

# SSM INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi • Affiliated to Anna University, Chennai)

• Accredited by NAAC (2019-24) & NBA(2022-25))

## ANNUAL E-GOVERNANCE REPORT (2022-2023)

### (Presented for Approval of Governing Council)

E-Governance involves the utilization of information and communication technologies (ICT) within organizations to enhance user services, improve operational efficiency, and uphold democratic values. It serves as a platform for the efficient, transparent, and timely delivery of services to all stakeholders. The fundamental aim of e-governance is to instill transparency and efficiency in organizational operations, driven by the escalating demands of the information age. Key factors supporting this concept include rapid and cost-effective communication, convenience, transparency, accountability, improved customer services, and enhanced access to information.

SSM Institute of Engineering and Technology in Dindigul is actively embracing the latest applications of e-governance, with various functions being performed digitally through the internet. The College keeps its online Management Information System (MIS) and other data formats up-to-date. The enthusiastic adoption of digital technology by the human resource has bolstered the prospects of e-governance in various operational areas.

#### Planning and Development

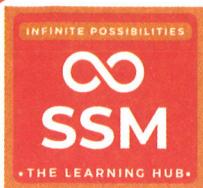
Official communications related to planning and development are conducted online using emails, Management Information System (MIS) modules, and messages. Proposals for infrastructure development, research and development projects, seminars and workshops, as well as various grants and scholarships, are prepared and submitted online through a participative management system to relevant organizations, including the state government. Sanctions are obtained through the same digital mode. Budget allocations for various schemes, including research projects, are processed digitally through net banking and other online methods. Various MIS modules play a crucial role in facilitating data and information transfer between the College and the higher education department.

The following key organizational tasks are performed online:

- Utilizing various web-based MIS modules.
- Communicating with government and other agencies through emails.

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- Proactively disclosing continuous information on the College's web page.
- Implementing large-scale computerization.
- Conducting computer awareness programs for teachers and students.
- Managing the e-library.
- Undertaking various functions as part of the e-governance scheme.

In addition to maintaining up-to-date online MIS and other data formats, and ensuring the accuracy of the College's hardware and software inventory.

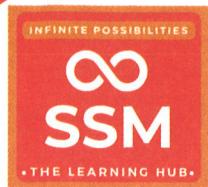
At the institutional level, a dedicated WhatsApp Group has been established, along with separate groups in each academic department, to facilitate the sharing of orders, information, directions, and discussions on a common platform.

## Administration

The College administration has taken significant strides towards a paperless administration, conducting almost all communications with higher authorities online through emails and other digital formats.

Key institutional tasks performed online as part of the e-governance program include:

- Developing ICT-based infrastructure in the College.
- Processing applications, including transfer applications and online leave management, through the IFMIS module.
- Implementing a Wi-Fi campus and biometric attendance system.
- Fully computerizing office and academic departments.
- Organizing seminars, workshops, and training sessions on digital literacy.
- Conducting computer awareness programs for students.
- Managing e-resources in the central library and departmental libraries.
- Ensuring the availability and monitoring of LAN/RF/internet connections.



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- Issuing salary slips.
- Facilitating salary payments to employees through net banking. Managing the College website ([www.ssmiet.ac.in](http://www.ssmiet.ac.in)).
- Facilitating cashless transactions and payments. Handling numerous other assignments.
- A dedicated WhatsApp Group has been established for sharing orders, information, directions, vital announcements, and notices with employees.

## Finance and Accounts

As a fundamental element of the e-governance concept and in accordance with government directives, all financial transactions have transitioned to a cashless system. Employee salaries, including examination remunerations, are predominantly paid online through NEFT/RTGS, with cheques being a rare exception.

Furthermore, to uphold transparency and financial accountability, the payment of scholarships and all procurement transactions is mandated to be cashless.

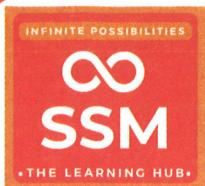
- Highlighted below are some of the primary digital tasks carried out at the College level:
- Online payment of examination and admission fees.
- Payroll preparation and management of various scholarship schemes.
- Execution of all payments, including staff salaries.
- Disbursement of salary slips and accounting for GPF.
- Active disclosure of budgetary and financial data on the College's web page.
- Management of College accounts, along with various other necessary functions.
- All accounts are meticulously maintained in nationalized banks, with the College maintaining proper ledgers to ensure accurate financial records.

