
***Supporting Documents for Quantitative
Metric 6.2.3***



Submitted to NAAC

By

**ARYAN INSTITUTE OF ENGINEERING &
TECHNOLOGY, BHUBANESWAR**

6.2.3 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. 3 of the above
- C. 2 of the above
- D. 1 of the above
- E. None of the above

INDEX

SI No	Content	Page No
1.	Documents showing, ERP Document Screen shots of user interfaces of each module reflecting the name of the HEI. Annual e-governance report approved by Governing Council. Policy document on e- governance.	04-23



E-GOVERNANCE POLICY

Scope:

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- E-waste Management


Objectives:

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.

Policy:

- The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.
- The policy is designed and framed to make each and every function transparent and accountable.
- The College decides to make the following policies and procedure:

Website: The website will act as an information center 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


Principal



working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

Student Admission: An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the AICTE. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Co-ordinator.

Accounts: The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College also uses Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library: The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

- The Library to install fully automated ILMS software which should have an easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.



- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

Administration:

- Institute Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

Examination: The college has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

Alumni: In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

E-Waste Management: Aryan college ensures that its usage of technology and generation of e-waste does not impact the environment.



ICT TOOLS

Hardware Infrastructure

- The College to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.

Software Infrastructure

- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.

Receipt No. BBES/611 Dated: 05/08/2021

Big Bug e Solutions Private Limited
GSTIN – 21AAJCB0688B1Z4

PAN- AAJCB0688B

Current Account: 052232003000004

Bank: Odisha Gramya Bank
IFSC: IOBA0ROGB01

CONTACT US 24/7 +91 8249994216

BILL TO:

Aryan Institute of Engineering & Technology,
Bhubaneswar,
Odisha - 752050

Term	Product	Amount
1 yr	Expand – Business Hosting – 1yr	Rs. 75,000.00
1 yr	Institute Management System (Dedicated Technical Service)	Rs. 48,000.00
	Subtotal	Rs. 1,23,000.00
	Taxes (GST) – 18%	Rs. 27,000.00
	Total Billing (INR)	Rs. 1,50,000.00



Rubankij
Principal
Aryan Institute of Engineering & Technology
Arya Vihar, Barakuda, Panchagaon
Bhubaneswar-752050

Adminstration

The screenshot displays the 'Take Attendance' interface of the Aryan Institute of Engineering & Technology. The page features a dark sidebar on the left with a navigation menu under the 'Academics' section, including options like 'Take Attendance', 'Student Attendance', 'Examination and Marks', and 'Lesson Plan'. The main content area is titled '+ Take Attendance' and contains a form with the following fields:


- Date ***: 26-04-2021
- Class Start Time ***: 10:45 AM
- End Time ***: 10:45 AM
- Course/Batch/Semester/Section/House/Subject ***: -- Select Course --
- Topic ***: -- Select topic covered --
- Mark All Students Present/Absent

At the bottom of the form, there are two buttons: 'Take Attendance' and 'Cancel'. The top right corner of the page shows the user's name 'aryan' and a 'Back' button.

Bubuckhi

Principal

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Arya Vihar, Barakuda, Panchagaon
Bhubaneswar-752050



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INSTITUTE OF ENGINEERING & TECHNOLOGY

- Menu
- Academics
- Online Examination
- Library
- Mentor Activity
- Self Development & Placement
- Research & Development
- Leave
 - Apply for Leave
- Feedback/Appraisal/Survey
- Payroll
- Student

Leave Summary of Session

Admissibility of Leave: The leave as indicated below is admissible to the staff of GIF, subject to the sanction by the competent authority.

Sl No	Type of leave	Days/Year-Applicability
(i)	Casual Leave	15 days : All Staffs
(ii)	Earned Leave	10 days or Half of the Days of Summer Vacation, which ever is lower : All Staffs
(iii)	Extra Ordinary Leave	Clause-ii: 15 days : Staff who have completed at least continuous service of 7 years.
		Clause-ii: 10 days : Staff who has completed atleast 3 years of continuous service.
(iv)	Special Leave	10 days : Staff who have completed continuous service of 3 years.
(v)	Sick (Half pay Leave)	30 days : Staff who have completed at least continuous service of 7 years.
(vi)	Maternity Leave	60 days : Staff who have completed at least continuous service of 6 years.
(vii)	Study leave	1 year : Staff who have completed at least continuous service of 10 years.

