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E- GOVERNANCE POLICY

Approved in the Governing body meeting held on 21ˢᵗAugust2024

(Updated in 2024)

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

        SMS feature has been put into 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 ClassroomsICT 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 admissions, administration, teaching, library, accounts, etc.

The policy is designed and framed to make each and every operation of the Institution transparentand 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
10. Learning Management System

1. WEBSITE:
    i. The website will acts 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 has been deputed by the College.
    iii. Training is 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 looked after the process of updating, maintaining and working of the website on a regular basis.
    v. The Committee also recommendsfor other changes that would improve thecompatibility, 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 theyare 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 Pondicherry University.

   ii. The Institute brings out its Brochure which is displayed on the website that has guidelines for the admission process.

   iii. An Admission Portal is used to manage the admissions in the college.

3. FINANCE AND ACCOUNTS:

   i. The office continues to maintain its accounts on Tally.

   ii. Latest versions of the software are 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 are taken for maintaining confidentiality of the transactions.

   vi. Training to the existing staff and updation of the existing software are done regularly.

   vii. Payments are generally made and received through online mode such as NEFT, RTGS, etc.

4. LIBRARY:

   i. The College maintains a well-stocked library in order to achieve Academic Excellence.

   ii. The College adds more and more e-learning resources for the benefit of the teachers and the students.

   iii. The College continues 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.

5. ADMINISTRATION:

   i.   MIT Student –Software is used to record Internal Assessment marks, post daily attendance, etc. Attendance Management Software is 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 aregenerated to automatically calculate the Internal Assessment marks for attendance.

   iii. Administration Staff are provided with adequate training and development to keep them abreast with the new technology.

   iv. Administration of Students, Stock, Online Fee Payment and Library are effectively done with the help of various software suites listed below:

SoftwareApplication–Administration:

Sl No	Software Application	Description
1	MITStudent ManagementSuite	Student management application is maintained in admin office and the department for the following purposes: Adminoffice: • Complete student database • Fee collection and billing Department: • 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 is available in college website which facilitates to make the fees payment through onlinebyparentsandstudents.
4	Library Management Suite	Library management software application is maintained in the library for stock maintenance, book issue and return purposes.

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 Pondicherry University and thus e-governance policy of the Pondicherry University is adopted in this regard.

7. ALUMNI:
    i.   In order to strengthen our Alumni relationship, a separate Alumni page has been created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects.
    ii. Alumni association is consulted for regular updates and the Alumni database at department level is updated frequently.

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

9. SOFTWARE INFRASTRUCTURE
    i.   The College maintains 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 Officeand Antivirus are purchased and updated regularly.
    iii. The college provides access to all standard Econometrics,Statistical, computational and scientific typesetting packages.

10. Learning Management System:
    MIT: e Learning is the Learning Management System that is designed to help staff create an online classroom setting with opportunities for academic interaction and collaboration. It contains various design aspects that allow faculty members and students to interact, collaborate and experience online learning in multiple ways. The faculty members can upload the content of their courses in the MOODLE for further usage of learning by the Students. The staff members can

utilize the platform for assignments, quiz and test purpose. MOODLE can be used to supplement on-ground courses or can be used to host online courses.

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 e-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 Institute of Technology