
E-GOVERNANCE POLICY

About E-Governance:

The prime motto of the E-Governance cell is to make all academic and non-academic activities to deploy in absolute transparency and accountability. It also supports enhancing the institution's administrative processes, improving education delivery and facilitating effective communication among the college administration, faculty, students, and other stakeholders.

Scope:

The scope of e-governance is primarily encompassed and designed to enhance administrative efficiency, better educational services and provide a cutting-edge learning environment to the students. It should align with the specific needs and goals of the institution, considering the available resources and infrastructures.

Objectives:

- Focus on streamlining administrative processes
- Encourage digitizing processes for transparency and accountability
- Create paperless administration
- Provide easy access to information
- Maintain the Data in a secure environment
- LMS making the institution visible globally

Policy:

- It is decided / consented to adopt and implement e-governance in the maximum activities in our functioning to furnish an easier and more streamlined system of governance within the institution.
- Institution embraces e-governance for the seamless access of data for better decision-making at various levels of the organization.

Area of Implementation:

In view of effective and efficacy deployment, the policy is divided into various areas of operation. Such as,

1. Website & Social Media:

Our Institution's websites are regularly updated based on the requirements. It acts as a mirror of college activities and It acts as a virtual counsellor for students and parents by being their locale. So, It ought to be maintained and made accessible to all walks of people. The website is hosted & deployed by a third party on a secure platform. In addition, training is offered to the faculty members through subject matter experts on a regular basis and the success stories of the institution, staff and students will be posted on the college's official social media.

2. Student Administration Including Hostels:

The e-governance focuses on streamlining administrative processes within the campus. It includes admissions, fee collection, course registration, academic record-keeping, examination management, hostels and transports etc. The policy can outline the use of technology to automate these processes, reduce paperwork, and enhance efficiency.

3. Academics:

The academic performances of the students are being communicated to parents using an apt ERP (MCETedu) which is developed on our campus and also we are using MS Teams for Teaching and Learning Plan (TLP).

4. Internal & External Examinations:

The policy can focus on implementing an examination management system that allows the administration of both internal and external examinations in a secure and efficient manner. The COE automation package (COXCO) was developed by ESSVEE Systems and Software. It includes Student Registration and mappings, Examination Timetable and Scheduling, Admit Card and Hall Ticket Generation, Examination Process Management System, question paper generation, Staff allocations, Paper evaluation and grading, Result publication, Data security and confidentiality, monitoring and evaluation, Grievance redressal mechanism. etc.,

Data secrecy and confidentiality are to be maintained and execution of tasks regarding marks should be done with utmost care and caution. The controller of Examination supervises the entire examination process under the guidance of the head of the institution. Regular updates on Student's Internal Performance are maintained and communicated to the parents.

5. Communication System:

Regular updates about students are to be communicated with respect to Students on Fees, college updates & other academic matters.

6. Finance & Accounts:

For ease of maintaining accounts & Finance suitable Accounting & Finance Software package is to be implemented.

7. Library:

Entire Library System with respect to Issues, reference to be automated and Staff & Students to access the library resource in & outside the campus. Access to e-journals & e-Resources to be provided within the campus.

8. Payment System:

Parents & Staff to make payments using Debit / Credit Cards & UPI Platforms.

9. Placements:

Placement to maintain student info & provide access to placement information at their fingertips.

10. Alumni Management:

To strengthen and maintain our alumni relationships using a separate alumni website and its facilities like registration, asking for feedback, collecting innovative ideas and providing services in many other aspects. The Alumni Association is consulted to collect and maintain a database to know about our alumni. Based on the received information, reunion of alumni, knowledge sharing and collaborative co-creative works can be devised periodically.



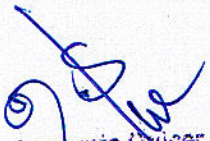
PRINCIPAL

Dr.MAHALINGAM COLLEGE OF ENGINEERING AND TECHNOLOGY

POLLACHI-3

Expenditure incurred for E-Governance during the year (2017-18 to 22-23)

S.no	Particulars	2017-18	2018-19	2019-20	2020-21	2021-22	22-23
1	Campus Software				6,13,600.00	7,86,588.00	6,57,614.00
2	Website Development				5,722.00		1,75,526.00
		-	-	-	6,19,322.00	7,86,588.00	8,33,140.00


Accounts Officer,
Dr. Mahalingam College of
Engineering and Technology,
Pollachi - 642 003

Dr.MAHALINGAM COLLEGE OF ENGINEERING AND TECHNOLOGY

Udumalai Road
Pollachi-3

Campus Software
Ledger Account

1-Apr-2019 to 31-Mar-2021

Page 1
Credit

Date	Particulars	Vch Type	Vch No.	Debit	Credit
2-12-2020	To Octoze Technologies Private Limited <i>Bill no.2020-21/174 dt.16.11.2020 Being the software purchased for campus computer purpose.</i>	Journal	5	6,13,600.00	
				6,13,600.00	
By	Closing Balance				6,13,600.00
				6,13,600.00	6,13,600.00

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Campus Software
Ledger Account

