ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)

ANGUCHETTYPALAYAM, PANRUTI – 607 106.

18. E- GOVERNANCE POLICY

St. Anne's College of Engineering and Technology (SANCET) has e-governance policy which makes the governance transparent, effective and user friendly. The following areas are covered under this policy.

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

1. Objectives

✓ Utilizing the e-governance system for various functions in the institution
✓ Progression towards transparency and accountability.
✓ Implementing paperless administration
✓ Establishing centralized and automated data management system
✓ Easy and quick access to information

2. Policies

E- governance procedures and policies are clearly stated to ensure smooth functioning of the institution. College CEEMS Enterprise Resource Planning (ERP) plays a vital role in the implementation of E-governance such as database management, feedback system, fee collection, examination management system, hostel management system, administrative management system, online admission, library management system, infrastructure management system, alumni portal, placement portal, and grievance portal.

2.1 Administration

E- governance in administration through CEEMS ERP includes students' attendance monitoring system, administrative management system such as staff and students' database maintenance, transfer certificate, feedback system, and infrastructure maintenance.

1. Biometric device is placed in the administrative office which helps to record and track the attendance of teaching and non-teaching staff. All the teaching and non-teaching staff record their attendance twice a day. The attendance report includes the time of entry and exit and that is monitored every week by the Principal and submitted to the Secretary.

2. Maintaining the database of staff and student, collection of stakeholders' feedback, monitoring infrastructure maintenance, providing transfer certificates (TC) through administrative management system.

3. Profile of the newly enrolled students are collected from admission cell and entered in the ERP within a month by the stenographer that is approved by the Principal. Similarly, profile of the newly appointed staff is entered by the senior assistance after getting approval from the secretary.

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4. Students who complete the course can collect TCs from the stenographer within a day after getting approval from the Principal. Similarly, the students who discontinue the course.

5. Feedback of teaching learning, and available facilities is collected from the staff and students once in six months. Feedback of academic events are collected by Internal Quality Assurance Cell (IQAC). Questionaries of Feedback are available in the staff, student login.

2.2 Finance and Accounts

ACME plus and CEEMS ERP are utilized to monitor finance and accounts. It also supports financial accounting, statutory compliance (including TDS), asset management, stock tracking, payroll processing, and networking (Donor Management).

1. Every day, cash flow is entered using this software and the monthly statement along with receipts is submitted to the management for approval.

2. CEEMS ERP is used to maintain the fee details of college, bus and hostel. The fee collected from each student is updated regularly.

2.3 Students Admission and Support

a. Students' admission

1. CEEMS ERP is used to submit the enquiry and online application, making it completely automated and more flexible.
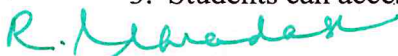
b. Students' support system

Students' support system includes library, hostel, bus, alumni, placement and grievance portal.

1. Central library governed by Nirmal software which includes gate entry, search enquiry, circulation etc.

2. Maintaining the database of hostel and bus students by utilizing CEEMS ERP.

3. Students can access the alumni and placement portal where they can update their academic and placement information and file their grievances.

4. The grievance of SC/ST, OBC, minority, women students, and general issues are registered in the portal and they resolved within a week.

5. The eligible students can apply for scholarships such as PMSS, minority, SC/ST and first graduate.
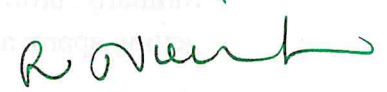
2.4 Examination

1. Before the commencement of CIAs, the soft copies of the scrutinized question papers are uploaded in the staff login three days.

2. The attendance and CIA marks are entered in the CEEMS ERP as per the schedule given by Anna University.

3. Students can access E-content of each course in their login.

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