The balance of all kinds of leave except "Extra Ordinary Leave" shall lapse at the end of each year. The maximum balance of EDL shall be limited to 60 (sixty) days.

ARYAN
Group of Institutions, Bhopal

- Academics
- Online Examination
- Library
- Mentor Activity
- Skill Development and Placement
- Research & Development
- Configuration
- Dashboard
- Course Management
- Leave
 - Apply for Leave
 - Review Leave Applications
 - Employee Leave Setup
 - All Leave Report
 - Filtered Report
 - Manage Smiliar
 - Leave Master Setup
- Hostel
- Canteen
- Transport

<https://mme.aryancloud/index.php>

Employee Leave Detail and Hierarchy Setup

Showing 1-20 of 125 items.

#	Category	Department	Designation	Employee Name	Higher Officer/HOD Name
1	non teaching	admin	not set	Pratap Kumar Swain	
2	non teaching	admin	SENIOR OFFICE ASST	BHARAT BALLARSING	
3	non teaching	admin	Academic co-ordinator	DHANANJAYA SAHOO	
4	non teaching	T&P	placement officer	SAHJEET RAJ	
5	non teaching	admin	account asst	RAJESH KHATE	
6	non teaching	admin	account asst	ADHYA KUMAR BEHERA	
7	non teaching	admin	account asst	PUNARBASU MALL	
8	non teaching	admin	account asst	Soumyaranga Swain	
9	non teaching	admin	OFFICE ASST	Charan Behera	
10	non teaching	admin	OFFICE ASST	Debasris Pradhan	
11	non teaching	admin	OFFICE ASST	Ranjan Kumar Bofaris	
12	non teaching	admin	OFFICE ASST	Srivullajagryak Mohapatra	
13	non teaching	admin	OFFICE ASST	Priyanka Mohanty	

Activate Windows
Go to Settings to activate Windows.



- Academics
- Online Examination
- Library
- Meetings Activity
- Self Development & Placement
- Research & Development
- Configuration
- Dashboard
- Course Management
- Leave Management
- Hostel
- Canteen
- Transport
- Dispensary
- Feedback/Appraisal/Survey
- HR
- Payroll

Home / Employee / Manage Employees

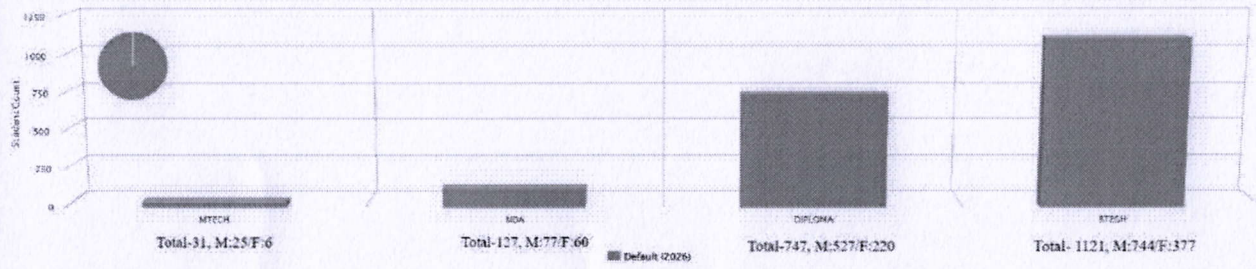
Manage Employees

ADD PDF EXCEL

#	Employee ID	First Name	Middle Name	Last Name	Department	Designation	Category	
1	140	SIDDHANTA		MOHAPATRA	CSE	LECTURER	teaching	QX
2	139	Pratibha		Bhuyan	CIVIL	LECTURER	teaching	QX
3	138	LAXMIDHAR		PANDA	CSE	LECTURER	teaching	QX
4	137	RAMSHIR	UTKAL	MOHANTY	EE DIPLOMA	LECTURER	teaching	QX
5	136	JAMBUN		PARIDA	CSE	ASST.PROF	teaching	QX
6	135	RABINDRA	KUMAR	MANDAL	admn	OFFICE ASST	non teaching	QX
7	134	KAMALAKANT		DASH	MECH	PRINCIPAL	teaching	QX
8	133	SANDHYA	PRIYA	BARAL	MATHEMATICES	LECTURER	teaching	QX
9	132	RANJIT	KUMAR	NEVAK	ENGLISH	LECTURER	teaching	QX
10	131	SABHYA	RANJAN	SUNDARAYA	admn	OFFICE ASST	non teaching	QX
11	130	JAYANTI		KALIA	CHEMISTRY	LECTURER	teaching	QX
12	128	ANAMIKA		ANAMIKA	MDA	ASST.PROF	teaching	QX
13	126	MOUBUMI		PANDA	MDA	PRINCIPAL	teaching	QX
14	127	ANUSARA		NAJDA	CHEMISTRY	LECTURER	teaching	QX
15	126	SUDHARAM		MAHAPATRA	PHYSICS	LECTURER	teaching	QX
16	125	SNEHILATA		REJUT	CSE	LECTURER	teaching	QX
17	124	SURAJ	KUMAR	BHUIYAN	CSE	LECTURER	teaching	QX
18	123	SUBHRAJIT		KHUNTIA	MINING ENGINEERING	LECTURER	teaching	QX
19	122	KISHORA	KUMAR	SASAMAL	EE	LECTURER	teaching	QX

