



M.I.E.T. ENGINEERING COLLEGE

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)
UG - CSE, EEE & MECH Programs Accredited by NBA, New Delhi.
(An ISO 9001:2015 Certified Institution)
TRICHY - PUDUKKOTTAI ROAD, TIRUCHIRAPPALLI - 620 007.
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Ph: 0431 - 2660 303

6.2.3: Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

As per DVV Clarification under the metrics 6.2.3, Annual e-governance report approved by Governing Council is attested by Principal.

Description	Page. No
Annual E-governance Report	2-9
Governing council meeting Intimation	10
Minutes Of Governing Council Meeting	11-13


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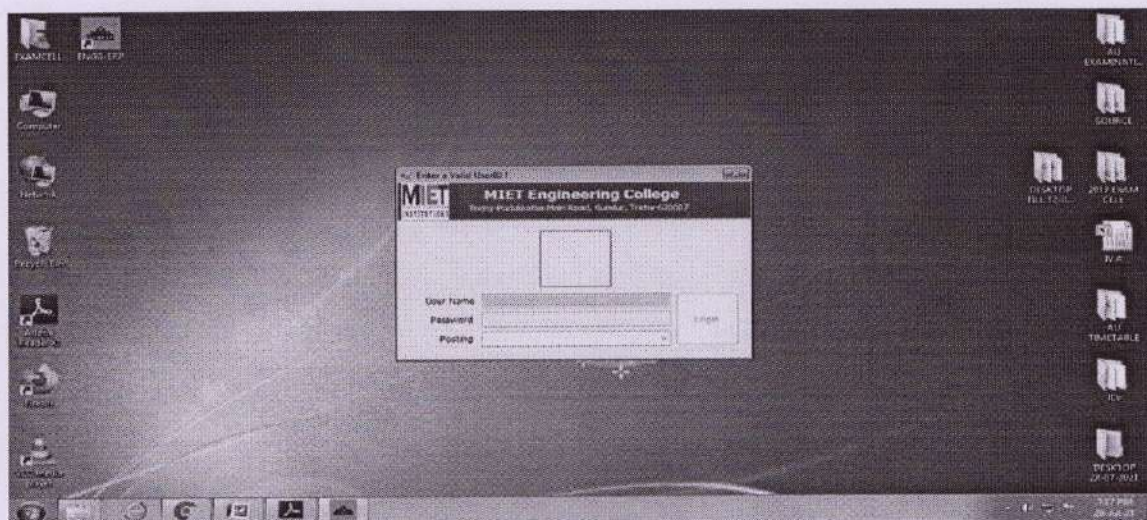
ANNUAL E - GOVERNANCE REPORT

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination


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ANNUAL E - GOVERNANCE REPORT

E-governance, expands to electronic governance, is the integration of information and communication technology (ICT) in all the processes, with the aim of enhancing institution ability to address the needs of the system comprises of administration, finance and accounts, students admission and support and examination. The basic purpose of e-governance is to simplify processes for all. It entails the access and delivery of institutional services, dissemination of information, communication in a quick and efficient manner. The institution has purchased application softwares like, integrated library management software - Nirmal, tally from Vijay soft solutions, we have in - house developed software applications such as E-MIET-ERP for students and staffsinformation.



E-MIET-ERP System for the Department Faculties

In this context, faculty in every department, basic details of the faculties, class hours will be mentioned. The number of Assistant, Associate and Professors in the department will be clearly

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mentioned in this module faculties workload, performance, achievements and results followup will be monitored in all the departments.

Faculty Workload in E-MIET-ERP Module

The faculty basic details, contact, qualification, experiences, workload and achievements will be available in E-MIET-ERP module.

