



**SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE**  
(An Autonomous Institution)

Puducherry - 605 107



# e-GOVERNANCE

Policy

Version 2.0





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**NOTIFICATION**

Ref: **SMVEC / IQAC / ADMIN / JAN 2023**

Date: **10-01-2023**

In the pursuance of the resolution passed by the Governing Body Meeting at its meeting held on December 31, 2022 in its resolution no. GB 2022.05.09 and the decision was taken by the Management of SMVEC

It is hereby notified for information of all concerned that the Sri Manakula Vinayagar Engineering College, Puducherry has published the policy for e-Governance. This will come into force with immediate effect.

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## **POLICY FOR e-GOVERNANCE OF SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE, PUDUCHERRY**

E-Governance in Sri Manakula Vinayagar Engineering College foresees with the vision of enhancing the system of governance for development of the institute by incorporating the technology. The institution always tries to promote and integrate e-governance initiatives by automating every unit of an academic institution from way back. The broad areas of e-governance automation are administration, examination, student's admission and support, day to day operation of departments, academics, placements, management information systems and stake holder's inclusion in a staged manner.

### **OBJECTIVES**

- To ensure effective implementation of e-governance across all the functions within the institution.
- Achieving efficiency in functioning
- Transparency and absolute clarity in administration and governing process
- Achieving paperless administration of the institution
- Facilitating online internal and external communication between various entities of the institution
- Providing easy access to information and enables stakeholders to avail various services
- To maintain the Data on a secure environment.
- Assist in making the institution visible globally

### **POLICY**

- In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of the institution functioning.
- Institution to embrace e-governance for the seamless access of data for better decision making at various levels of the organization.

## **CAPACITY BUILDING:**

- The Institute shall formulate and provide extensive capacity building training sessions for all the e-Governance modules and applications developed and implemented till then to all its users.
- Time bound training programme in Information and Communication Technology (ICT) skill development and capacity building of the college employees would be conducted by the Computer Centre.
- Computer Centre would build capacities within the system for e-Governance, program and change management by training the manpower and deploying appropriate infrastructure and machinery.
- For the purpose of training, employees would be categorized based on their roles and responsibilities and they would be given suitable training.
- Adequate knowledge base needs to be created for dissemination of knowledge and information regarding the e-Governance services.

## **AREA OF IMPLEMENTATION:**

The policy is focusing mainly on the following areas

### **Website**

The website of the college is mobile responsive, easy to navigate and user friendly. The website is upgraded continuously to reflect the new changes. The website act as a mirror of the college activities and information about all activities, important notices are made easily available to the student community and other stakeholders from the Academia and Public domain. For this purpose, training should be given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updating at the college level.

### **Admission**

The admission process of the institution is completely online for all the programmes and achieved through using a Suitable ERP (*Enterprise resource planning*). All the information related to admission is displayed on the College website. Students also able to obtain transfer certificates, bonafide certificates on an online mode.

### **Academics**

The Institution manages the student academics using suitable in-house developed student management suite software. The communication to parents with respect to Student Progress is automatically updated through SMS, E-Mail and Letters.

### **Internal & End Semester Examinations:**

The Institution manages all the enrolment, registration for both internal assessments and semester examinations in a systematic manner through in-house developed student management suite software. For filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks is done through online using students' software. Regular updates of Students Internal Performance to be maintained and communicated to the parents.

### **Paperless office**

To provide a hassle-free, convenient, and cost-effective mechanism, many of the administrative activities are being handled through ICT. For instance, internal communication between the employees is through email via intranet and centralized server is maintained for storing and sharing documents. The Administration communicates with the governing body members as well as the teaching and non-teaching staff through mail

### **Finance & Accounts**

For ease of maintaining accounts & finance, suitable Accounting & Finance Software package is implemented. All the transaction are made online/NEFT. Parents & Staff to can make payments using Debit/Credit Card & UPI Platforms

### **Library**

The library of the college is fully automated. All issues and returns of books are carried out through RFID technology. The library has membership of MALIBNET and DELNET and login credentials are provided to all faculty and students. The library keeps adding e-learning resources for the benefit of the instructors and students, and while subscribing to the e-resources, suggestions are gathered from the instructors and students.

### **Alumni**

In order to strengthen alumni interaction, a separate alumni portal shall be provided with facilities such as registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects as applicable.

### **CCTV Surveillance**

The college has installed Closed Circuit Television cameras at various strategic locations. Recording of CCTV is maintained and stored.