MEENAKSHI COLLEGE OF ENGINEERING
No-12, Vembuli Amman Koil Street, West K.K Nagar, Chennai - 600 078

E-GOVERNANCE POLICY
PREAMBLE

E-Governance has become an essential part of any activity to instantly exchange information, upload data to the receiver, and receive information to improve overall administrative efficiency in all sectors of operation. All stakeholders, including management, 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.

Meenakshi 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 consistent functioning of the institution and improved user experience of the stakeholders.

OBJECTIVES

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

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 the 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 on the College website.

Student support services shall be managed through the ERP software named Meenakshi Unified Portal. 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 also final grades obtained in all the subjects. The portal shall also be used by the faculty and staff to record and track attendance, student performance, etc. Bonafide Certificates, Fee Certificates, Transfer Certificates, LoR, etc., shall be generated through the portal developed by the College.

PRINCIPAL
MEENAKSHI COLLEGE OF ENGINEERING
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WEST K.K NAGAR, CHENNAI - 600 078.

ADMINISTRATION:

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

- The SMS and email (with college website http://mce.edu.in) shall be used for communicating the official circulars, sharing information with parents regarding the absenteeism of their wards on a daily basis, and their academic performance.
- Biometric attendance systems shall be used for all faculty and staff members.
- Details of conferences, students/faculty publications, students, faculty, and institutional achievements, events organized/conducted, etc., shall be entered in the portal developed in-house.
- College staff use social apps like WhatsApp to communicate with the students.
- A Website Updating Committee has been formed to look after the process of updating, maintaining, and working on the website on a regular basis. The College strives to showcase its vibrant activities through its website. All the important notifications have to be posted on the website, as and when they are released. The website is put into full use as a vital information source to all the stakeholders.
- Information shall be communicated through the college social media pages on Instagram, Facebook, and Twitter.
- 24x7 internet facility is provided in all buildings (including hostels) of the college, CCTV Cameras are installed in classrooms and other main locations of the college, and ICT shall be introduced in every administrative function/work.

LIBRARY:

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

Meenakshi Unified Portal enables the institution to use barcode systems for faster transactions, issue/return books, and manage inventory status.

FINANCE AND ACCOUNTS:
- The accounts of the institution are maintained through Tally software.
- College and Examination fees shall be collected online through the college website.
- All payments/transactions shall be through online mode such as NEFT, RTGS, Bank Transfers, etc.
- Appropriate security measures shall be implemented for maintaining confidentiality in transactions.
- Regular training in updated versions of software shall be provided to the new as well as existing staff.
- Fully automated Payroll Management System shall be implemented for salary calculation, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc., in the near future.