

MANNAR THIRUMALAI NAICKER COLLEGE

(Founded by the Tamilnadu Naidu Mahajana Sangam)

An Autonomous Institution, Affiliated to Madurai Kamaraj University

A Linguistic Minority Co-educational Institution/ Re-accredited with 'A'
Grade by NAAC

PASUMALAI, MADURAI – 625 004



E-GOVERNANCE POLICY

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E-governance is designed and implemented with the primary purpose of boosting up the governance of the College through the use of new and innovative technology. The Management Information System (MIS) has clearly been recording all the necessary details about of the Institution. Through MIS, the Institution manages information about the students, the teaching and the non- teaching staff members. Some of the important responsibilities handled by MIS are as follows: Online admission process in the beginning of the Academic year; Fee collection; Identity Card printing; attendance maintenance for the students and the staff members; system and hardware maintenance throughout the Institution; Software updates as required by the current scenario and all academic details and non-academic details such as contact information. All data given by the students during the admission will be migrated to the ERP for future reference. The MIS also created Ids for the staff members using the Microsoft teams to handle online classes during the pandemic situation. In the year 2021-2022 MIS started online attendance. Staff members can mark the attendance using their mobile phones and this has made the attendance record proper saving man power and money. A further more great initiative process taken by the MIS is the Cost Deduction Project under which various activities such as selling systems in the buyback offer instead of throwing them to the junk has saved a lot of money for the Management. A separate register is maintained for the system-related grievances and they are rectified immediately using trained staff members within the campus. This reduces the unnecessary wastage of money given as service charges to other people outside the College.

Objectives:

- To reduce cost in the process of management
- To achieve paperless administration
- To permanently maintain all the records without much space occupied in the office
- To attain easy accessibility for the teachers and the students regarding admissions, attendance and mark entry.

- Implementation of E-governance in all functioning of the college to provide simpler and efficient system of governance within the college.
- Making the institution visible globally
- To provide easy and quick access to information.
- Promoting transparency and accountability in all the functions of the college.
- To make campus Wi-Fi enabled.
- To make Classrooms ICT-enabled having Desktops, Laptops, Smart boards, Projectors, etc.
- To establish a fully automated Library.

Scope:

The scope of this policy extends to the following areas:

- Student Admission through online
- Online exams for NME and skill papers
- Semester fee payment and receipt generation
- Online attendance
- Accounts and Finance
- Managing ICT Infrastructure
- Stock Management
- ID card printing
- Online mark entry
- Student Diary Cloud App for easy access to students.

Policy:

- The College will implement e-governance in all aspects of functioning like admissions, Examination etc.
- The policy is designed and framed to make each and every function transparent and accountable.
- The following are the policies and procedures:

Student Admission:

- An Admission portal is to be used to manage the admissions in the College. Number of students applying for each course, withdrawals and fee submission are managed through this ERP.

- Students are required to submit an Online Application Form to apply for admission

Examination:

- The College has adopted online examination for a few papers and online mark entry for all the papers.
- The Colleges records Internal and External marks for Soft Skill papers and Non major elective papers.

TOOLS :

Hardware Infrastructure

- The College ensures that it has adequate number of desktops and LED projectors for the students and the staff members.
- Exclusive Computers and printers allotted to each department.
- Projectors and other multimedia devices available in the Seminar Rooms and Laboratories.



PRINCIPAL
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(AUTONOMOUS)
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