



# PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE

(Approved by AICTE & Affiliated to Anna University, Chennai)

Madurai - Sivagangai Highway, Arasanoor, Thirumansolai Post, Sivagangai Dt. - 630 561, Tamilnadu  
Mobile : 9842102628, 7373002628 Email: info@psyec.edu.in Website : www.psyec.edu.in

City Office : 10, Pandian Saraswathi St, Sivagami Nagar, Narayanapuram, Madurai - 625 014. Telefax- 0452 2682338, Mobile : 98423-02628

## E-GOVERNANCE POLICY

### E-Governance

Implementing an E-Governance policy in PSYEC involves leveraging digital technology to enhance administrative processes, communication, and overall efficiency.

### Scope:

- Administration including complaint management
- Finance and Accounts
- Student Admission and Support
- Examination
- Library

### Objectives:

- Implementing e-governance across all functional units of the institute
- Transitioning to a paperless environment
- Monitoring all college activities
- Establishing a automated library
- To provide easy and quick access to information.

### Website:

- In general institute website [www.psyec.edu.in](http://www.psyec.edu.in) will act as an information center for the stakeholders and it will reflect the activities carried out in the institute. All polices meeting, departmental activities, program offered are disseminated in the website.

### Administration:

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.



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

#### Admission:

- Policy is made to have an open and transparent strategy for the admission process.so the admission eligibility criteria, enquiry, and the admission details provided in the college.
- Further strengthen the dissemination process; the college displayed its brochure and banners which is display on the website.

#### Accounts:

- Policy has been planned to use ERP software to maintain financial assists.
- Policy also made to update the software on need basis.

#### Examination:

- The policy has been taken to be in line with affiliated Anna University so the examination can be the same as the Anna university portal.
- In portal students course selection, marks, attendance and results are posted periodically and the students can view their internal marks and end semester results and can report discrepancies if any e-governance policy of Anna University is to be adopted in this regard.



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## Library:

- Policy has been taken to update the DELNET Software for the library process.
- The policy has been taken to update the e-learning resources on need basis for the benefits of learners.
- Policy has been taken to have bar code mechanism to lend the books and to have the entry through bar code.
- Develop a digital library system that provides students and faculty with access to a vast array of academic resources, journals and research papers.

  
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