VIVEKANANDHA
COLLEGE OF ENGINEERING FOR WOMEN (AUTONOMOUS)
Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai.
Elayampalayam, Tiruchengode – 637205.

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E-GOVERNANCE POLICY

PREAMBLE

E-Governance has become an essential part of any activity to instantly exchange information i.e. upload data to the receiver and receive information and improve overall administrative efficiency in all sectors of operation. All stakeholders, including management and authorities, teaching and non-teaching personnel, parents, students, alumni, and other government entities such as the parent university, approving bodies such as UGC, AICTE, etc. should be included in governance as a concept for active decision-making.

Vivekanandha College of Engineering has formulated an E- Governance Policy with the primary objective of implementing e-governance in various operations, transactions and services of the college for efficient, transparent and reliable functioning of the institution and better user experience of the stakeholders.

SCOPE

The College implements e-governance in all aspects of functioning like student Admission and Support services, Administration, Library, Finance and Accounts, Examination sections, Learning Management Systems (LMS) of the institute.

The policy is designed and framed to make each and every function transparent and accountable. The scope of this policy extends to the following areas:

OBJECTIVES

- To increase accountability, integrity, credibility, transparency, and efficiency in the institution's day -to-day operations, allowing it to provide effective services to all of its stakeholders.

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- To install an integrated, user-friendly Enterprise Resource Planning (ERP) solution to computerize various activities of the institution.
- To promote easy access to the data regarding all the functions of th4e college to the concerned stakeholders leading to paperless operation.

STUDENT ADMISSION AND SUPPORT SERVICES:

An open and transparent strategy for the admission process shall be followed which is further strengthened by the ethical practices and regulations as opined by the affiliating University (Anna University). Guidelines for the admission process are displayed in the college website. Students are required to submit details for Online Application Form for taking admission to the college, an admission portal is developed and used by Admissions team to manage the admissions in the college.

Student support services shall be managed through the ERP software named Bits Mind Software. The formulated ERP shall manage all the data very effectively. The students shall be provided access to the portal for subject registration, to view their subject wise attendance, internal test marks and End semester examination results. The portal shall also be used by the faculty and staff to record and track the attendance, student performance, etc.

ADMINISTRATION:

The administrative structure of the college is operated through ERP software named Bits Mind Software. The college uses modules such as Student Attendance, Assessment, Staff Attendance, Library, Transport, Schedule Events, Examinations, Hostel, Stock and Inventory.

- The SMS and email shall be used for communicating the official circulars, sharing information with parents in relation to absentee intimation, academic performance of students.
- Biometric attendance system shall be used for all faculty and staff members.
- College staff use Social apps like Whatsapp shall be used to communicate with the students through Whatsapp groups.
- A Website Updation Committee is formed to look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look

for changes that are required on the website. The college strives to showcase its vibrant self and activeness through its website. Website is put in to full use as a vital information source to all the stakeholders.

- Information shall be communicated in the way of creative's through the college social media pages in Instagram, Facebook and Twitter.
- 24x7 internet facility is provided in all buildings (including hostels) of the college.
- CCTV Cameras were installed in the main locations and corridor of the college.
- ICT shall be introduced in every administrative function/work.

LIBRARY:

The college continues to maintain its academic excellence through maintaining a well-stocked library and added more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources.

- Use bar code systems for faster transactions. Sort books into categories and manage them accordingly.
- Issue/Return books
- Look over books that are frequently used and more.
- Look through the OPAC and keep an eye on the inventory status.

FINANCE AND ACCOUNTS:

- College and Examination fee shall be collected online through the college website.
- All payment/transactions shall be through online mode such as NEFT, RTGS, Bank Transfers, etc.
- Shall implement appropriate security measures for maintaining confidentiality in transactions.
- Provide regular training in updated versions of software to the new as well as existing staff.

- Shall implement Fully automated Payroll Management System for salary calculation, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc. in the near future.

EXAMINATION MANAGEMENT SYSTEM:

On the conferment of Autonomous status to the college, the Office of the Controller of Examinations was established and a software is developed in-house exclusively for the COE office to hold the examination activities.

The semester wise curriculum details of the concerned programme in the college are entered in this portal every year. The assessment details of the students such as Internal Test Marks and Other assessment marks shall be entered and the internal marks shall be computed accordingly as per the regulations. Results will be processed and published once the end semester marks are entered in the portal.

The database of the complete examination activities of the students of each and every semester are maintained confidentially and backed up securely on a periodic basis. The grade sheets shall be printed after the completion of the end semester examinations every semester. Any updation and modifications, if required shall be made and implemented in the examination management system based on the amendments made in the Regulations

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