



M.A.M. SCHOOL OF ENGINEERING

Accredited by NAAC

Approved by AICTE, New Delhi; Affiliated to Anna University, Chennai

Siruganur, Trichy -621 105.

www.mamse.in

6.2.3 Implementation of e-governance in areas of operation


1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

C 5) Provide Policy document on e-governance.

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Principal

PRINCIPAL
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e-Governance Policy

Objectives:

1. To implement e-Governance into practice for all tasks linked to the institution.
2. To improve the effectiveness of the college's operations.
3. To encourage responsibility, openness and empowerment.
4. To make all operations paperless.
5. To enable quick and simple information access.

Policy:

1. It is decided to adopt and implement e-governance in the majority of college functioning activities in order to provide a simpler and competent structure of governance inside the Institution.
2. The Institution has already started using e-governance in a number of operational areas, including admissions, the library, academics, exams, and accounting. However, at this moment, we have decided to implement e-governance in a few other areas of the organization.
3. **E-governance areas:** The policy is broken down into many functional categories.
 - a. **College Website:** Information from the college, including announcements, academic and extracurricular events, functions and college officials, is mirrored on the website. A full-time web developer and team members are employed by the college to upload material.
 - b. **College ERP:** ERP (Enterprise Resource Planning) software is used by the college to ensure that its website runs efficiently. the ERP's modules and functionalities are listed below:
 - **Admission:** Admission for registration-related reasons uses ERP.
 - **Finance and Accounts:** The Institution already use Tally software and ERP to make keeping track of finances easier.
 - **Library:** ERP includes all library functionality.
 - **Administration:** All the academic and non academic staff members are duty bounded to check in and checkout using their biometric fingerprints. However in special cases employees are allowed to manage their physical absence by coordinating with the Institution online with the permission of the principal
 - **Examination:** Institution utilizes Vmedulife platform to manage internal examination system for uploading the marks and analyzing the result .Under the Supervision of the Principal and exam cell office the entire examination procedure is carried out successfully
 - c. **Learning management System (LMS):** An online tool called a learning management system (LMS) is used to organize, carry out, and evaluate a particular learning process. It also aids in administration, documenting, tracking, and recording of classroom learning information.

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