E-Governance Policy

OBJECTIVES

- ❖ Implementing e-governance in all possible functions of the institution.
- ❖ Phased approach for implementation.
- ❖ Accountability and transparency in all stages.
- ❖ Facilitating internal and external communication among the institution's various entities.
- ❖ Access to information in an easier way.
- ❖ Attaining global visibility through e-governance.
- ❖ To achieve and create a paperless environment in college.
- ❖ The classrooms are Enabled with interactive flat panel displays.

e-Governance Policy:

- ❖ In higher educational institutions e-Governance has become a significant tool in advanced management.
- ❖ The institution has a well-defined e-governance policy in academic, administration, student support, finance, examination, library, event management, and website.
- ❖ Its intended audience includes management, academicians and non-academicians, technicians, librarians, accountants.
- ❖ To provide a simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance with maximum efficiency.

Areas of e-Governance

For easy accessibility purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the college reserves the right to implement e-governance.

1. Administration

To provide a hassle-free and smooth process, maximum administration activities of the college are carried out with ICT-based technology. E-Governance of the administration module was handled by ESSL software. The features of the software are time tracking and employee profile management.

SHRIMATI INDIRA GANDHI COLLEGE
(Nationally Accredited at "A" Grade (3rd Cycle) by NAAC)
Chatram Bus Stand, Tiruchirappalli - 620 002.

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Staff attendance is maintained using Biometric systems & related software.

2. Finance and Accounts

For ease of maintaining accounts, the institution has been using software. The finance and accounts section effectively implements e-Governance. A few of the areas are as follows.

Accounting: The institution has been using Ultimate accounting software and currently Tally Prime software.

Emails: All the details /workings and reports are shared through Email with auditors, bankers, and management. Every user of the accounts department has separate Email ID's for better communication.

Payment to Vendors, Statutory & Others: Payments to vendors and others are done through RTGS/NEFT. All statutory payments like Salary, GST, TDS, PF, ESI, and Property Taxes are done through online mode only. No cash or cheques are handled.

Tuition fees collection: Online payment provision is made for students paying fees through online mode. All the vouchers are entered into the SOFTWARE system (CUB) where none of the employees can modify or tamper with the already entered voucher.

Training of the existing staff and updating the existing software is done on a timely basis. Further enhancement is carried out periodically after discussion with management and concerned staff members.

3. Student Admission and Support:

The college conducts admission to Undergraduate, Postgraduate, Diploma courses, and PG Diploma courses through both online and offline. The college offers its application form online, along with an online payment option.

4. Examinations:

Room allotment, student attendance, exam schedule, and mark entries have been automated using in-house software, and the required changes are made when needed. As the college is affiliated with Bharathidasan University, internal, and external marks and attendance are uploaded to the university site.

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5. Library automation:

The library has been automated using Nirmal Spro software. It is being updated every year. Barcode is followed for numbering books and identifying staff & students.
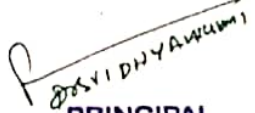
6. IQAC:

Google Drive is used for data sharing and group computing. Google Forms are used for data/ feedback collection.

7. Teaching and learning:

G-suite is used for teaching, learning, and evaluation. Using Google Meet, online classes, and webinars are conducted. Viva voce is conducted by video conferencing.

8. Event and program Management:

Hall booking, event scheduling, resource management, resource person communication, report writing, and social media reporting are managed by e-governance.

PRINCIPAL
Shrimati Indira Gandhi College
Tiruchirapalli-2.