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**PERIYAR  
MANIAMMAI**  
INSTITUTE OF SCIENCE & TECHNOLOGY  
(Deemed to be University)  
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# E GOVERNANCE POLICY

**Placed in 45<sup>th</sup> Board of Management**

Date: 1.3.2018

*Agenda No: 48.35.3*

## **E GOVERNANCE POLICY**

### **1. Introduction**

E-Governance enables greater transparency and access to information. Information and Communication Technology (ICT) enabled technology can totally transform Governance by adoption of global best practices in Governance

### **2. Purpose**

The purpose of this document is to state the E-governance policy of PMIST. The policy document includes the policies in development of Software and usage of the Software.

### **3. Vision Statement**

To make the Institute activities fully ICT enabled. E-governance will be introduced in all the aspects from student admission to graduation and the progression. All administrative and department activities will be captured for easy data access, accountability, transparency and efficiency.

### **4. Objective:**

- a. Implementation of E-governance in various functioning of the institution
- b. Achieving efficiency in Institute functioning
- c. Promoting transparency and accountability
- d. Achieving paperless administration of the institution
- e. Facilitating information sharing among departments and stakeholders
- f. Providing easy access to information

### **5. Policy statement:**

- a. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of functioning.

- b. Software required for governing the institution will be developed by in-house team. However, additional services may be hired when situation warrants.

## **6. Applicability of Policy**

The policy is applicable for any staff working in PMIST.

## **7. Usage Policy**

- Staffs of PMIST who are entitled to use the software are provided with username and password.
- The authenticated user should not share their password with anybody.
- The staff is fully responsible for the data they enter. They have to maintain the integrity and confidentiality of the data.

## **8. Up gradation Policy**

There may be a constant requirement change due to administrative reasons or the function enhancement. The functional head raising the request for new modules or change in the existing module may raise the request to the E-Governance Director/Coordinator.

## **9. Capacity Building**

After a module is developed, user of the module is trained in that software. They may approach the development team for any issues in using the software.

## **10. Core Infrastructure**

- Each department is provided with sufficient computers for using the software.
- The institute is well connected with the wired and wireless network with required network speed.
- Software is deployed in centralized server and used by all the staff of the institution.
- Software and hardware are updated as per the requirement.