Faculty Results follow up by the Head of Department

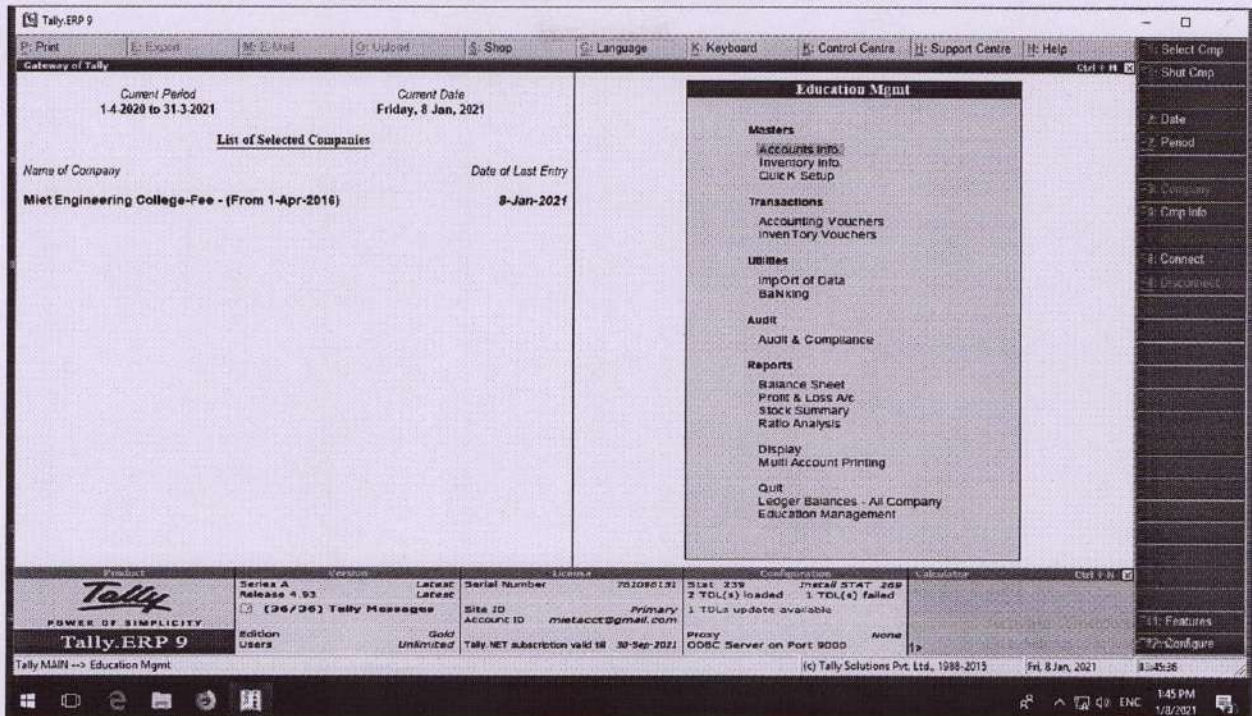
The students university results for the concern subject and faculty in charge will be shown in this module with overall strength in the class, passed students, failed students, pass percentage, students reason for failure, coaching for failed subjects will be conducted for the students. At the end of every internal assessments and university exams result analysis meeting will be conducted. Weaker sections of the students, improvements in results will be discussed in the meeting.

Finance & Accounts

Tally Software

The software handles accounting, inventory management, tax management and payroll etc., Tally software is a window based enterprise resource planning software. It handles accounting, inventory and tax management and many such requirements. It supports all day today activities such as from recording invoices for report generation. Every week, the fees collection details will be given by the accounts team. It will be communicated to the students. As per the record student, the fees will be collected either through e - payment or direct payment in the counter. The maintenance of the software will be carried out every year through M/s. Vijay soft solutions private limited.


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Student Admission and Support

The student admission software gives the basic details such as name of the student, age, father name, and date of birth, address, percentage of marks, willingness of the course, address and other details. The in-house E-MIET-ERP software developed by our staff covers the major areas such as administration, examination. There will be an E-MIET-ERP developer and admin to maintain the system effectively. They can edit or modify after getting suitable permissions from the management. Administration software includes staff E-MIET-ERP which includes specific user id (staff employment number and password will be given to the staffs for effective functioning and monitoring of students details and activities). The E-MIET-ERP module is classified based on department head, class coordinator and class advisor. The individual work load of the faculty will be displayed in the E-MIET-ERP system. Depending upon the staff classification, the E-MIET-ERP details of the students will be shown. Student information will be maintained for every student such as personal details, attendance for each subject, assessment marks, assignment marks, internal marks and university marks / grades. We can collect class attendance in terms of daily or weekly or monthly as consolidated report. This will minimize the additional work. This smart work will be used for entering the web portal marks of the students for university. The student can view his individual subject attendance, marks secured and


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assignment details. The same can be viewed by student parent through MIET mobile E-MIET-ERP application software.

