

Policy Number: DSCET/IQAC/005

**DHANALAKSHMI SRINIVASAN
COLLEGE OF ENGINEERING AND TECHNOLOGY**

e-GovernancePolicy

Approval Date : 23rd April 2021

Governing Body Resolution : 23rd April 2021

Issued for Implementation : 26th April 2021

Objectives:

Information and Communication Technology (ICT) has penetrated to all fields including governance. Governance can be made faster and paperless with the use of ICT. The policy intends to provide guidelines for administration and faculty members to use ICT optimally so that communication would be faster and minimise the use of papers.

Scope:

Dhanalakshmi Srinivasan College of Engineering and Technology is pioneer in every aspect of teaching and learning process. In addition, it has adopted the e-governance policy as a concern for reducing the paper use and for faster communication.

The college has adopted to establish e-governance in the following areas:

- Administration;
- Academic activities;
- Accounting;
- Library; and
- Student Support.

The necessary software are the responsibility of the college administration. They would be available for use by the concerned persons. All sections of the employees should be trained on e-governance procedure.

The backup is to be maintained regularly.

They may generate e-wastes and these wastes should be properly disposed of as per institutional norms. More details on e-waste disposal are available in IT policy.

Guidelines:

- The college would provide the necessary infrastructure: computers, internet facility and relevant software.

- The administration should take initiative to sensitise the teachers and other staff on the use of e-mails for communication. The official e-mail address is to be created for various purpose.
- E- Governance:

For Administration:

- All circulars and notices are to be sent through e-mail.
- Keep records of all activities including financial transactions through electronic mode.
- Keep the back up of all electronic mode activities.
- Encourage all staff to apply for leave through e-mail.
- Attendance is to be maintained through biometric system.
- Procurement and Payment including salary through electronic system directly transferring to individual bank account.
- Make admission of students through computer system.
- Maintaining the service registers of employees through electronic system.

For Academic Staff:

- Leave application is to be submitted electronically. Paper based applications are discouraged.
- Info to the students: circular, assignment, attendance etc. - can be sent through group e-mail or WhatsApp.
- Communication with other faculty members and administration should be through electronic means.
- Examination: Internal Examinations may be conducted through computers as often done during COVID - 19.
- Webinars are encouraged in place of direct seminars and conferences.

For Students:

- They should communicate to teachers and administration through electronic methods.
- They should submit their assignments electronically as advised by teachers.

- They should regularly see the group messages in WhatsApp and mail.
- They can verify the marks and attendance through a system made available in an electronic database.
- The internal examination process may be in computer based system as practiced during COVID-19. They should prepare themselves.