## Students Support Systems and Examination

Institutional responsibilities related to online admissions for various courses and classes are efficiently managed by a qualified and skilled staff, ensuring transparent and merit-based processes. The online admission and support activities encompass the following:

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- Administration of different scholarship schemes for students.
- Disclosure of student-centric information, data, and materials on the College's website.
- Implementation of a Wi-Fi campus and the availability of internet/e-resources in the library.
- Implementation of computer-based programs/courses.
- Conducting computer awareness and digital literacy programs for students.
- Implementing ICT-based teaching in smart classrooms.

These digital functions are executed online through the internet, leveraging the support of the ICT-based infrastructure available at the College. The College exam cell is fully computerized, responsible for conducting exams, maintaining curricula, and publishing internal marks online for various courses/programs offered by Anna University. These features align with the principles of e-governance, aiming to enhance reliability and efficiency in the system, ultimately improving the quality of education.

## Screen Shots of User Interfaces

Staff members and students frequently utilize various user-friendly interfaces to access IT-based services. The significance of appreciating these e-governance technologies is immense, contributing to accuracy, time efficiency, and cost-effectiveness. These IT-based services not only promote transparency in the working system but also enhance overall efficiency. Below are some interfaces that have seamlessly integrated into our system as essential components.

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## College Website

The screenshot shows the college's website with a red header featuring the logo and name. Below the header, there are two main columns: 'UG COURSES' and 'PG COURSES'. Under 'UG COURSES', there is a list of engineering disciplines. Under 'PG COURSES', there is a list of postgraduate programs. To the right, under 'PH.D., COURSES', there is a list of doctoral courses. Further right, under 'SCIENCE AND HUMANITIES', there is a list of subjects. The footer contains standard links like Home, Admission, Courses, etc.

- UG COURSES
  - B.E.- Civil Engineering
  - B.E.- Computer Science And Engineering
  - B.E.- Electronics And Communication Engineering
  - B.E.- Electrical And Electronics Engineering
  - B.E.- Mechanical Engineering
  - B.Tech.-Artificial Intelligence And Data Science (AIDS)
  - B.Tech.-Computer Science And Business Systems (CSBS)
  - B.E.- Computer Science And Engineering (Cyber Security)
  - B.Tech.-Information Technology
- PG COURSES
  - M.E.- Communication Systems
  - M.E.- Thermal Engineering
- PH.D., COURSES
  - Information & Communication Engineering
  - Mechanical Engineering
  - Automobile Engineering
  - Physics And Mathematics
- SCIENCE AND HUMANITIES
  - English
  - Maths
  - Physics
  - Chemistry



Home Admission Courses Placements Gallery IQAC Life At SSM Contact us

### Fee Payment

Students can pay fees by  
Online payment

ACCOUNT DETAILS

### Students Feedback

Students can fill their  
Feedback

FEEDBACK FORM

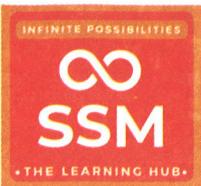
### Parent's Feedback

Grievances and Suggestions  
By Parent's

SUGGESTION FORM

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## **Biometric Attendance System**

**SSM Institute of Engineering and Technology**

Dindigul - 624002

Teaching Muster Day Status for the month of Nov - 2023

Form No.12 & 25 (PREScribed UNDER RULE 80 & 103)

Factory Reg No :

