

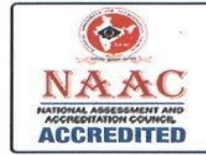


# MOHAMED SATHAK

## ENGINEERING COLLEGE

KILAKARAI, RAMANATHAPURAM DIST.

Approved by AICTE, COA NewDelhi, DGS Mumbai, Affiliated to Anna University  
(Recognized under section 2(f) & 12B of UGC, NewDelhi)  
An ISO 9001:2015 Institution, Sponsored by Mohamed Sathak Trust, Chennai - 06.



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### E-Governance Policy

An educational institution must have a Good E-Governance Policy, Good Governance Document, and Good Governance Initiatives to get recognized nationally and internationally. For a professional Institution like MSEC, it is made an essential component for its comprehensive growth and progress. To sustain and to make its mark as one of the Institutes of Excellence among the HEIS of the country, the institute has developed a good E-Governance Document and has been implementing many good E-Governance initiatives. Governance is made inclusive, participatory, accountable and transparent for the smooth functioning of the system. E governance facilitates transparency, participation, provides speedy information, propagation, improves administrative efficiency and public services in all aspects of education.

#### **Objectives:**

1. To implement e-governance in several aspects of the institution
2. To improve the efficacy of operations
3. To promote transparency and accountability
4. To achieve paperless office administration
5. To facilitate online internal and external communication among the various units of the institution
6. To make information readily available

#### **Policy:**

In order to deliver honest and efficient governance system within the institution e-governance must be followed in the following areas

The plan is divided under diverse heads of service for ease of use. The operational areas are illustrative, and the organization reserves the right to include e-governance in areas not specified hereunder.

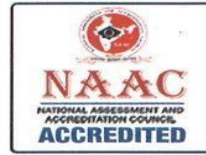
**Website:** The website must be functional and serve as a reflection of the institutional operations, with information about all activities, updates, and other important information readily accessible to visitors. The institution must have a service provider and web designer for this. In addition, a faculty member who manages IT affairs and a System Administrator will be



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in charge of website management and upkeep at the institutional level.

**Student Admissions:** The institution encourages online fee payments and Union Bank of India is associated with the institution for the purpose.

**Accounts:** Current personnel must be qualified and online financial transactions are to be made after taking appropriate security measures.

**Administration:** To provide a hassle-free, convenient, and cost-effective process, majority of the administration must be handled with the help of ICT-based technology. Internal communication with employees and students is to be done through WhatsApp Student Groups, and faculties are to be sent important information through e-mails.

**Library:** The institution has a rich library with more e-learning opportunities for the good of teachers and students. The library must be updated on a regular basis; the KOHA Software through its web-based services must be utilized to access library services easily. Similarly, newer e-learning materials, journals, must be subscribed to basing on the Library Committee's recommendations

**Examination:** As per Anna University, our institution sees to it that all examination procedures are conducted in a proper format. Hall plan for the exams, revaluation forms, obtaining hall tickets has been done through the ERP developed in our institution. Under the supervision of the Principal, the College Examination Officer is responsible for overseeing the entire examination process and while handling examinations, utmost secrecy and confidentiality shall be upheld, and work must be performed with great care and attentiveness

The Principal has the right to make reasonable decisions and designate individuals to put the policy into action.



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