency, providing fast information, dissemination, improving administrative efficiency and public services in all aspects of education for the year 2022-23.

Abstract Of Resolution

A unanimous decision was made to authorize the Trust chairman to convey the Governing Body's approval to the principal for necessary action. The meeting concluded with a vote of thanks to the chair.



Er. Prabhat Ranjan Mallick
Naba Digant Educational Trust (NDET),
Bhubaneswar.

NABADIGANT EDUCATIONAL TRUST

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Email : info@koustuvgroup.ac.in

Date : 28-07-2023

APPROVAL ORDER

To

Principal
College of Engineering Bhubaneswar (COEB)
Patia, Bhubaneswar

Sub: Approval of Annual e-Governance Report of the College of Engineering Bhubaneswar(COEB), for the year 2022-23

Dear Sir,

After reviewing and verifying the annual e-governance report submitted by you, the Governing Body is delighted to grant formal approval to the E-governance annual report for the period of 2022-2023.


Chairman
Naba Digant Educational Trust (NDET),
Bhubaneswar.



Copy to:

Trust Resolution file for record