PONJESLY COLLEGE OF ENGINEERING

*(A Christian Minority Institution, Approved by All India Council for Technical Education, New Delhi,
Permanently Affiliated to Anna University, Chennai and Recognized
by University Grants Commission under section 2(f) & 12(B), Act 1956)*

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E-GOVERNANCE POLICY	Policy No.	: PJCEPL23
	Issue No.	:02
	Date	: 12-09-2022
Frequency/Next Revision	**5 years / Academic Year: 2027-2028**	

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:

Ponjesly College of Engineering 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 use of paper and faster communication.

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

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

We use advanced software for college administration. It would be available for using the concerned persons. All the teachers are trained on e-governance procedure.

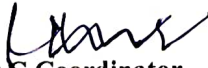The back up is to be maintained regularly.

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:

- We 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 electronic mode.
    - Keep record of all activities including financial transactions through electronic mode.
    - Keep the back up of all electronic mode activities.
    - 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:
    - Info to the students: circular, assignment, attendance etc. - can be sent through college app.
    - 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:
    - Students communicated to teachers through electronic mode during COVID-19.
    - They should submit their assignments electronically as advised by teachers during COVID-19
    - They should see regularly the college app messages.
    - They can verify the marks and attendance through an electronic database.
    - The internal examination process may be in computer based system as practiced during COVID-19. They should prepare themselves.

Verified by	Approved by
IQAC Coordinator	Principal