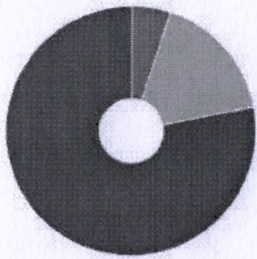
2026 Active Students More info	0 Deactive Students More info	125 Active Employee More info	0 Deactive Employee More info
-------------------------------------------------------------	------------------------------------------------------------	------------------------------------------------------------	------------------------------------------------------------

Course Wise Student Status



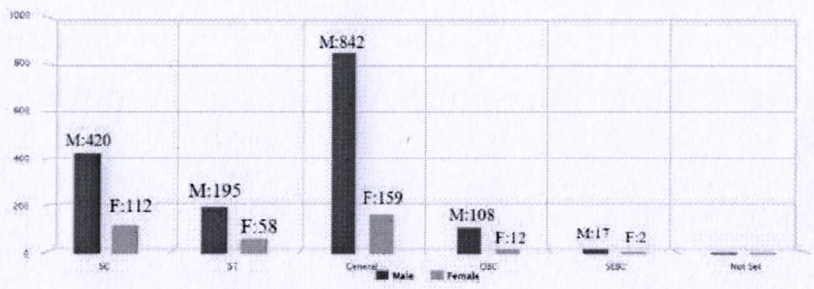
- Transport
- Dispensary
- Feedback/Appraisal/Survey
- HR
- Payroll
- Student
- Employee
- Fees
- Expenditure
- Admission
- Rooms and Halls

Gender Wise Student



DROPOUT (191) FEMALE (143) MALE (1582)

Category Wise Student



Library Book Issue Report


PDF EXCEL

Showing 1-11 of 11 items.

#	Date of Issue	Student Name	Faculty Name	Regd. No.	Course	Batch	Section	Book No.	Book Name	Type of Issue	Returned On
1	05-05-2022	RAJESH KUMAR NAYAK	-	T20221245	BTECH	BTECH-2025P	MECH	12109	-	BOOK ISSUE	-
2	05-05-2022	RAJESH KUMAR NAYAK	-	T20221245	BTECH	BTECH-2025P	MECH	2212	-	BOOK ISSUE	-
3	05-05-2022	RAJESH KUMAR NAYAK	-	T20221245	BTECH	BTECH-2025P	MECH	190	-	BOOK ISSUE	-
4	05-05-2022	DAMA NAIK	-	2001320002	BTECH	BTECH-2024P	EEE	634A	-	BOOK ISSUE	-
5	05-05-2022	DAMA NAIK	-	2001320002	BTECH	BTECH-2024P	EEE	126	-	BOOK ISSUE	-
6	05-05-2022	PRABHRA KUMAR DJHA	-	2001320100	BTECH	BTECH-2024P	EE	8049	-	BOOK ISSUE	-
7	05-05-2022	PRABHRA KUMAR DJHA	-	2001320100	BTECH	BTECH-2024P	EE	770	-	BOOK ISSUE	-
8	05-05-2022	ARPITA BEHERA	-	2001320032	BTECH	BTECH-2024P	CSE	12644	-	BOOK ISSUE	-
9	05-05-2022	DINESH DAS	-	1901320236	BTECH	BTECH-2023P	MECH	6719	-	BOOK ISSUE	-
10	04-05-2022	DINESH DAS	-	1901320236	BTECH	BTECH-2023P	MECH	10617	-	BOOK ISSUE	-
11	04-05-2022	HRUTVIJAYA PRADA	-	2001320060	BTECH	BTECH-2024P	CSE	1907	-	BOOK ISSUE	-

