



**M.Kumarasamy
College of Engineering**

NAAC Accredited Autonomous Institution

Approved by AICTE & Affiliated to Anna University

ISO 9001:2015 Certified Institution

Thalavapalayam, Karur - 639 113, TAMILNADU.



M.KUMARASAMY COLLEGE OF ENGINEERING

(An Autonomous Institution)

Thalavapalayam-639113, Karur

e-GOVERNANCE POLICY

(Version – 1.0)

Policy No: MKCE/e-GOV/2024/01

Date: 17.05.2024

Vision

To emerge as a leader among the top institutions in the field of Technical Education.

Mission

- Produce smart technocrats with empirical knowledge who can surmount the global challenges.
- Create a diverse, fully-engaged, learner-centric campus environment to provide quality education to the students.
- Maintain mutually beneficial partnerships with our alumni, industry and professional associations.



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1. Vision of the Policy

M. Kumarasamy College of Engineering (MKCE) envisions achieving excellence in institutional governance through the effective use of Information and Communication Technology (ICT).

MKCE aims to enhance its administrative and academic processes by leveraging e-Governance practices aligned with **National Education Policy (NEP 2020)** and the **Digital India Initiative**.

Through effective e-Governance, the college seeks to deliver seamless, integrated, and user-friendly services to all its stakeholders — students, faculty, staff, alumni, employers, regulatory agencies, and society at large.

2. Preamble

The Government of India promotes e-Governance to make services accessible, transparent, and efficient for all citizens and institutions. In alignment with this national vision, MKCE has implemented a **comprehensive e-Governance framework** integrating academic, administrative, and financial operations through a **centralized ERP (Enterprise Resource Planning) platform**.

This ERP system enables the institution to **digitally manage and monitor** all core processes — from student admissions and examinations to attendance, finance, HR, library, and communication — ensuring seamless coordination, minimal paperwork, and enhanced decision-making.



3. Scope

The e-Governance Policy of MKCE applies to all institutional operations, covering but not limited to the following functional areas:

- Administration and Human Resources
- Student Admission and Academic Affairs
- Examination and Evaluation
- Accounts and Finance
- Library and Resource Management
- Transport and Bus Booking
- Grievance and Complaint Management System
- Communication and Document Management

4. Objectives

1. To implement e-Governance in all functional areas of the institution.
2. To enhance **efficiency, transparency, and accountability** in institutional operations.
3. To achieve **paperless administration** across all departments.
4. To facilitate **real-time data sharing and decision-making** through digital integration.
5. To improve internal and external communication through digital platforms.
6. To ensure secure and reliable online transactions and data management.
7. To promote **eco-friendly and sustainable administrative practices**.



5. Policy Statement

MKCE adopts e-Governance to ensure a **simplified, efficient, and transparent system** of operation in all its academic and administrative activities. The institution continuously upgrades and expands its digital infrastructure to meet evolving needs and maintain excellence in governance.

6. Areas of E-Governance Implementation

6.1 Centralized ERP System

MKCE has adopted a **comprehensive ERP platform** integrating multiple functional modules for unified management.

The ERP includes:

- **Academic Module:** Timetable scheduling, attendance management, CIA marks entry, result analysis, and report generation.
- **CoE Module:** Course registration, online hall ticket generation, exam scheduling, marks entry, moderation, and result publication.
- **Student Module:** Student profile management, fee payment, grievance submission, and access to academic performance reports.
- **Faculty Module:** Attendance monitoring, question paper uploading, mark entry, leave management, and internal communication tools.
- **Complaint Management System:** Online grievance submission and tracking for students and faculty to ensure timely resolution.
- **Transport/Bus Booking Module:** Online bus registration, route management, and fee payment.
- **Library Module:** Online book catalog access, issue/return management, and e-resources.
- **Accounts and Finance Module:** Integration with online fee collection, salary processing, and financial reporting.
- **HR and Payroll Module:** Digital record management for staff profiles, leave, appraisal, and salary disbursement.

All modules are interconnected and accessible through secured login credentials for respective stakeholders.



6.2 Website Management

The institutional website acts as the **digital face of MKCE**, reflecting its academic, research, and co-curricular activities.

It serves as a central platform for:

- Public dissemination of institutional policies, notices, and achievements.
- Online forms and downloadable resources.
- Grievance redressal links and feedback collection portals.

A designated **Website Administrator** ensures timely updates and security maintenance.

6.3 Student Admission

All admission-related processes are carried out in **online mode** through the ERP-integrated admission portal.

Students can:

- Apply and upload documents online.
- Receive digital admission letters.
- Pay fees through the **secured online payment gateway**.
Admissions are seamlessly linked to the student database and finance modules for transparency.

6.4 Accounts and Finance

Financial transactions such as **fee payments, salary disbursal, vendor payments, and accounting** are handled digitally through ERP.

The system ensures:

- Transparency in financial dealings.
- Real-time monitoring and reporting.
- Audit-ready data maintenance.
- Periodic staff training is conducted to ensure effective use of the software and compliance with financial protocols.

6.5 Administration and HR

Administrative operations including **leave management, faculty recruitment, service records, and communication** are digitized.

Faculty and staff can:

- Apply for leave online.
 - Access digital service records.
 - Receive notifications, circulars, and communication electronically.
- Official approvals and correspondences are authenticated through **digital workflows**.

6.6 Examination and Evaluation

The entire **examination process** is automated, covering:

- Course registration
- Hall ticket generation
- Question paper uploading
- Assessment and marks entry
- Result processing and publication

This digital process is overseen by the **Controller of Examinations (CoE)** to ensure confidentiality, accuracy, and efficiency.



6.7 Library

The MKCE Library operates with an **automated management system** integrated with the ERP.

Features include:

- Online catalog access (OPAC)
- E-resources and remote access
- Digital issuance and return
- Fine calculation and notifications



6.8 Transport and Bus Booking

Students and staff can **book or renew bus passes online** through the transport module.

This module maintains route details, payment history, and seat allocation.

6.9 Complaint/Grievance Redressal

The **online grievance redressal system** enables students and staff to lodge complaints through the ERP.

It allows tracking of issue status, escalation, and timely resolution, ensuring transparency and accountability.

7. Security and Confidentiality

All digital transactions and data management practices follow **data privacy and cybersecurity protocols**.

Each user is assigned a **secured login credential** to prevent unauthorized access. Periodic data backups, access audits, and password renewals are mandated.

8. Review and Upgradation

The institution shall periodically review and upgrade the e-Governance infrastructure in consultation with the **IQAC, System Administrator, and ERP Team** to align with technological advancements and institutional needs.

9. Policy Implementation

The implementation of the e-Governance Policy will be monitored by a **Core Committee** comprising representatives from:

- IQAC
- System Administration Team
- ERP Coordination Cell
- Office of CoE
- Accounts Section
- Admission and HR Cells

This committee shall ensure full-scale digital compliance, training, and regular audits of all modules.