1-Apr-2021 to 31-Mar-2022

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Date	Particulars	Vch Type	Vch No.	Debit	Credit
6-8-2021	To Octoze Technologies Private Limited <i>Bill no.2020-21/271 dt.9.2.21 Being the campus automation software purchased for campus computer purpose.</i>	Journal	12	3,91,170.00	
11-3-2022	To Octoze Technologies Private Limited <i>Bill no.2021-22/132 dt.8.11.22 Being the campus automation software purchased for campus software purpose.</i>	Journal	49	3,95,418.00	
				7,86,588.00	
By	Closing Balance				7,86,588.00
				7,86,588.00	7,86,588.00

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Campus Software
Ledger Account

1-Apr-2022 to 31-Mar-2023

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Date	Particulars	Vch Type	Vch No.	Debit	Credit
5-5-2022	To Octoze Technologies Private Limited <i>Inv.no:2021-22/265 dt.4.3.22.Being the Camu software License cost.(Part - 50% Learning Management +OBE A.Y 2021-22).</i>	Journal	7	3,93,648.00	
	By Octoze Technologies Private Limited <i>Credit note no:CN001/22-23 dt.30.4.22. Being the credit note towards COE module adjustments.</i>	Journal	8		1,08,206.00
29-11-2022	To Octoze Technologies Private Limited <i>Inv.no:2022-23/182 dt.2.11.22 Being the Camu software License cost.(Part - 50% Learning Management +OBE A.Y 2022-23) (for 3154 students X Rs.200)</i>	Journal	355	3,72,172.00	
	By Closing Balance			7,65,820.00	1,08,206.00
				7,65,820.00	7,65,820.00

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Computer Facilities & Maintenance A/c
Ledger Account

1-Apr-2021 to 31-Mar-2023

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Date	Particulars	Vch Type	Vch No.	Debit	Credit
22-8-2022	To Angler Technologies India Pvt Ltd <i>Inv.no:20/22-23 dt.18.4.22.Being the charges for CMS Website Design & Development.</i>	Journal	116	87,763.00	
24-3-2023	To Angler Technologies India Pvt Ltd <i>Inv.no:385/22-23 dt.31.10.22.Being the 2nd intallment of MCET Website Design & Development.</i>	Journal	254	87,763.00	
				1,75,526.00	
By	Closing Balance				1,75,526.00
				1,75,526.00	1,75,526.00

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Computer Facilities & Maintenance A/c
Ledger Account

1-Apr-2019 to 31-Mar-2021

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Date	Particulars	Vch Type	Vch No.	Debit	Credit
27-7-2020	To Catholic Syrian Bank-(C.C A/c-0019-04021900-708001) <i>Being the reimbursment paid to Dr.A. Rathinavelu, Principal/Dr.MCET inconnection with renewal charges for NIA website (9 years) as per approval attached.</i>	Payment	77	5,014.00	
14-12-2020	To ABT Info.Net <i>Bill no.20811/20-21 dt.4.11.2020 Being the Domain name renewal charges for Sakthipura.In purpose.</i>	Journal	84	708.00	
				5,722.00	
By	Closing Balance				5,722.00
				5,722.00	5,722.00

Tax Invoice

VERSATILE TEK 67, Jaya Complex, R.R Swamy Lane, Kattoor, Coimbatore -641009 Phone No-9943018914,9943049292 Email - Sales.Versatiletekindia@gmail.Com GSTIN/UIN: 33BKNPR9150A1Z5 State Name : Tamil Nadu, Code : 33	Invoice No.	Dated
	0869/20-21	12-Feb-2021
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
		VT/NOV/T3921
	Buyer's Order No.	Dated
	MCET/ITES/PO-14/2020-2021	8-Feb-2021
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	FACE READER HANVON FACE F910 4000 USERS FACES EM CARD 10000 200000 LOGS 3.5" TFT SCREEN BUILT IN WI-FI TCP/IP USB HOST PROCESS SPEED 1GHZ S.NO:6718920060000056 6718920060000030 6718920060000031 6718920060000027	85437099	18 %	4 No's	23,500.00	No's		94,000.00
	OUTPUT CGST 9%					9 %		8,460.00
	OUTPUT SGST 9%					9 %		8,460.00
	Total			4 No's				₹ 1,10,920.00

Amount Chargeable (in words) E. & O.E
Indian Rupees One Lakh Ten Thousand Nine Hundred Twenty Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
85437099	94,000.00	9%	8,460.00	9%	8,460.00	16,920.00
Total	94,000.00		8,460.00		8,460.00	16,920.00

Tax Amount (in words) : **Indian Rupees Sixteen Thousand Nine Hundred Twenty Only**

Company's PAN : **BKNPR9150A**

Company's Bank Details
 Bank Name : **BANK OF BARODA**
 A/c No. : **08870200001141**
 Branch & IFS Code : **Ramnagar & BARB0RAMNAG**

Declaration
 We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for **VERSATILE TEK**

 Authorised Signatory




for staff Attendance wage

- information center - 2 S. Sakti
- Pedestrian Gate - 1
- HR office - 1

Budget head
Equipment

Certified that the Materials are received in good condition and as per specifications.
Stock entered on page... 43 ... of
... Equipment ... Stock Register.


PRINCIPAL

S. Sakti
(S. SAKTHIVEL)

6/20/22