GOVERNMENT ARTS COLLEGE (AUTONOMOUS),

(Nationally Accredited with 'A' Grade by NAAC and
Affiliated with Bharathidasan University, Tiruchirappalli-24)

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E-GOVERNANCE POLICY

INTRODUCTION

Government Arts College (Autonomous), Karur (GACK) E-governance envisages the sole vision of enhancing the system of governance for the development of the institute by leveraging new and cutting-edge technologies. It is heartening to note that the GACK has embarked upon a systematic way of implementing E-Governance in different areas of operation. The introduction of E-Governance in GACK is one such concept that can empower the governing bodies to administer, and control the structure, processing and delivery of information, develop the educational plan in the institute and serve various stakeholders in a much better way. GACK has made its mark and is the most preferred institution in the Karur district. This is the right time that the institute decides its direction of growth for the next decade. The distinguished faculty members under the leadership of the Principal and HoDs brought out the best possible way to implement e-governance in various fields. Any good strategic plan will be successful when fully implemented and its outcomes are evaluated. This leadership will implement E-Governance in its total spirit. I take this opportunity to congratulate all the leadership team who relentlessly worked towards bringing out the implementation of E-Governance as a masterpiece reference guide for the future of the GACK.

SCOPE

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library

- Accounts and Finance
- ICT Infrastructure
- Learning Resource

OBJECTIVES

- To implement E-governance in all functioning of the institution in order to provide a simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To create a separate COE portal to make all examination activities simple
- 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 create learning resource facility
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.

POLICY

The college will implement e-governance in all aspects of functioning like 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 make the following policies and procedures.

WEBSITE

The website will act as an information centre that will reflect 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. A Website Committee is to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working on 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 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 University of Delhi. The College brings out its Brochure 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. A number of students applying to each course, withdrawals and

fee submissions, are all 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 Co-ordinator.

ACCOUNTS

The office continues to maintain its account on Tally. The latest versions of the software are to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheets are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining the confidentiality of the transactions. Training to the existing staff and updating of the existing software must be done regularly. The College also uses multiple softwares 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 modes such as NEFT, RTGS, Bank Transfers, etc.

LIBRARY

The College continues to maintain its academic excellence by 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 library is to install fully automated ILMS software which should have an easy-to-use- Graphical User Interface, Unicode support with a Multilingual Search and export facility for most reports.
- The use of the Online Public Access Catalogue module of the software allows 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 the printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- To encourage original writing among students and teachers, the Library should provide access to fully automated software for plagiarism checks.

ADMINISTRATION

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports and

Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.

- Administrative Office should use Advanced Excel and File Management System Tools to maintain the effective database.
- To provide a hassle-free, convenient and smooth process, the administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode.
- 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

An Examination Portal is to be used to manage the examinations to the college. The college has adopted an online system where students can download their hall ticket, view their total internal assessment marks at the end of each semester and can report discrepancies if any.

ALUMNI

In order to strengthen our alumni relationships, a separate alumni page is 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 TOOLS

HARDWARE INFRASTRUCTURE

- The College to ensure that it has an 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.
- Networking devices, scanners and interactive teaching board/smart board, are to be made available.

SOFTWARE INFRASTRUCTURE

- The College has 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 are to be purchased and updated regularly.

- The college is to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.
- Virtual Dissection software is to be provided to the Zoology department.

PRINCIPAL