- Academics
- Online Examination
- Library
 - Return Book
 - Issue Book to Student
 - Issue Book to Staff
 - Issue Study Material
 - Study Material Report
 - Book Issue Report
 - Manage Study Materials
 - Manage Issue Types
 - Study Material Price
 - Purchase Invoice
 - Purchase Order
 - Manage Books
 - Manage Subjects
 - Manage Category
 - Manage Publishers
 - Manage Titles

Exam



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Academics

- Take Attendance
- Student Attendance
- Examination and Marks
- Lesson Plan
- Course Outcome
- Preferred Books
- Lecture Notes
- e-Note Upload Report
- Video Lecture
- My Timetable
- Subject Wise Attendance
- Course Coverage Report
- Lesson Plan Report
- Teaching Load Report

BTECH-2024P/EEE/Network Theory/Internal-1 (Offline) (FM: 30)

Back

Add/Update Student Marks Showing 1-18 of 18 Items.

#	Attendance Sl.No	Regd No	Student	Q1.a	Q1.b	Q1.c	Q1.d	Q1.e	Q1.f	Q2.a	Q2.b	Q3.a	Q3.b	Q4.a	Q4.b	Attended?
1	0	2001320087	HIMANSHU RANJAN SUNDARRAY	0	0	0	0	0	0	0	0	0	0	0	0	<input type="checkbox"/>
2	0	T20222057	MINA EKKA	0	0	0	0	0	0	0	0	0	0	0	0	<input type="checkbox"/>
3	0	2001320094	MINI Tappo	2	1	2	2	1	2	4	5	4	3	4	3	<input checked="" type="checkbox"/>
4	0	T20221646	SUNIL KUMAR BEHERA	2	1	1	2	1	1	3	4	3	4	2	4	<input checked="" type="checkbox"/>
5	0	T20221642	SAMEER SOURAV SETHY	2	2	1	2	1	1	3	4	4	2	3	4	<input checked="" type="checkbox"/>
6	0	2001320086	AJIT KUMAR BEHERA	0	0	0	0	0	0	0	0	0	0	0	0	<input type="checkbox"/>
7	0	2001320159	SOUMYA SOURAV DAS	1	2	1	2	1	1	3	2	3	3	4	2	<input checked="" type="checkbox"/>

Abhishek Mohanty

Principal
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Accounts & Finance

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-
-

Home / Fees / Fee Collection / JYOTIRMAYEE RANDI

+ Fee Collection

Student Details

	Name	JYOTIRMAYEE RANDI
	Course	BTECH
	Batch	BTECH-2023P
	Section	CSE
	Student Status	General/Default

Demand Details :

Sl No.	Session	Fees Details	Amount
1	2021-2022	TUTION FEE	Rs. 00,000.00
Total Amount			Rs. 00,000.00
Total Paid Fees			Rs. 10,000.00
Total Unpaid Fees			Rs. 50,000.00

Organization *
Payment Mode *
Payment Date *
Amount *
Towards... *

Payment History

#	Receipt No.	Payment Date	Payment Mode	Cheque/DO/Transaction No	Bank Name	Bank Branch	Paid Towards	Amount Paid	Actions
1	1	10-01-2022	Cash	-	-	-	TUTION FEE	Rs. 10,000.00	

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- Feedback/Appraisal/Survey
- HR
- Payroll
- Student
- Employee
- Fees
 - Bank Master
 - Demand/Voting
 - Demand Setup
 - Demand Setup (Library)
 - Fees Collection (Students)
 - Fees Collection (Others)
 - Admission Booking Receipt
 - Cooperative Store Receipt
 - Set Cooperative Store Price
 - Demand Head Setup
 - Fees Collection Report
 - 1st Year
 - Other Years
 - Other Source
 - Customize Filtering
 - Admission Booking Report
 - Cooperative Store Report
 - Dir and L-Selection Report
 - Demand Report
 - Refund to Student

Payment History

#	Receipt No.	Payment Date	Payment Mode	Cheque/DD/Transaction No	Bank Name	Bank Branch	Paid Towards	Amount Paid	Actions
1		30-01-2022	Cash				TUITION FEE	RS. 10,000.00	
								RS. 10,000.00	

