E-GOVERNANCE POLICY

ACADEMIC YEAR- 22- 23   **10.03.2023**

The college will implement e-governance in all aspects of functioning like library, finance and accounts, admissions, administration, etc.

The policy is designed and framed to make each and every function transparent and accountable.

Scope:

Scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

Aims:

Implementation of E-governance in all functioning of the institution in order:

- To provide simpler system of governance within the institution.
- To support transparency and accountability in all the functions of the Institution.
- To achieve and create a paperless environment in the Institution.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smart boards, Projectors, etc.
- To establish a fully automated Library.

The College decides to make the following policies and procedure:

Website: The website will act as an information center which will reflect 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. The E- Committee will assist the 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 Online 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 Thiruvalluvar University, Vellore. The College brings out its prospectus which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Coordinator.

Accounts: The office to purchase and 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 is 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 up gradation of the existing software must be done regularly. The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, and disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed 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 continues 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.

Administration:

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance etc. Monthly Reports, Semester End Reports should be generated to automatically
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services online.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast 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.

ICT INFRASTRUCTURE

Hardware Infrastructure

- The College is to 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, seminar rooms and laboratories.
- The infrastructure to be complemented by computer networking devices, scanners etc.

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 updated regularly.
- The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.

10/03/23

SECRETARY,
MAZHARUL ULOOM COLLEGE
AMBUR - 635 802

E-GOVERNANCE POLICY

ACADEMIC YEAR- 21- 22   09.03.2022

The college will implement e-governance in all aspects of functioning like library, finance and accounts, admissions, administration, etc.

The policy is designed and framed to make each and every function transparent and accountable.

Scope:

Scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- ICT Software Infrastructure

Aims:

Implementation of E-governance in all functioning of the institution in order:

- To provide simpler system of governance within the institution.
- To support transparency and accountability in all the functions of the Institution.
- To achieve and create a paperless environment in the Institution.
- To provide easy and quick access to information.
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on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Coordinator.

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ICT INFRASTRUCTURE

Software Infrastructure:

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09/03/22

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E-GOVERNANCE POLICY

ACADEMIC YEAR- 20- 21   08.02.2021

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Scope:

Scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- ICT Tools

Aims:

Implementation of E-governance in all functioning of the institution in order:

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ICT TOOLS

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-- 04/02/24

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E-GOVERNANCE POLICY

ACADEMIC YEAR- 19- 20   16.07.2019

The college will implement e-governance in all aspects of functioning like library, finance and accounts, admissions, administration, etc.

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-- 16/07/19

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