



MOHAMED SATHAK A.J. ACADEMY OF ARCHITECTURE

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E-GOVERNANCE POLICY

Objectives:

1. To provide structured and effective system of governance in all functional areas of the institution.
2. To enable fast and easy access of institution related information.
3. To enable transparent and accountable functioning of the institution.
4. To initiate and implement paper less administration in the institution.

Policy:

The benefit of Information Technology is used to integrate all academic activity to ensure transparency and accountability, improve the various functions of the institution and address the needs of stakeholders.

Action plan:

E-Governance in the Area of Operations of General Administration.

1. Specially designed software was put into the practice of supervising the entire service units of the office.
2. Email communication was encouraged by the administration and implemented into the system to communicate with all Statutory and Core committees, Teaching and Non Teaching Community.
3. Website is mostly used as a communicating forum through which all administrative information including notices were published.
4. Attendances of all the staff members were recorded with the help of Biometric Device.
5. CCTV Cameras are installed at various locations of the premises to ensure the safety and security.

E-Governance Execution in the Area of Operation of Finance and Accounts:

1. Tally & ERP Software is used by the institute to maintain Accounts.
2. All financial matters are dealt with Indian Bank Online for transaction purposes.

E-Governance Execution in the Area of Operation of Student Admission & Support:

1. A separate module of ERP is used for maintaining the Student Admission database and issue of TC, Completion certificate, etc.
2. Online Fee Payment and receipt generation.
3. On the website all user Interfaces are provided (Students, Faculty and Alumni).

E-Governance Execution in the Area of Examination

1. ERP is used for managing the internal assessment process for attendance and marking.
2. All proceedings pertaining to examination like exam form filing, admit card generation, uploading of marks etc. are totally automated through Anna University Web portal.