Student Admission Enquiry Application

Student admission enquiry application provides the basic information of student such as name, age, HSC mark, 10th mark, diploma mark, year of passing, register number, interested course and contact address

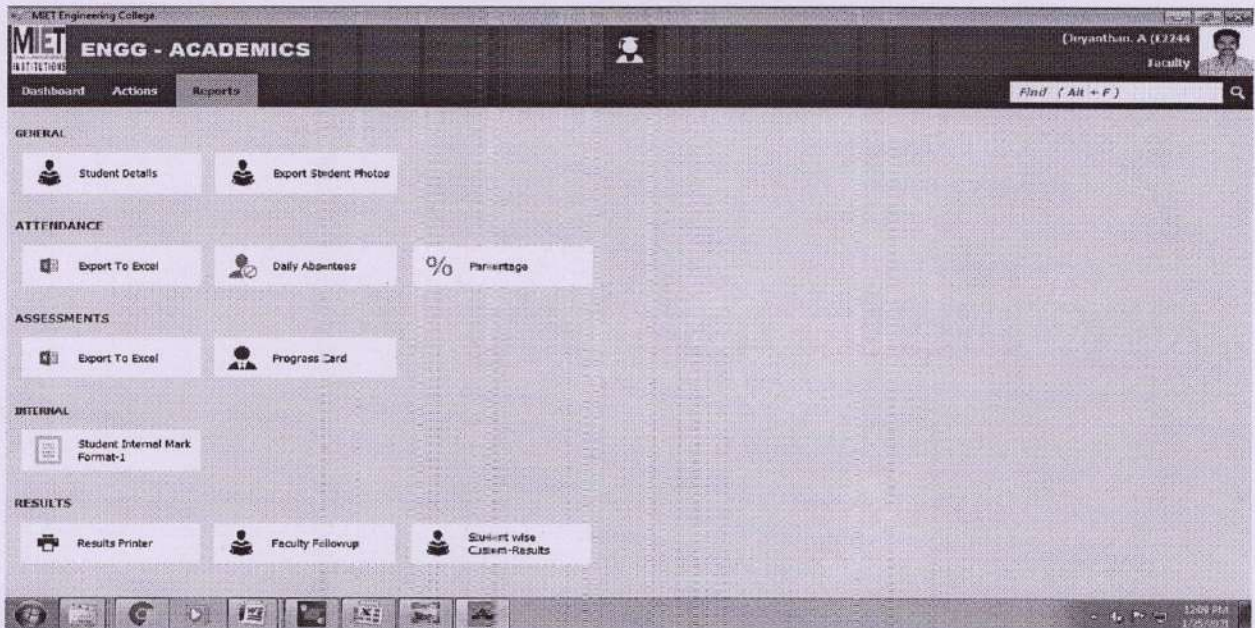
The screenshot shows a web browser window with the URL "http://172.27.150.150/5E/". The page title is "MIET | student Admission Cell". The main content area is titled "UG ENGINEERING ENGINEERING ADMISSION FORM". The form contains the following fields:

- Inquiry Date: 25/01/2021
- Student Name *
- Father's Name or Mother's Name
- Date of Birth
- Age
- Gender: Male Female
- Course#: CSE,ECE,EEE,CIVIL,MECH
- SELECT YEAR*: FIRST YEAR
- +2 Reg Number
- YEAR OF PASSING: 2008
- Address
- State: Address: TamilNadu

E-MIET-ERP System – Engineering Academics – Faculty

The E-MIET-ERP system includes general – student details, attendance, daily absentees report with percentage, assessments, progress card, students internal mark format, students assessments results, university results and faculty followup etc

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Student Day Attendance

Daily attendance will be monitored by the concern subject faculty, class advisor, class coordinator, concern department head. At the end of 8th hour, in between absentees, full day and half a day absentees will be followed. The concern class advisor will enquire the student, and his/her parent regarding his / her absence. If the statement given by the student and parent is genuine, it will be considered. Continuous follow up will be done for the irregular absentees. Based on the attendance percentage, boost up marks will be provided. This will be considered for his/her web portal entry calculation.

Student Attendance in Module

Daily attendance will be entered by a concern subject staff for a class. This will be monitored by a class coordinator and head of department

Integrated Library Management Software Package: NIRMAL

Integrated Library Management Software Package NIRMAL (Nirmal Institute of Computer Experts - NICE) has been installed in our library in the year of 2003. This software package has been coded in Oracle back end and front visual basic. We have gate entry exit monitoring


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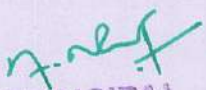
systeminour library. This NICE software is used to maintain the issue and return of books by readers, and also the major role is to maintain the database of engineering streams such as large volumes of department books, journals, Tamil books, oral books, and other competitive exam books such as GATE, SSC, TNPSC, SAIL, RRB and PSU exams. The library has Springer e-journal access, dell net access. In addition to this, we have digital section in our library to access NPTEL videos. We have registered in NDLI CLUB under national digital library of India. We have online book reading facility using OPAC.

