



ARULMIGU PALANIANDAVAR ARTS COLLEGE FOR WOMEN, PALANI (Autonomous)

Nationally Re-accredited with B++ by NAAC in 3rd Cycle

Affiliated to Mother Teresa Women's University, Kodaikanal)

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POLICY DOCUMENT ON E-GOVERNANCE

Scope:

The scope of this policy extends to the following areas:

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

Objectives:

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make classrooms ICT enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.

Policy:

The college implements e-governance in all aspects of functioning such as library, accounts, admissions, administration, teaching, etc.

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

The College decides to adhere to the given procedure:

Website: The college website <https://www.apacwomen.ac.in/> acts as an information center, providing particulars about the college, its activities, important notices,

courses offered, etc. For this purpose, a separate service provider/web designer is appointed by the college. Training is given to the administrative and teaching staff to make important updates on the website. A Website Committee is formed for the administration of the college website. The Committee looks after the process of updating, maintaining and working of the website on a regular basis. The Committee looks 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 go live on the website as and when they are released.

Student 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 Mother Teresa Women’s University, Kodaikanal. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal is used to manage the admissions in the college. The matters such as number of students applying to each course, withdrawals, fee submission, are 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 is used by the college Admission Committee.

Accounts: The office continues to maintain its account on Tally. Latest versions of the software are used by the Administrative office of the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures are taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software are regularly. Tamilnadu State Government Implemented - I F H R M S (Integrated Financial and Human Resource Management System) Software, titled ‘Kalanjiyam’ 2.0 Version from Jan 2024 is used to manage the funds received from the Government, to follow Payroll Management System, to calculate salary, to generate salary slips, to disperse the salary to the bank accounts and to manage TDS, Provident Fund, Allowances, etc.

Library: The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue 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 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.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- In future, the Library will 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.

Administration:

- Bio-metric system is launched to record and track Attendance of the Administrative Staff and Teaching Faculty
- Administrative Office uses Advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.

Examination: The college has adopted an online system where students can view their End Semester Examination Result on time.

E-Waste Management: JMC ensures that its usage of technology and generation of e-waste does not impact the environment.



A. P. J.

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