

## **E-GOVERNANCE POLICY**

**Thiruthangal Nadar College of Arts and Science [TNCAS] has been marching towards its vision of being a quality Higher Education and is a preferred partner to both the industry and community. Automation is indicative of the systematic procedures which are in place within the institution. On these basics, TNCAS is committed to implement E- governance in its administration by:**

1. Integrating the activities of the various departments and support operations which are currently having computerized database management and documentation systems.
2. Academics, Admininistartion, Finance & Accounts, Admissions Examinations, Student Support and ultimately moving towards paperless service.
3. Strengthening the IQAC cell

### **Scope:**

This policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Accounts and Finance

### **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

### **Policy:**

The college will implement e-governance in all aspects of functioning like 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 procedure:

**Administration:**

- The college authorities have implemented full supervision of all service units in the office through the software.
- Biometric attendance has been implemented for all staff members.
- Fully automated, with 24\*7 internet facility.
- To achieve the target of paperless IQAC, started using application software available online for data collection from various Departments, to prepare feedback forms and get online feedbacks of students, Teachers.
- The college campus is equipped with CCTV Cameras installed at various places of need.
- ICT has been introduced in Administrative work.

**Finance and Accounts:**

- The accounts of the Institution are maintained through the Tally software and ERP,
- Financial matters are also dealt with Tamil Nadu Mercantile Bank online for transaction purposes.

**Student Admission and Support:**

- Student Admission is carried out through the student admission module of ERP.
- Admission and online payment facilitation.
- College is having a web developer and members in "Data Centre".

**Examination:**

- Examination process is handled through ERP,
- Uploading of Marks is automated
- Chief Superintendent oversees the complete process of Examination.