Policy on E-Governance

The College ensure that it adopts e-governance in all its management and administrative activities. The college resolves to adopt paperless administration as a green initiative. All stakeholders will be oriented and encouraged to practice e- governance.

Objectives:

➢ To implement E-governance in various functions of the college

➢ Achieve efficiency in functioning and documentation

➢ Promote transparency and accountability

➢ Achieve green initiative

➢ Facilitate all mode of communication

➢ Provide easy access to information

➢ Get global recognition

➢ Implementation of E-Governance: Integrate ICT into the functioning of the college to streamline operations.

➢ Transparency and Accountability: Foster transparency and accountability in all college functions.

➢ Establish a Wi-Fi-enabled campus for mobile-based e-services

The following e-governance software are implemented in the college

The college administrative staff must utilize the university portal for admission, examination , internal and external mark allocation, staff profile maintenance and scheduling various academic bodies. The detail s of students and staff has to be maintained in university portal according to the guidance of the university. As the college is affiliated to Periyar University, it uses the portal to enter all those details. Details of the faulty joining, relieving, department credentials, centralized valuation must be carried out in the timely manner through the university portal.all the grades and information regardin appointing as examiner are made available through university portal only.

The college must use Naan Muthalvan portal to provide placement , placement training, value added courses and provide training to the faculty members who are allocated to handle Naan Muthalvan courses. This is mandatory for all the UG students of Tamilnadu, offered by Tamilnadu state government. The scholarship of state and other metrics are applied in the government portal only. The state government offers various scholarship like sc/st, minority, Puthumai pen for girls and Tamil puthalvan for boys etc. It can be applied in the particular portal only.

PRINCIPAL
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AMMAPET, SALEM-14.

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Apart from that, the college has implemented the following e-governance :

❖ The college website will be updated regularly to showcase college developments and provide information to all stakeholders.

❖ Adopted and implemented e-governance in maximum areas of operation entered into an agreement with an ERP vendor and provided efficient system of governance within the institution

❖ Student Admission: The College processes admissions for all programmes made available through online mode.

❖ The college will utilize a Learning Management System to support academic activities. It provide a good number of ICT classrooms for better learning.

❖ Attendance: Online portal is launched for students to maintain the attendance of the students and OD availed.

❖ Student supportive document are made available in college website.

❖ A separate software is used to make the fees payment easier to the student .

❖ For effective maintaining of accounts, the college uses Tally software. The accountant is asked to keep all the bills and voucher in the Tally software till the completion of auditing.

❖ Library is fully automated. DELNET is used for efficient e-governance. All the student must abide by the rules and scan their entry and exit from the library.

❖ Administration: Facilities for online leave management of employees, e copy of salary certificates, booking of venues, internal communication are processed through e-governance.

❖ Examination: As per the directions of the Affiliating University, the institution follows the ERP module for examination purpose

❖ Alumni: In order to strengthen alumni interaction, a separate alumni portal is provided with registration, information of the college activities, list of prominent alumni, achievements of the alumni and feedback.

❖ All staff member has to comply with biometric scanning to ensure the transparency in attendance.

❖ 24x7 CCTV surveillance to ensure safety at the campus.

This policy characterizes our commitment to create a more efficient and accountable institution in the current scenario.

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