PAAVAI
ENGINEERING COLLEGE
(AUTONOMOUS)

NH-44, Paavai Nagar, Pachal, Namakkal - 637 018.

(Approved by AICTE Government of India | Affiliated to Anna University, Chennai)

E-GOVERNANCE POLICY
JUNE 2024

To strive to be a globally model Institution all set for taking 'lead-role' in grooming the younger generation socially responsible and professionally competent to face the challenges ahead.

Institution Mission

- To provide goal – oriented, quality – based and value – added education through state – of – the – art technology on a par with international standards.

- To promote nation – building activities in science, technology, humanities and management through research

- To create and sustain a community of learning that sticks on to social, ethical, ecological, cultural and economic upliftment.

E-GOVERNANCE POLICY

E-governance or Electronic Governance is the application of information and communication technologies to transform the efficiency, effectiveness, transparency and accountability of informational & transactional exchanges with in the college and other agencies to empower the stakeholders through access & use of information. It is both governance of that environment and governance within that environment, using electronic tools

Paavai Engineering College has designed E- Governance Policy, with primary objective of implementing E-governance in various interactions and services of the institution. This policy will help in achieving efficiency in all the various operation of the institutions in an integrated manner in order to enable transparency, clarity in different functionalities of the institutions pertaining to administration, website, student admission, Examinations, Finance-accounting, library, and Learning management systems

Various vendors are identified and called for demonstration, and on the basis of recommendation by the concerned authorities and direction the vendors for EPR, WEB site development and maintenance, SMS services, Digital Marketing partners are shortlisted and procured the necessary support to promote and practice e-governance.

To have integrated, user friendly Enterprise resource planning (ERP) solutions to automate various modules of institutional functioning, the adequate training to all the staff for effective use is also planned.

Scope:

The College implements e-governance in all aspects of functioning like library, admissions, administration, examination, Accounts and finance etc. The policy is designed and framed to make each and every function transparent and accountable.

The scope of this policy extends to the following areas:

- General Administration
- Website
- Student Admission
- Examination
- Library
- Accounts and Finance
- Learning Management Systems (LMS)

Objectives:

- Implementation of E-governance, in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.

- To achieve efficiency in the administration

- To Facilitate online internal and external communication between various entities of the University

- To promote transparency and accountability in all the functions of the college.

- To achieve and create a paperless environment in the college.

- To provide easy and quick access to information.

- To make campus Wi-Fi enabled.

- To make ICT Enabled Classrooms, etc.

- To establish a fully automated Library.

Policy:

The College decides to make the following policies and procedure:

Website:

The website is an information center of the college needs to be revamped taking into account the new changes. The website is a mirror of the college and about all activities, important notices, etc. should be made easily available to the students and other stakeholders including general public. For this purpose, a separate web designer is being appointed by the college.

Training is given to the administrative and teaching staff to make important updates on the website. A marketing Committee is formed for the administration of the college website. The

Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released. Website is put in to full use as a vital information source to all the stakeholders and all important communications / circulars notices are made available in web site to ensure reaching of information to the needy any time anywhere. SMS feature has been put in to maximum use to stay connected with parents, students and staff for the purpose of intimating absentees, academic performance, holidays and other required information

Administration

- Administrative Office should use Advanced Excel and File Management System tools to maintain effective database.
- To provide a hassle free, convenient and smooth process of the administration.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff are provided with adequate training and development to keep them abreast with the new technology.

Student Admission

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the Anna University. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, and all operations are

managed through this Portal only. Students may submit a separate Online Application Form for taking admission to the college

Examination

On the conferment of Autonomous status to the college, the Office of the Controller of Examinations was established and "COXCO", an examination management system software was purchased exclusively for the COE office to hold the examination activities. The complete details of the students admitted to the 1st year of the degree programme and the semester wise curriculum details of the programme offered in the college are entered every year. As per the academic schedule, the assessment details of the students such as attendance, CIA test marks, TQA marks are entered and the internal marks are computed accordingly as per the regulations. Once the end semester examinations marks are entered, the results will be

processed and will be published. The required reports of students, assessments, examination activities and results are generated. The database of the complete examination activities of the students of each and every semester are maintained confidentially and secured back up are made in a periodic manner. The grade sheets are printed after the completion of the end semester examinations every semester. Any updation and modifications, if required are made and implemented in the examination management system based on the amendments made in the Regulations.

Library:

The Central Library is fully automated with **Autolib** Software Systems (Version 5.1) used for Circulation, Procurement, Online Public Access Catalogue (OPAC) and Project Reports. All the library documents are bar-coded and books are issued to users by reading the barcode of the document. The holdings include the books and Journals, syllabus, question papers and Project reports. The users can access the e-books, e-journals regularly. The users of the Library can access publications of all major publishers and publications

Accounts and Finance:

Paavai Engineering College Cash Management system –is accessed by PALPP software for effective management of cash transactions. Appropriate security measures are taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done on timely basis

Learning Management System:

Paavai Moodle is the learning management system that is designed to help staff create an online classroom setting with opportunities for academic interaction and collaboration. It contains various design aspects that allow faculty members and students to interact, collaborate, and experience online learning in multiple ways. The faculty members can upload the content of their courses in the MOODLE for further usage of learning by the students. The staff members can utilize the platform for assignments, quiz and test purpose. Moodle can be used to supplement on- ground courses or can be used to host online courses.

PAAVAI VISION

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                    WE GROW
                GLOBALLY REPUTED
            CREATING VALUE ADDED
                 DISCIPLINED,
            HIGH-PROFILE PROFESSIONALS
          AND MAKE THE NATION GREAT
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PAAVAI CULTURE

We challenge the changes
We seek beyond the best
Work shall be taken not to be given
We produce value added professionals
We lead to Prosper, Excel and Conquer

PAAVAI MANTRA

Own Our Words and Deeds