Payment History (GIFT) DLD CMS


#	Roll No.	Money Receipt No.	Session	Paid towards	Amount Paid
No fees results found.					
					RS. 0.00

Payment History (RB) DLB CMS

#	Session	Paid Towards	Amount Paid
No fees results found.			
			RS. 0.00

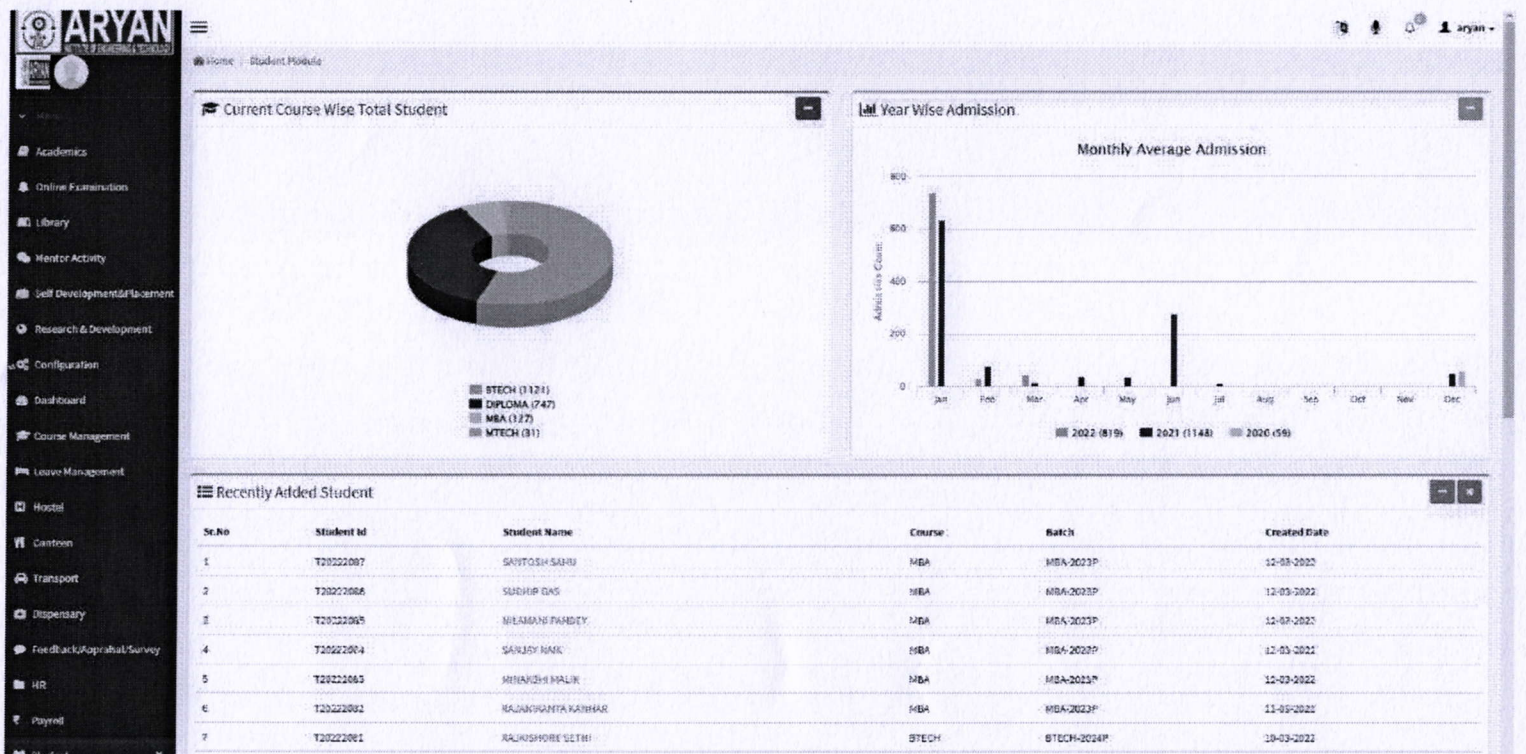
Refund History

#	Refund No.	Payment Date	Payment Mode	Cheque/DD/Transaction No	Bank Name	Bank Branch	Amount Refunded	Actions
No refund results found.								
							RS. 0.00	

