



Manakula Vinayagar Institute of Technology

Kalitheerthal kuppam, Puducherry – 605 107

(Approved by AICTE, New Delhi, and affiliated to Pondicherry University)

E - Governance Policy

Approved in the Governing body meeting held on **March 12, 2015**



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PREFACE

Manakula Vinayagar Institute of Technology has designed E- Governance Policy, with primary objective to implement efficient E-governance system in various interactions and services of the institution. This policy would help in achieving efficiency in various operational instructions in an integrated manner in order to enable transparency, clarity in different functionalities pertaining to admissions, teaching learning(Academic), administration, Examinations, Finance -accounting, Alumni, Hardware and Software Infrastructure.

To have an integrated, user friendly resource planning solutions by automating various modules of institutional functioning, the adequate training to all the staff for effective use of it, should be planned.

Website should be put in, to full use as a vital information source to all the stakeholders and all important communications / notices must be made available in web site to ensure information reach to the needed and interested groups, any time anywhere.

SMS feature has been put in to maximum use to stay connected with parents, students and staff for the purpose of intimating absentees, academic performance, holidays and other required information.

OBJECTIVES AND SCOPE

OBJECTIVES

1. Implementation of E-governance in the institution in order to provide simpler and efficient system of governance within the institution.
2. To ensure transparency and accountability in all the functions of the college.
3. To provide easy and quick access to information.
4. To make the Wi-Fi enabled College Premises.
5. To make the Classrooms ICT Enabled having Desktops, Laptops, Smart boards, Projectors, etc.
6. To establish a fully automated Library.

SCOPE

The scope of this policy extends to the following areas:

1. General Administration
2. Student Admission
3. Examination
4. Library
5. Accounts and Finance
6. ICT Infrastructure
7. E-waste Management

E-GOVERNANCE POLICY

The Institute implements 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 operation of the institution transparent and accountable.

The Institute decides to make the following policies and procedure to implement appropriate e-Governance in the following:

1. Website
2. Student Admission
3. Finance And Accounts
4. Library
5. Administration
6. Examination
7. Alumni
8. Hardware Infrastructure
9. Software Infrastructure

1. WEBSITE:

- i. The website will act as an information center which would reflect entire framework and the activities of the Institute. It include, all its activities, important notices, courses offered, etc.
- ii. A separate service provider/web designer would be deputed by the college.
- iii. Training would be given to the administrative and teaching staff to make important updates on the website.
- iv. A Website Committee has been 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.
- v. The Committee should also recommend for other changes that would improve the compatibility, user friendliness, appearance, etc of the website.
- vi. The College strives to showcase its varied activities of National / International significance through its website.
- vii. All the important notifications would go live on the website as and when they are released.

2. STUDENT ADMISSION:

- i. An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations of the University of Delhi.
- ii. The Institute brings out its Brochure which would displayed on the website that has guidelines for the admission process.
- iii. An Admission Portal to be used to manage the admissions in the college.
- iv. Number of students submitting applications to each course, withdrawals, fee

Payment, etc., are to be managed through this Portal only.

- v. 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.

3. FINANCE AND ACCOUNTS:

- i. The office continues to maintain its accounts on Tally.
- ii. Latest versions of the software should be purchased and used by the Institute.
- iii. Advanced features help the staff to maintain financial records effectively and efficiently.
- iv. Profit and loss Statement, Balance Sheet, etc., are generated through this software only. All the analysis reports are also generated through Tally.
- v. Appropriate security measures should be taken for maintaining confidentiality of the transactions.
- vi. Training to the existing staff and updation of the existing software must be done regularly.
- vii. The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, 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.
- viii. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

4. LIBRARY:

- i. The College maintain its academic excellence through maintaining a well-stocked library.
- ii. The College would add more and more e-learning resources for the benefit of the teachers and the students.
- iii. The College should continue to subscribe to new journals and books regularly.
- iv. Recommendations are taken from the Faculty members and students while subscribing to the e-resources.
- v. Teachers can apply for getting books of different authors for their courses (to be handled) to increase the knowledge base.
- vi. 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.
- vii. The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- viii. 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.
- ix. The Database Maintenance module should cover all operations of database

creation and maintenance.

- x. To encourage original writing among students and faculty members, the Library should provide access to a fully automated software for plagiarism check.

5. ADMINISTRATION:

- i. MIT Student –Software would be used to record Internal Assessment marks, post daily attendance, etc. Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance and communicate their absence to their parents, to curtail absenteeism among students.
- ii. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- iii. Students must be enabled to obtain maximum services even through online mode.
- iv. The college would look into opportunities to automate some of its functions related to administration.
- v. Administration Staff should be provided with adequate training and development to keep them abreast with the new technology.
- vi. Administration of Students, Stock, Online Fee Payment and Library should be effectively done with the help various software suites developed by the Software Solutions company run by SMVE Trust.

Software Application – Administration:

Sl No	Software Application	Description
1	MIT Student Management Suite	Student management application is maintained in admin office and the department for the following purposes: Admin office: <ul style="list-style-type: none">• Complete student database• Fee collection and billing Department: <ul style="list-style-type: none">• Student Attendance• University mark entry and report
2	MIT Stock Management Suite	Stock inventory maintenance application through which stationery requisition can be made by the HoD.
3	Online Fees Payment Portal	Online fee payment option powered by HDFC bank is available in college website for easy access by parents and students.
4	Library Management Suite	Library management software application is maintained in the library for stock maintenance, book issue and return purposes. Facilities:

6. EXAMINATION:

- i. The college has to adopt an online system, where students can view their total internal assessment marks at the end of each semester and can report

discrepancies, if any.

- ii. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

7. ALUMNI:

- i. In order to strengthen our alumni relationships, a separate alumni page should be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects.
- ii. Alumni association should be consulted for regular updates and the Alumni database at department level should be updated frequently.

8. HARDWARE INFRASTRUCTURE

- i. The College would ensure that it has adequate number of desktops and laptops for students and staff.
- ii. Computers and printers would be made available in all Common facilities like library, computer labs, etc.
- iii. Projectors and other multimedia devices should be provided in the auditorium, classrooms, seminar rooms and laboratories.
- iv. The infrastructure should be complemented by Risograph, computer networking devices, scanners and interactive teaching board/smart board etc.

9. SOFTWARE INFRASTRUCTURE

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

In view of the above, Manakula Vinayagar Institute of Technology, Pondicherry aims at:

1. Implementing e-governance in the institution in order to provide simpler and efficient system of governance within the institution
2. Ensuring transparency and accountability in all the operations of the college
3. Providing easy and quick access to information, through e-Infrastructural renovation and augmentation.



MIT-Manakula Vinayagar
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