



**SRI VENKATESWARA COLLEGE OF ENGINEERING (AUTONOMOUS),
PENNALUR, SRIPERUMBUDUR TALUK – 602 117, TAMIL NADU.**

(Revisited and approved for continuation in the governing council meeting held on 31.12.2021)

E- Governance Policy

Statement:

To achieve an efficient and transparent governance of all academic and administrative activities through the state-of-the-art and robust Enterprise Resource Planning and monitoring system.

Objectives:

- To plan for the best standards in Institute's administrative activities which starts from students enrolment to reaching their ultimate goal such as placement, entrepreneurship, and moreover to ease out all the student centric activities
- To obtain and secure and consistent data transactions
- To ensure 24x7 accessibility of resources
- To improve the transparency, accountability, efficiency, effectiveness and inclusiveness in the academic process
- To achieve Remote monitoring
- To attain speedy adaptability of requirements
- To enable paperless transactions to support Go-Green initiatives.
- To allow easy access of appropriate information
- To improve the outreach of the institution to attract better quality of students / staff.

Provisions:

- The major areas covered in e-Governance will be Students admissions, Academic, Examinations, Fee management, Finance and accounting, Library, HRMS, Purchase & inventory, Alumni, Hostel, Transport, Training & Placement, Students Grievance redressal system, e-learning, Outcome Based Education(OBE), Reporting facility for Internal Quality Assurance cell, Service Request Management system, Meeting Management system, Letter dispatch management system, Estate & Quarters Management system, SMS/E-Mail service, Digital marketing and Web service.

- A well-structured campus wide network with computing facilities backed up by an uninterrupted power supply will be provided.
- Campus wide Wi-Fi facility will be provided.
- Grievance Redressal will be implemented to maintain a healthy working atmosphere.
- The e-learning facility will be provided to support Institute's educational goals by digitizing the traditional classroom with innovative teaching methodologies while maintaining a student-centric approach. It comprises collaborative workspaces, online assessment features, personalised communication channels, and e-content provisions.
- A Mobile based access to students / staff will be provided to know about their class timetable, exam schedule, attendance, Fee payment, Exam results, renewal of books notifications, Leave applications etc.
- Properly secured network services will be provided and accessed through appropriate authentication measures.
- A well-structured campus network will be maintained for the controlled access.
- Availability of ERP modules' services, E-mail & SMS services will be enabled through the Cloud servers by 24X7.
- All data will be backed up in cloud and local servers for the safety of data.

Process:

- Students data capturing, scrutinizing and authentication will be done by the Academic Section.
- The Examination management system to create examination schedules, conduction and result declaration process while ensuring 100% accuracy of results will be managed by the Office of the CoE.
- Online fee collection facility will be enabled for all types of fee payments such as Tuition fees, Examination fees, Hostel fees, and other miscellaneous fees and the same will be administered by the Finance & Accounts Section.
- Attendance management system to track & monitor the attendance of students and to generate staff members' attendance records for payroll & salary processing will be administered by the Student Departments and HR section respectively.

- The purchase and store module facilitate the procurement of goods and items in a systematic approach. This will be managed by the Administrative Section.
- Hostel management system will manage all hostel activities like hostel admission, fees collections and room & mess allotment. It also keeps tab on students' in-and-out time, name and other details of hostel visitors, student attendance and count. This will be managed by the Hostel Office.
- The training & placement module assists the company recruiters and the college placement officers to share their interests on recruitments in a systematic approach. It will manage interview schedules, announcements, selection procedures and various training activities and managed by the Training and Placement Cell.
- HR management system will assist to simplify and streamline the functions of the HR department. It deals with staff recruitment, administration, and training of faculty. This module will also helps in preparation of the employees' payroll, Tax calculations, Staff service book maintenance, and Leave maintenance and administered by the HR section.
- Library management system will consist of various functionalities like circulation, calculations of over-due books, book fine reports, SMS/E-mail communications for the students, visitors count, Journal maintenance, e-book reference etc. It will be administered by the Central Library.
- Vehicle management system to manage every day transport activities such as recording of fuel expenses, driver details, bus passenger capacity, and bus scheduling. It also provides various reports on bus routes, boarding points, and bus maintenance schedule will be administered by the Transport section.
- The OBE module provides an easy way to generate the reports on Vision, Mission, Programme Educational Objectives (PEO), Course Outcomes (CO), Programme Outcomes (PO), and Programme Specific Outcomes (PSO).
- The report generation facility for the IQAC takes all the inputs from the staff's service book and assists in preparing various reports for the affiliating authorities.
- The website is hosted in a local server, updated and maintained regularly by the IMS department.

Management