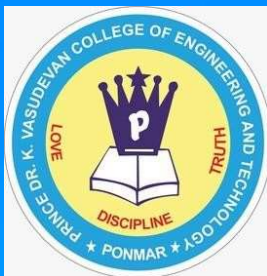


# PRINCE DR K VASUDEVAN COLLEGE OF ENGINEERING AND TECHNOLOGY

APPROVED BY AICTE, AFFILIATED TO ANNA UNIVERSITY & ISO  
CERTIFIED INSTITUTION



## E-GOVERNANCE POLICY

## **INSTITUTION VISION**

To emerge and rise as distinctive technical institution by creating the learners to meet the growing challenges of the industry and diverse societal needs of the world.

## **INSTITUTION MISSION**

- To develop the institution as a “Centre of Excellence” offering engineering education to students at undergraduate and post-graduate degree levels through state-of-the-art technology on a par with international standards.
- To create and sustain a community of learning that sticks on to social, ethical, ecological, cultural and economic upliftment.
- To undertake research in socially relevant, scientific and technology oriented projects.

## **E-Governance Policy**

- Prince Dr. K. Vasudevan College of Engineering & Technology has designed E-Governance policy, with primary objectives of implementing E-Governance in various interactions and services of the Institution. E-Governance is the integration of the Information and Communication Technology (ICT) in all the working process of the system. It aims to minimize the manual efforts and improve the communication, create transparent system and to be cost and time effective. This policy will help in achieving efficiency in various operations of the functionalities of the institution pertaining to teaching learning academic, administration, examinations, Finance & accounting, Library, admissions and HR wings.
- To have an integrated, user friendly Enterprise resource planning (ERP) solutions to automate various modules of institutional functioning, the adequate training to all the staff for the effective use is also planned.
- In this direction a few vendors/ service providers of ERP software are called and quotations are invited as per the recommendations of the technical committee of the institution followed by the directions of the Governing council suitable ERP has been deployed and put into the appropriate use, required training has been given for teaching and non- teaching fraternity of the college with a view to get the optimal benefits from the software and strangle connect with the stake holders.

- Website is put in to full use as a vital information source to all the stake holders and all important communications are made available in website to ensure reaching of information to the needy any time anywhere.

### **E-Governance Procedure**

- Various vendors are identified and called for demonstration, comparative statement with unique features are verified and the on the basis of recommendation by the concerned authorities and direction, the vendors for ERP, WEBSITE development and maintenance, Digital marketing partners are short listed and procured the necessary support to promote and practice e-governance.

## **E-Governance Domains**

### **1. Planning and Development**

- To evolve and execute a computerized mechanism for proper collection, storage and maintenance of data related to Planning and development of the institution.
- The website should act as a mirror of the college activities and information about all activities, important notices, etc. should be made easily available to the outsiders.

### **2. Student Admission**

- College processes all the admissions in semi online mode.
- Student admission process has been planned to be executed in two different modes, one is Government quota and other one is management quota. Government quota students are directly using the directorate of technical education (DOTE) website in single window counselling method. On the other side management quota students are using college website for to fill in the application forms for admission process.

### **3. Finance and Accounts**

- To design and implement online tools for proper updating of accounts.

- Accordingly requirements should be assessed by the Governing council by discussion with the accountant and other account staff and accordingly new software may be purchased.
- Appropriate security measures are to taken for maintaining confidentiality of the accounts.

#### **4. Library**

- Institution has decided to add more e-learning resources for the benefit of the students and staff.
- Similarly newer e-learning resources like journals etc to be identified.
- Recommendations of the teachers and students also need to be taken into account while subscribing to these resources.

#### **5. Administration**

- To provide hassle free, convenient and cheap process maximum activities of the administration should be handled by ICT technology.

#### **6. Examination**

- As per the directions of the University, it is mandatory to handle relevant document for the smooth conduct of examination in online manner.
- While filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks etc., everything has to be done in online manner.
- Utmost security and confidentiality needs to be maintained while documenting examination data.

**The End**

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