



# SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

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Chennai-600 069

  
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## E-GOVERNEANCE POLICY

### SCOPE

The scope of this policy extends to implementation of e-governance in the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- Academic support - ICT (Information Communication Technology) Infrastructure
- E-waste Management

### Objectives:

- To implement e-governance in all functioning areas of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college and be a ecofriendly environment.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make all the Classrooms ICT enabled with Projectors, Desktops, Laptops, Smartboards,etc.
- To establish a fully automated Library.

  
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**Procedure:**

The college will implement e-governance in all aspects of functioning like library,accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each and every function transparent andaccountable. The College decides to make the following policies and procedure.

**Website:**

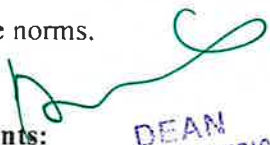
The website will act as an information center which will reflects about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be 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.

**Student Admission:**

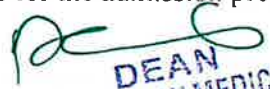
An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the NEET and through the selection committee of The Tamil Nadu Dr. MGR Medical University. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process as per the norms.

**Accounts:**

The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating of the existing software must be done regularly. Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed



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by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

### Library:

The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

- The library to install fully automated ILMS software which should have an easy to use- Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports.
- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.

### Administration:

- Attendance Management Software to be used by Faculty to record and track Attendance.
- Administrative Office should use Advanced Excel and File Management System Tools to manage leave database.
- Provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode.
- Admin Staff to be provided with adequate training and development to keep them update with the new technology

**Examination:**

- The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

**Alumni:**

- In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

**E-Waste Management:**

Sri Muthukumaran Medical College and Research Institute ensures that its usage of technology and generation of e-waste does not impact the environment.

**ICT (information communication Technology) Tools****Hardware Infrastructure**

- The College ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, Demo /seminar rooms and laboratories.



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### Software Infrastructure

- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.

Prepared by	Verified by	Approved by
 Criteria 6 incharge	 IQAC coordinator	 Dean

  
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