 Aryan Institute of Engineering and Technology Arya Vikar Colony, Bhabaneswar			
Fees Receipt			
Student No : 1901320079		Receipt Date : 29-04-2022	
Name : JYOTIRMAYEE KANDI			
Course/Batch: BTECH-2023P			
Section: CSE			
Sl.No	Session	Fees Details	Amount
1	2021-2022	TUITION FEE	Rs. 60,000.00
Total Amount			Rs. 60,000.00
Total Paid Fees			Rs. 10,000.00
Refunded to Student			Rs. 0.00
Total Unpaid Fees			Rs. 50,000.00
Signature :			



Student Admission



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 Bhubaneswar-752050

- Student
 - » Add Student
 - » Manage Students
 - » DDUGKY Students
 - » Student Status
 - » Import Student
 - » Admission Category
 - » Reset Registration No.
 - » Reset Login
 - » Reset Password
 - » Manage Student Thumb-ID
 - » Restore Student
- Employee
- Fees
- Expenditure
- Admission
- Rooms and Halls
- Report Center
- SMS
- Generate Letters
- Website
- DDU-GRY
- User Rights

Guardian's Information

Father's Name	Mobile No	email id	Occupation	Annual Income
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mother's name	Mobile No	email id	Occupation	Annual Income
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Current Address

Address	
<input type="text"/>	
Country	State
<input type="text" value="-- Select Country --"/>	<input type="text" value="-- Select State --"/>
City	Pincode
<input type="text" value="-- Select City --"/>	<input type="text"/>
House No	Phone No
<input type="text"/>	<input type="text"/>

Permanent Address

Address	
<input type="text"/>	
Country	State
<input type="text" value="-- Select Country --"/>	<input type="text" value="-- Select State --"/>
City	Pincode
<input type="text" value="-- Select City --"/>	<input type="text"/>
House No	Phone No
<input type="text"/>	<input type="text"/>

City	Pincode
<input type="text" value="-- Select City --"/>	<input type="text"/>
House No	Phone No
<input type="text"/>	<input type="text"/>

Academics Details

10th Mark	12th Mark	Diploma Mark	BA/BSU/BCom Mark	BCA Mark	BBA Mark
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B.Tech Mark	Other Exam	Other Mark			
<input type="text"/>	<input type="text"/>	<input type="text"/>			

Entrance Examination Details

Entrance Examination	Rank
<input type="text"/>	<input type="text"/>

Admission Details

Course *	Batch *	Section *
<input type="text" value="-- Select Course --"/>	<input type="text" value="-- Select Batch --"/>	<input type="text" value="-- Select Section --"/>

Other Paid Preference Details

Hostel	Transport	Lunch	Food Preference
<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="--"/>

Student Status

EXCEL

Showing 1-20 of 2025 Items.

#	Course	Batch	Section	Index	Student ID	First Name	Middle Name	Last Name	Student Status
1	MBA	MBA-2023P	MBA-2023P	[not set]	T20222987	SAUTOSH	KUMAR	SAHU	Active
2	MBA	MBA-2023P	MBA-2023P	[not set]	T20222988	SUDHIR	KUMAR	DAS	Active
3	MBA	MBA-2023P	MBA-2023P	[not set]	T20222985	HILAMANI		PANDEY	Active
4	MBA	MBA-2023P	MBA-2023P	[not set]	T20222984	SANJAY	KUMAR	NAIK	Active
5	MBA	MBA-2023P	MBA-2023P	[not set]	T20222983	MINAKSHI		NALIK	Active
6	MBA	MBA-2023P	MBA-2023P	[not set]	T20222982	RAJANIKANTA		KANPAR	Active
7	BTECH	BTECH-2024P	CIVIL	[not set]	T20222981	KALKISHORE	SETHI		Active
8	BTECH	BTECH-2024P	EE	[not set]	T20222980	NIHAH NISHANTA	PAKARAY		Active
9	BTECH	BTECH-2024P	MECH	[not set]	T20222979	CHANDAN KUMAR	ACHARJA		Active
10	BTECH	BTECH-2023P	MECH	[not set]	T20222978	SUMAN RAJAN NAIK			Active
11	BTECH	BTECH-2023P	MECH	[not set]	T20222978	TRUPTIKANTA SAHU			Active
12	BTECH	BTECH-2024P	MECH	[not set]	T20222975	PRATIK MOHAPATRA			Active

- Academics
- Online Examination
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- Research & Development
- Configurations
- Dashboard
- Course Management
- Leave Management
- Hostel
- Canteen
- Transport
- Dispensary
- Feedback/Survey
- HR
- Payroll