E-GOVERNANCE POLICY OF THE INSTITUTION

Policy Statement

Holy Cross College (Autonomous) has designed an E-Governance Policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. This policy shall apply in the domain administration, finance and accounts, student admissions and support, examination wing and library services of the Institution.

Policy Vision

To enhance the efficiency in governance for the overall development of the institution through seamless data access by leveraging available technologies.

Objectives

- To implement E-governance in every function of the institution and provide simpler and efficient system of governance within the institution and for linkages with outside as well.

- To install an integrated, user-friendly Enterprise Resource Planning (ERP) portal for automating the various functions of the institution to get quicker and easy access of information.

- To promote transparency and accountability in all the functions of the college

- To modernise the library into a fully automated one.

- To make the campus Wi-Fi enabled with high-speed uninterrupted internet connection.

- To promote and create a paperless environment in the college.

- To make the classrooms ICT enabled with modern tools for efficient teaching learning and evaluation process

- To facilitate online internal and external communication between various entities of the institution.

- To enhance the visibility of the institution globally.

- To maintain the data on a secure environment.

- To provide a simple and efficient system of governance within the institution and for all the stakeholders.

Policy

I Administration:

- The regular functioning of all service units in the office shall be supervised by the authorities through ERP solution.

- The faculty and the administrative staff shall rely fully on using ERP portal to record and track attendance, Internal assessment etc.

- Digital messaging services like SMS and e-mail will be sent for real time information sharing with parents, students and staff in relation to absentee intimation, academic performance and other required information.

- The administrative office will use advanced Excel and File Management System Tools to maintain database.

- The administration shall use e-mail service for communication with the governing body members as well as the teaching and non-teaching staff.

- Google applications like Google Sheet, Google Docs, Google Forms etc will be used for paperless communications.

- Publish administrative information including announcements and circulars are being displayed on the website and digital displays at all strategic locations.

- All staff members shall use Biometric attendance.

- CCTV Cameras are installed at various places of need.

- ICT shall be introduced in every administrative activity.

II Finance and Accounts:

- The accounts of the institution are maintained through Tally software and ERP portal.

- All payments/transactions will be through online mode such as NEFT, RTGS, Net banking, Bank Transfers, UPI, etc.

- Make use of software application to generate Profit and loss, Balance Sheet and other documents.

- Implement appropriate security measures for maintaining confidentiality in transactions.

- Provide regular training in updated versions of the software to the respective staff.

- Use automated Payroll Management System in all aspects including salary calculation, salary slips, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc.

III Student Admission and Support:

- Use ERP portal to manage all student data including course fee remittances, attendance, internal marks, results etc.

- Update college website regularly for real time information sharing/dissemination, including admission and online transaction interfaces etc.

- Regular updates on alumni portal for collecting information of outgone students

- Share digital brochure, teaser videos and social media posts on course details, sanctioned intake, placements, and facilities during admission time.

IV Examination:

- Use ERP solutions to handle the entire examination process.

- The examination records and results of students are available in the ERP portal

- Maintain compatibility of examination process with the regulations of the institution and the affiliating university as far as e-governance policy is concerned.

The Institute shall continuously review and update the approved policy and is committed to its implementation.

Area of Implementation:

1. Website & Social Media

2. Student Admission

3. Academics & Administrative Office

4. Examination Wing

5. Communication System

6. Finance & Accounts

7. Library

8. Alumni

9. Feedback

1. Website & Social Media

The website serves as an information hub which reflects the college, administration, academic programmes, research, examination wing, admission portal, IQAC, IIC, HCIIC, alumnae, news and events. A website committee is formed for the administration and updation of the college website. The responsibility of the committee is to oversee the process of updating, maintaining, and operating the website on a regular basis. 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.

A social media committee is also formed for managing the performance and functions of the institution's social media network and thus promote the perception of the college. The social media committee is responsible for developing, updating and monitoring the social networking accounts on Facebook, Twitter, Instagram, LinkedIn and YouTube. The committee shall ensure that all the individuals belonging to this institution are following the social media accounts. The committee shall post all the important information's and achievements of the institution in the social media.

2. Student Admission

The college follows open and transparent strategy for the admission process which is further strengthened by the ethical practices and regulations as opined by Manonmaniam Sundaranar University. The online application form and the prospectus with instructions and guidelines are displayed on the college website for the admission process and it is managed through ERP solution. Students are required to submit a separate online application form for taking admission in the college. The process of admission for programs, hostel, transport and fees are managed through ERP Solution.

3. Academics & Administrative Office

The college manages student academics using ERP Solution to record and track Attendance, Internal Assessment, progress report etc. The college has

provided Radio Frequency Identification (RFID) for all the faculty, administrative staff and students. The RFID system automates the attendance management system by tracking the accurate number of students. RFID readers will be installed at college entry gates and restricted areas to record the student details by reading the student ID card.

Administrative office uses Advanced Excel and File Management System Tools to maintain effective database. The college provides adequate training to the administrative staff for updating themselves with the new technology. To provide a hassle free, convenient and smooth process, administration of the college to be made paperless. Facilities are available for online leave management of employees, internal communication between the management and the employee's etc. Students benefit maximum services through online mode.

4. Examination Wing

The college provides an online system where students can view their internal marks at the end of each semester and can report discrepancies, if any. The examination related information like registration, filling of examination form, payment of examination fees, hall tickets, uploading of results, revaluation forms etc., are done by the examination wing through ERP solution. Utmost secrecy and confidentiality are being maintained while conducting examinations and related works are done with utmost care and caution. Controller of Examinations supervises the entire process of examination under the guidance of

the Principal of the college. Regular updates of students internal performance is being maintained and communicated to the parents.

5. Communication System

Regular updates regarding academic, extracurricular and co-curricular activities are communicated to the students by uploading the circular/notice on the college website and also posted the same in the students WhatsApp group by the respective class-in-charges. The communications are also displayed in the notice board and digital displays.

6. Finance & Accounts

The college has implemented Public Financial Management System (PFMS) and Accounting & Finance Software package to maintain finance and accounts. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc. Appropriate security measures are taken for maintaining confidentiality of the transactions.

7. Library

The college continues to uphold its academic excellence through maintaining a well-stocked library. The library is linked with Information and Library Network (INFLIBNET) Centre, Gandhinagar and have N-LIST consortium to access e-resources and e-journals. OPAC software installed in the library provides the facility to search books by users. The library is fully automated with RFID Library Management and the reports of the entry and exit details of the students are recorded in the ERP portal. Library provides access for

the faculty to get the relevant books for the subjects they are teaching. The entire library is to be automated to access the library resource in and outside the campus. The library provides access to Urkund software for plagiarism checking. The college provides appropriate training for the staff and the students to use the e-learning resources.

8. Alumni

In order to strengthen the alumni relationship, a separate alumnae page is created on the website providing facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, alumnae database, feedback etc. Alumnae association has conducting alumnae meet every year andalso alumnae chapter meet frequently.

9. Feedback

The college provides an online feedback system on the website for collecting feedback from students, parents, alumnae, employers and staff.

E-governance works as the key of good governance by offering an effective, efficient, accountable and transparent administrative system in the college.