KJ's EDUCATIONAL INSTITUTES,

K J COLLEGE OF ENGINEERING & MANAGEMENT RESEARCH

(Accredited by NAAC)

Approved by AICTE, New Delhi, DTE Maharashtra & Affiliated to Savitribai Phule Pune University, Pune
(ID No: PU/PN/Engg./378/2009) **DTE College Code - EN 6320**
Webside: www.kjei.edu.in/kjcomer E-mail: principalkjcoemr@gmail.com

TRINITY

Dr. Suhas S. Khot
B.E., M.E.,Ph.D. (E&TC. Engg.)
Principal

Shri. Kalyan J. Jadhav
M. Com (Hons.)
Founder President

E-GOVERNANCE POLICY

Preamble: Policy document for E- governance in areas of operation like Administration, Finance and Accounts, Students Admission and Examination

Objective:

1) Implementation of E-governance in the functioning of the institution in the areas of Administration, Accounts and Finance, Students Admission and Examinations

2) To promote transparency in functioning of the institute

3) To create paperless environment in the institute

Policy: The institute will implement the E- governance in the areas of Administration, Finance and Accounts, Students admission, and Examination to promote transparency.
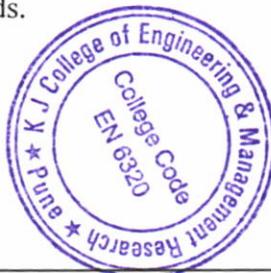
The website is the information center where all the circulars, notices, courses offered, all activities are available. The website is maintained by the faculty of the computer department. The website is updated as and when required and all new notifications are uploaded on the site.

The students seeking admission has to fill the online form available on the website .After filling the form the student has to pay online fees and then the admission is completed. The student is allotted the roll no after filling the fees.

The institute maintains the accounts on Tally Software. The latest software is available. The balance sheet, Profit and loss is generated through this software only. The reports are generated through tally. Payments are generally made through online mode such as NEFT, RTGS, and Bank Transfers etc.

The attendance of teaching and nonteaching staff is maintained through Thumb and face recognition. The in time and out time of the all the employees is recorded and is maintained.

The examination process is regulated by Savitribai Phule Pune University. Thus the e-governance policy of the University is adopted in this regards.

Dr.Suhas S. Khot
Principal

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