**Dr. MAHALINGAM**
**COLLEGE OF ENGINEERING AND TECHNOLOGY**
Udumalai Road, Pollachi, Coimbatore District 642003
Established in 1998 | Approved By AICTE | Affiliated to Anna University

**An Autonomous Institution Since 2011**
(A DIVISION OF NIA EDUCATIONAL INSTITUTIONS)

# E-GOVERNANCE POLICY

## About E-Governance:

The prime motto of the E–Governance cell is to make all academic and non-academic activities to deploy in absolute transparency and accountability. It also supports enhancing the institution's administrative processes, improving education delivery and facilitating effective communication among the college administration, faculty, students, and other stakeholders.

## Scope:

The scope of e-governance is primarily encompassed and designed to enhance administrative efficiency, better educational services and provide a cutting-edge learning environment to the students. It should align with the specific needs and goals of the institution, considering the available resources and infrastructures.

## Objectives:

- Focus on streamlining administrative processes
- Encourage digitizing processes for transparency and accountability
- Create paperless administration
- Provide easy access to information
- Maintain the Data in a secure environment
- LMS making the institution visible globally

## Policy:

- It is decided / consented to adopt and implement e-governance in the maximum activities in our functioning to furnish an easier and more streamlined system of governance within the institution.

- Institution embraces e-governance for the seamless access of data for better decision-making at various levels of the organization.

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## Area of Implementation:

In view of effective and efficacy deployment, the policy is divided into various areas of operation. Such as,

### 1. Website & Social Media:

Our Institution's websites are regularly updated based on the requirements. It acts as a mirror of college activities and It acts as a virtual counsellor for students and parents by being their locale. So, It ought to be maintained and made accessible to all walks of people. The website is hosted & deployed by a third party on a secure platform. In addition, training is offered to the faculty members through subject matter experts on a regular basis and the success stories of the institution, staff and students will be posted on the college's official social media.

### 2. Student Administration Including Hostels:

The e-governance focuses on streamlining administrative processes within the campus. It includes admissions, fee collection, course registration, academic record-keeping, examination management, hostels and transports etc. The policy can outline the use of technology to automate these processes, reduce paperwork, and enhance efficiency.

### 3. Academics:

The academic performances of the students are being communicated to parents using an apt ERP (MCETEdu) which is developed on our campus and also we are using MS Teams for Teaching and Learning Plan (TLP).

### 4. Internal & External Examinations:

The policy can focus on implementing an examination management system that allows the administration of both internal and external examinations in a secure and efficient manner. The COE automation package (COXCO) was developed by ESSVEE Systems and Software. It includes Student Registration and mappings, Examination Timetable and Scheduling, Admit Card and Hall Ticket Generation, Examination Process Management System, question paper generation, Staff allocations, Paper evaluation and grading, Result publication, Data security and confidentiality, monitoring and evaluation, Grievance redressal mechanism. etc.,
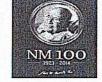
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Data secrecy and confidentiality are to be maintained and execution of tasks regarding marks should be done with utmost care and caution. The controller of Examination supervises the entire examination process under the guidance of the head of the institution. Regular updates on Student's Internal Performance are maintained and communicated to the parents.

## 5. Communication System:

Regular updates about students are to be communicated with respect to Students on Fees, college updates & other academic matters.

## 6. Finance & Accounts:

For ease of maintaining accounts & Finance suitable Accounting & Finance Software package is to be implemented.

## 7. Library:

Entire Library System with respect to Issues, reference to be automated and Staff & Students to access the library resource in & outside the campus. Access to e-journals & e-Resources to be provided within the campus.

## 8. Payment System:

Parents & Staff to make payments using Debit / Credit Cards & UPI Platforms.

## 9. Placements:

Placement to maintain student info & provide access to placement information at their fingertips.

## 10. Alumni Management:

To strengthen and maintain our alumni relationships using a separate alumni website and its facilities like registration, asking for feedback, collecting innovative ideas and providing services in many other aspects. The Alumni Association is consulted to collect and maintain a database to know about our alumni. Based on the received information, reunion of alumni, knowledge sharing and collaborative co-creative works can be devised periodically.

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