Examination

The College has the separate Examination cell equipped with ICT tools necessary for examination purpose. As per the requirement of Examination cell, all the necessary equipment are provided by the college such as separate desktop, internet facility various activities of exam purpose. The Internal examination and assessment are controlled and monitored by Examination Module of the E-MIET-ERP package with sub modules Print Reports etc., Students and parents will able to see all the internal marks as well as class test marks in this module.

Student Unit Test II Marks

This is the student unit test marks for a particular subject the marks will be entered for maximum marks 100. In case of absentees and not up to the mark (less than 50), he or she will be given coaching at the evening hours. Special care will be considered. Depends upon the reason and genuinity, Retest will be considered. If the student attendance is in the range (75 – 85 percent, 15 marks and 86 – 100 percent, 20 marks) will be given in addition to maximum marks 100. Smilarly and his attitude is good, the assignment submitted by the student is on time the student may get 20 marks in addition. Hence for a subject, the student will write exam for 100 marks and he or she gets 40 marks as boosting mark to get good internals. This will be hidden advantage for the students to secure good internal marks.


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Student Results Follow up by the Head of Department

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Office Note

Sub: M.I.E.T. Engineering College –Administration - Governing Council
meeting-Intimation-reg.

It is proposed to conduct the M.I.E.T. Engineering College Governing Council meeting on 05th June 2015 at 11.00 a.m. in the college C - block Conference Hall. All the members are requested to attend the meeting without fail.

To

1. Er.A.Mohamed Yunus, B.E., M.Sc.,(Engg)
2. Mr. A. Ahamathullah, B.Sc., B.L.,
3. Dr. A. Sirajudeen, MBBS, DA.,
4. Mr.A.Siddique Ahamed, MBA
5. Prof. Dr. M. A. Mustafa Kamal, Ph.D.,
6. Mr. N. Venkatnarayanan,FCA
7. Mr. A. Abbas Ali, M.Sc., M.Phil.,
8. Dr. S.Guharaja, M.E., Ph.D.,
9. File Copy



Chairman

21/5/2015

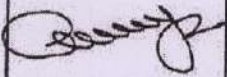
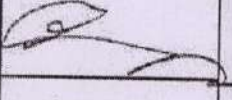
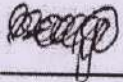
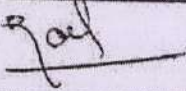
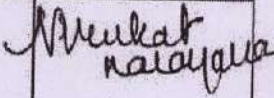
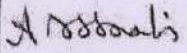
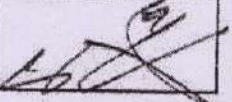
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Minutes of Meeting

05-06-2015

Minutes of Governing Council Meeting of M.I.E.T. Engineering College held on 05.06.2015 at 11.00 a.m. in C - block Conference hall.

Members Presented:

S.No.	Name of the Members	Position	Signature
1.	Er.A.MohamedYunus, B.E., M.Sc.,(Engg) Chairman, MIET Engineering College	Chairman	
2.	Mr. A. Ahamathullah, B.Sc., B.L.,	Executive Member	
3.	Dr. A. Sirajudeen, MBBS, DA.,	Executive Member	
4..	Er. A. Siddque Ahamed, MBA	Executive Member	
5.	Prof. Dr. M. A. Mustafa Kamal, Ph.D.,	Member	
6.	Mr. N. Venkatnarayanan, Chartered Accountant	Member	
7.	Mr. A. Abbas Ali, M.Sc., M.Phil.,	Professor (Member)	
8	Dr. S.Guharaja, M.E., Ph.D.,	Principal (Member Secretary)	

Agenda of the meeting: Approval of ERP policies


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Agenda of the meeting: Approval of E-MIET-ERP policies

The Principal and ex-officio Member Secretary Dr. S. Guharaja, welcomed all the members of the Governing Body and explained the process of E-Governance as given below.

- E-MIET-ERP System for Faculties
- Faculty Workload in E-MIET-ERP Module
- Faculty Results follow up by the Head of Department
- Finance & Accounts
- Tally Software
- Student Admission and Support
- E-MIET-ERP System – Engineering Academics – Faculty
- Student Day Attendance
- Student Attendance in Module
- Integrated Library Management Software Package: NIRMAL
- Examination

Points Discussed:

1. To make the complete system to function through e- governance in all the administrative and academic activities, the E-MIET-ERP module was developed and it is maintained by in house staff team of our college.
2. The member secretary submitted the e governance software package which is to be procured in future.


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3. The governing council members suggested to create different modules, testing of modules and make changes as per requirement of our college.

4. The governing council approved the existing E – governance policies for our institution



Dr.S.Guharaja, M.E., Ph.D.,
Principal



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