



**Meenakshi Sundararajan Engineering College**  
(Managed by I.I.E.T Society)  
363, Arcot Road, Kodambakkam, Chennai – 24

## **E-Governance Policy**

### **Policy statement:**

In order to provide simpler and efficient system of governance within the institution, it is strived to adopt and implement e-Governance in the maximum possible activities of the college's functioning and with this aim, this policy has been adopted.

### **Areas of implementation:**

The scope of this policy extends to the following areas:

- Administration
- Finance and Support
- Student's Admission and Support
- Examination
- Website
- E-learning
- Library
- Social Media Outreach
- ICT Infrastructure
- Alumni
- Placement

### **Administration:**

- To achieve the target of paperless, faculty members should use software applications to handle day activities like handling sessions, storing records, communication.

- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them well-informed with the new technology.
- The college campus is equipped with CCTV Cameras installed at various places of need.
- Usage of video conferencing for meetings/interviews with internal and external stakeholders to be continued.

### **Finance and Support:**

Financial matters are being dealt with State Bank Collect, NEFT for transaction purposes. But, with new accounting methods and compliances, it has become necessary to procure other software as well. Accordingly, requirements should be assessed by the Secretary by discussion with accountant and other accounts staff and accordingly new software may be purchased. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing softwares must be done on timely basis.

### **Student Admission and support:**

The college shall continue to process all admission process online through Anna University Portal.

### **Examination:**

The faculty/students should use AU portal to enter/view the marks. Other applications like Google forms, Quiz applications(Kahoot) can be used to assess the students' knowledge.

### **Website:**

Institutional website [www.msec.edu.in](http://www.msec.edu.in) is an effective tool to communicate. It will be upgraded regularly for the vital information about organization, vision and mission, Academic Staff, Admissions, Academic Calendars, Time table,

Upcoming extracurricular events, Examination notifications, Results, Placements etc. The website will be maintained by website manager under the supervision of a team of Professors and this team will ensure reaching up of information to the needy any time anywhere.

### **E-Learning:**

The college have to gradually migrate from the chalk and duster days of teaching to the new learning technology. Every department's seminar hall in the campus have to be equipped with projectors and most of the teachers have to start using PowerPoint presentation and audio/video content for teaching. Members of college has to well utilize the Video Conferencing System that helps students and faculty members to attend the video conference session, online programs and activities.

### **Library:**

The College should continue to maintain its academic excellence through maintaining a well-stocked library. The Central Library is fully automated with Autolib Software Systems (Advanced Edition) used for Circulation, Procurement, Online Public Access Catalogue (OPAC) and Project Reports. The College should continue to subscribing to new journals and books regularly. Recommendations have to be taken from the teachers and students before subscribing to the e-resources. The College will add more and more e-learning resources for the benefit of the teachers and the students

### **Social Media Outreach:**

The institution should increase its visibility on various social media platforms by regularly sharing information regarding college activities and achievements on social media.

### **ICT Infrastructure:**

The college to ensure that it has adequate number of desktops, printers, projectors, multimedia devices and networking devices for students and staff.

The college to maintain adequate configuration servers, Office automation packages, Antivirus and other software packages required for smooth conduction of teaching learning process.

### **Alumni:**

In order to strengthen alumni interaction, a separate alumni portal should be started providing facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose, a separate agreement can be entered into with suitable service providers by the Secretary and a separate alumni coordinator at the college level be appointed to take care of the entire activity.

### **Placement:**

Placement cell to maintain student information & provide access to placement information as and when required using any online sharing services.



**PRINCIPAL**

**MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE  
363, ARCOT ROAD, KODAMBAKKAM  
CHENNAI-600 024**

**Principal**



**Secretary**