



# Indra Ganesan

## COLLEGE OF ENGINEERING

Madurai Main Road (NH-45B), Manikandam, Tiruchirappalli - 620 012  
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai  
NAAC Accredited, 2FE Status Institution by UGC



### E GOVERNANCE POLICY

Our institution implemented E-Governance for the utilization of Information and Communication Technology (ICT) to enhance the professional knowledge of students by focusing on research, analysis, skills, ethics through our dedicated staff and transform into responsible citizens of India.

Area of E-Governance:

The policy covers the following areas:

- Administration
- Finance and Accounts
- Student Admission and Support
- Examination
- Library

Objectives:

- The objective of the ERP implementation in our institution is to enhance the workflow and carry out the administrative activities of the educational institution effectively and efficiently.
- The ERP policy is designed with all software features with necessary authorization. It is a great source for our organization, it is the responsibility of each employee/student to use this resource responsibly.

Administration:

- The policy requires the student details with respect to fees collection database.
- The ERP software is generated with the details of student admission and fee billing book.
- Data security measures will leverage the institution's inbuilt protocols for user access and confidentiality.

  
Dr. G. Balakrishnan, M.E., Ph.D.,

Principal

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### Finance and Accounts:

- Financial data should be regularly audited to ensure accuracy and compliance.
- The institution utilizes the ERP for financial transactions, budgeting and reporting.

### Student Admission and Support:

- The policy has been established to ensure a transparent and open approach to the admission process.
- The ERP software included the details of student profile, student admission, courses offered, eligibility and fees structure.


### Examination:

- This policy allows the students to view their marks and attendance periodically.
- The ERP software is allowed the students to view their attendance, marks and overall report.
- It is also allowed staff to store and generate report for student's attendance and marks.

### Library:

- The policy has been established to maintain various library books and journals detail in the format of stock records.
- The policy has been taken to use a bar code device for book lending and entry.
- Additionally, the policy has been used the digital library which includes user entry and file reservation detail for students and staff, file issue and file return detail for students and staff.

  
ERP INCHARGE

  
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