



UNNAMALAI INSTITUTE OF TECHNOLOGY

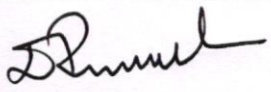

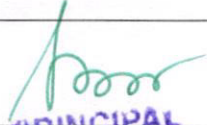
SubaNagar,Kovilpatti-628502

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

An ISO 9001:2015 Certified Institution

E-GOVERNANCE POLICY

POLICY NO	ISSUE/REVISION NO	DATE OF REVISION	NEXT REVISION
UIT/IQAC/POLICY/010	01/01	15.03.23	2025

PREPARED BY	VERIFIED BY	APPROVED BY
		
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E-GOVERNANCE POLICY

Scope:

The scope of the policy ranges to the following areas:

- Administration
- Finance and Accounts
- Student Admission and support
- Examination

Objectives:

- Execution of E-governance in all functioning of the institution to deliver a simple and efficient system of governance within the institution.
- To promote transparency and accountability in all the purposes of the college.
- To accomplish and create a paperless environment in the college.
- To provide easy and rapid access to information

Policy:

- The college will implement E-governance in all the functioning like a library, accounts, admission, administration, teaching, etc.,
- The policy is designed and framed to make all the functions transparent and accountable.

The college decides to make the following policies and procedures:

Website:

The website will act as an information center, directly related to the college activities such as essential notices, courses offered, etc., Training will be given to the administrative and teaching staff to make essential updates on the website. A website committee will be formed for the administration of the college. The committee will constantly concentrate on updating, maintaining, and working on the website on a regular basis. The committee will also look for other changes required on the website. Importantly, all the notifications must go live on the website as and when they are released.



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Administration:

- To provide hassle free convenient and smooth process, and paperless administration.
- Students must be able to obtain maximum services in online mode.
- The college will investigate opportunities to automate some of its administration-related functions.
- Admin Staff to be provided with adequate training and development to keep them in touch with the new technology.

Finance and Accounts:

Our office uses Excel software to maintain our financial records efficiently. We always ensure that we have the latest version of the software, and all the analysis reports, including the profit and loss and balance sheet, are generated through it. To maintain confidentiality, appropriate security measures are taken. We regularly train our staff and update the software to ensure that it functions properly. Additionally, we use software to manage our payroll system, which automatically calculates salaries, generates salary slips, and transfers salaries to our staff's bank accounts. This software also handles tasks such as TDS, provident fund, and allowances and reports can be generated for staff members. We also make and receive payments through online modes such as NEFT, RTGS, bank transfers, etc.

Student Admission:

An open and transparent method for the admission process is followed which is further supported by the ethical practices and regulations as lectured by Anna University. The college brings out its brochure which is displayed on the website that has guidelines for the admission process. An admission portal is to be used to manage the admissions in the college. The number of students applying to each course, and withdrawal fee submission, are all to be managed through the online portal only. Students are also allowed to apply through online mode for taking admission to the college and for this purpose **web link is used by the admission coordinator.**

Examination:

The College has recently implemented the use of MS Excel to keep track of internal assessment marks. This is a great move towards streamlining the process and ensuring accuracy. It's important to note that the examination process is regulated by Anna University, and consequently, the e-governance policy of the University must be adopted to ensure compliance.