



E-Governance Policy

1. Objectives of the E-Governance Policy

- To provide structured and effective system of governance in all functional areas of the institution.
- To enable fast and easy access of institution related information.
- To enable transparent and accountable functioning of the institution.
- To initiate and implement paper less administration in the institution.

2. Policy

The benefit of Information Technology is used to integrate all academic activity to ensure transparency and accountability, improve the various functions of the institution and address the needs of stakeholders.

3. Implementation of e-governance in area of Operations of General Administration.

- Specially designed software was put into the practice of supervising the entire service units of the office.
- Email communication was encouraged by the administration and implemented into the system to communicate with all Statutory and Core committees, Teaching and Non Teaching Community.
- Website is mostly used as a communicating forum through which all administrative information including notices were published.
- Attendances of all the staff members were recorded with the help of Biometric Device.
- CCTV Cameras are installed at various locations of the premises to ensure the safety and security.

4. E-Governance Execution in the Area of Operation of Finance and Accounts:

- Tally & ERP Software is used by the institute to maintain Accounts.
- All financial matters are dealt with Indian Overseas Bank Online for transaction purposes.

5. E-Governance Execution in the Area of Operation of Student Admission & Support:

- A separate module of ERP is used for maintaining the Student Admission database.
- Admission and online Payment Facilitation
- On the website all Interfaces are provided.

6. E-Governance Execution in the Area of Examination

- ERP is used for managing the entire examination process.
- All proceedings pertaining to examination like exam form filing, admit card generation, uploading of marks etc. are totally automated through Anna University Web portal.

7. A separate System Administrator and a developer is used in the 'Data Centre'.

8. Alumni details are provided and maintained in the separate web portal of the Institute website.

Principal