PF Reg.No: MDMDU / 59720

ESI Reg No: 57000715460001304

SLNo	Employee Code Name DOB DOJ	Dept Desg	WO	1 We	2 Th	3 Fr	4 Sa	5 Su	6 Mo	7 Tu	8 We	9 Th	10 Fr	11 Sa	12 Su	13 Mo	14 Tu	15 We	16 Th	17 Fr	18 Sa	19 Su	20 Mo	21 Tu	22 We	23 Th	24	25	26	27	28	29	30	31	WD CO	EL SD	NP	LP	WO	OT
1	1100016 Dr.K.Sudha 03/05/1980 01/11/2011	16 LIBRARY PROF / LIBRA	Sun	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	17.00	1.00	1.00	1.00	3.00	18.00			
2	1100042 Dr.M.Rameswari 27/03/1977 01/11/2011	42 MATHEMATICS PROFESSOR	Sun	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	17.00	1.00	1.00	1.00	3.00	18.00			
3	1100043 DR R.SATHEESH BABU 19/10/1981 01/11/2011	43 MATHEMATICS ASSISTANT P	Sun	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	17.00	0.50	1.00	1.00	3.00	17.50				
4	1100065 V.P.Jay Fantic 16/09/1987 01/07/2012	66 ELECTRONICS ASSISTANT P	Sun	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	15.50	1.00	1.00	2.50	3.00	16.50				
5	1100067 D.Marioj 03/07/1984 01/07/2012	67 ELECTRICAL ASSISTANT P	Sun	CO	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	16.00	1.00	1.00	2.00	3.00	17.00				
6	1100074 R.Jenai 03/05/1986 05/07/2012	74 MATHEMATICS ASSISTANT P	Sun	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	18.00	1.00	1.00	1.00	3.00	18.00				
7	1100097 S.Soundaralakshmi 24/07/1981 01/10/2012	97 CHEMISTRY ASSISTANT P	Sun	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	16.00	2.00	1.00	1.00	3.00	18.00				
8	1100104 R.Cara Praveen 16/06/1987 01/01/2013	104 ELECTRONICS ASSISTANT P	Sun	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	16.50	0.50	1.00	2.00	3.00	17.00				
9	1100119 R.Saravanan 16/05/1982 01/07/2013	119 MATHEMATICS ASSISTANT P	Sun	CO	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	17.50	0.50	1.00	1.00	3.00	18.00				
10	1100126 M.Manikandan 25/09/1987 01/07/2013	126 ELECTRONICS ASSISTANT P	Sun	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	18.00	1.00	1.00	1.00	3.00	18.00				
11	1100128 MECHANICAL	128 MECHANICAL	Sun	X	X	O2	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	15.00	1.00	1.00	3.00	3.00	15.00				



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## Employee Salary Report

**Prime Payroll**

Welcome Banu,  
Logged at : 24/11/2023 12:12  
SSMIEET

Payroll Configuration Time Management Leave Attendance Payroll Process Queries Reports Resign & Rejoin

Muster Day Status

Unit	SSM Institute of Engineering & Technology		
Category	Teaching		
Employee			
Agent			
Department	All		
Department Group	All	Sex	All
Employee Type	All		
Employee Group	All		
Year Month or Period	<input checked="" type="radio"/> Year & Month <input type="radio"/> Period		
Year	2023	Month	Nov
Period			
Work Center	All		
PF Applicable	All	Based On	Employee
Status	Active		

**Prime Payroll**

Welcome Banu,  
Logged at : 24/11/2023 12:12  
SSMIEET

Payroll Configuration Time Management Leave Attendance Payroll Process Queries Reports Resign & Rejoin

Pay Slip

Unit	SSM Institute of Engineering & Technology	Category	Teaching	
Year	2023	Month	Oct	
Salary Type	Monthly	Year Month Group	20231001	
Status	Active	Employee Type	All	
Salary Paid by	All	Department	All	
Work Center	All	PF Applicable	All	
Net Pay	Greater than Zero	Payslip Print Date	24/11/2023	
Format	PDF	Employees		
Sl.	Employee Code	Name	Net Pay	<input type="checkbox"/> Sel.
1	1100016	Dr.K.Sucha	31278.00	<input type="checkbox"/>
2	1100042	Dr M.Rameswari	49740.00	<input type="checkbox"/>
3	1100043	DR R SATHEESH BABU	40134.00	<input type="checkbox"/>
4	1100066	V.P.Jay Fantin	38258.00	<input type="checkbox"/>



**Member Secretary & Principal**  
**Dr.D.SENTHIL KUMARAN, M.E., Ph.D., (NUS)**

Principal

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