Phone No.-0755-2529015, 2529016, 2529057,25292
Fax: 0755-2529472
E-mail: directoroct@oriental.ac.in,
Website: www.oriental.ac.in/oct-bhopal

Oriental College of Technology, Bhopal

Approved by AICTE, New Delhi & Govt. of M.P.
Affiliated to Rajiv Gandhi Proudyogiki Vishwavidyalaya & Barkatullah University, Bhopal
Oriental Campus, Opp. Patel Nagar, Raisen Road, Bhopal – 462021 (M.P)

Ref. No.: OCT/DIR/ADMIN/POLICY/2025/ 2951-13 Date: 08.08.2025

E-Governance Policy

PREAMBLE

The implementation of e-Governance at Oriental College of Technology, Bhopal is a strategic initiative to build a transparent, sustainable, and highly efficient educational ecosystem aligned with global quality benchmarks. This digital framework provides the robust, verifiable data infrastructure required to satisfy Outcome-Based Education (OBE). By digitizing the institution ensures seamless data retrieval, quality audits, and continuous institutional improvement.

VISION

To establish a digitally unified, transparent, and agile institutional ecosystem that leverages advanced technology to deliver seamless administrative services and data-driven academic governance.

MISSION

- To enforce data secrecy and integrity in examinations and internal communication through role-based system access.
- To generate accurate, auditable, and instant institutional reports for academic and professional enhancement.

OBJECTIVES

The major objectives of E-governance are as follows:

- Implementing e-governance across all processes: Digitizing academic, administrative, financial, and examination systems into a unified institutional framework.
- Facilitating effective communication among various stakeholders: Establishing seamless digital channels to connect management, faculty, staff, students, and parents in real time.
- Bringing transparency and accountability to all aspects: Maintaining secure, unalterable digital records to ensure compliance and easy verification during external quality audits.
- Achieving paperless administration within the institution: Replacing physical documentation with green, cloud-based storage for all institutional data and reports.
- Leveraging digital portals, research repositories, and web achievements to project institutional excellence on an international scale.

POLICY

The implementation of e-governance at the institution is driven by a vision to establish a simple, efficient, and deeply integrated system of administration and academics. To foster active stakeholder involvement and drive continuous academic reform, the college emphasizes indigenously built, in-house systems tailored to its specific requirements. Operating under a structured policy framework, this digital ecosystem standardizes core educational and administrative processes, ensuring transparency, data integrity, and compliance with national accreditation standards.

IMPACT AREAS

- Website: The institute website is regularly updated, administered, and periodically revamped.
- Student Admission: The admission process is largely processed through online mode through MP online DTE portal. The college also has a portal named Centralized Admission Management Portal for registration of students towards the admission process.
- Examination Management: Registration, hall ticket generation, internal marks filling and result generation is done through online mode for both RGPV and Barkatullah University.
- Library: Fully automated platform featuring e-learning resources updated based on faculty and student recommendations, with the library in-charge managing system needs and user training.
- Teaching-Learning: ICT is widely used in teaching-learning process and faculties use smart class rooms frequently to enhance the quality of education. NPTEL, video lectures, e-books and e- journals are also used.
- Grievance Re-dressal: A secure, anonymous, and legally compliant online registry where students can file grievances in real time is available on the institute website for faculty, staff and students.
- Accounts: The accounts department utilizes e-governance for receipt of fee payments, salary disbursements and to record and preserve details of expenditure reports, track payments etc.
- Feedback System: Some of the feedbacks such as faculty teaching feedback, student feedback on curriculum, student feedback on facility etc are considered through online system.
- Alumni Platform: AlmaShines software is used to connect with alumni and keeps them updated with various events, connects with their batch-mates and provides mentorship/mentee opportunities to them. The platform has alumni dictionary. It also provides alerts on jobs and internship opportunities.
- Scholarship Portal: MPTAASC (Madhya Pradesh Tribal Affairs & Scheduled Caste Welfare Automation System) is used for the welfare of students belonging to OBC/SC/ST and providing scholarships to such students.

Dr. K.K. Dwivedi
Director
Director
Oriental College of Technology,
Patel Nagar, Raisen Road, Bhopal