



M.E.S COLLEGE ERUMELY

(Approved by Govt. of Kerala & Affiliated to Mahatma Gandhi University)

A Minority Institution Certified by National Minority Education Commission

E-GOVERNANCE POLICY

The scope of this policy extends to the following areas:

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

Objectives:

- To enhance easy and quick access of information
- To promote clarity and reliability in the functioning of the college.

Policy:

The College will implement e-governance in the functioning of the college like Administration, Finance and Accounts and student admission and support. A centralized ERP software system implemented in the MES group called D-Katia software Technology to bring all the MES institutions under one roof.

Administration

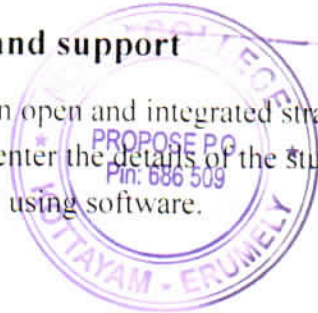
- The college has implemented D-Katia software for administration process. It helps smooth functioning of the college
- Adequate training and development are provided to technical staff to familiarize new technology.
- The college maintains an effective file management system and database for easy access of data.

Finance and Accounts

- To maintain records of daily expense and Payments.
- Fee collections are done through D-Katia
- Salary and other bank transactions are done through online mode.

Student Admission and support

- College follows an open and integrated strategy for the admission process.
- Software used to enter the details of the students.
- TC is prepared by using software.



Handwritten signature in green ink
Prof. (Dr.) ANIL KUMAR S.
PRINCIPAL
MES COLLEGE ERUMELY

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