THAMIRABHARANI ENGINEERING COLLEGE

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Chathirampudukulam, Chidambaranagar - Vepemkulam Road.
Thatchanallur, TIRUNELVELI - 627358, Tamil Nadu.

E-GOVERNANCE POLICY DOCUMENT

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NAAC

E-GOVERNANCE POLICY

Scope

The scope of this policy extends to the following areas:

- Administration
- Examination
- Finance and Account
- Student Admission and Support

Objectives

The objectives of e-governance in an educational sector are improved efficiency, increase in transparency and accountability of educational administrative activities convenient and faster access to services, and lower costs for administrative services. The multi-faceted benefits of e-governance can be described as under these points:

- Increase the efficiency of the various departments and reduces duplication
- Preparation of reports becomes easy and quicker.
- Easy online information and submission of forms and payment also becomes almost immediate.
- The management, faculty members, students and administrative staff get connected to each other more easily leading to enhance efficiency in delivering service by the faster dissemination of information at a very low cost.
- Equal opportunity to access information is provided regardless of one's physical location and physical disability thus removing distance barriers.
- Leads to significant reduction of transaction costs, time, space, and manpower.

Policy

E-Governance in TEC incorporates the latest in technology to bring an e- governance system that is necessary to successfully handle all of the challenges of running an educational institution. Automating every unit of an academic institution, it provides real time information processing and knowledge management. It is an integrated solution that facilitates the processing and maintenance of large volumes of information to its stakeholder. E-Governance in TEC has changed the way administration is being done now. The e-governance system is

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designed to make the system user- friendly, time saving and cost saving also. Many of them are flexible enough to adapt to the changing educational environment efficiently and quickly.

IMPLEMENTATION OF E GOVERNANCE IN AREA OF OPERATION OF ADMINISTRATION

- The college authorities can implement full supervision of all service units in the office through the ERP software.

- The Administration communicates with Governing Body members as well as the teaching and non-teaching staff through email.

- All important administrative information including notices is regularly published on the website. Biometry attendance for all staff members

- To achieve the target of Paperless IQAC, committee members started by using Google facilities

- The college campus is equipped with CCTV Cameras installed at various places of need. ICT has been introduced in Administrative work.

- WhatsApp Group helps to provide the brief notices of any event to happen in college. WhatsApp Groups are also used for awareness and for smooth functioning of the same.

IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF EXAMINATION

- Examination Process are handled through ERP

- Filling of examination forms, obtaining admit cards, uploading of marks etc. everything is done in online manner. Academic cell of College Examination oversees the complete process of examination under the guidance of the examination controller of the institution.

IMPLEMENTATION OF E-GOVERNANCE INAREA OF OPERATION OF FINANCE AND ACCOUNTS

- The college office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. All the analysis reports are also

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generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly.

IMPLEMENTATION OF E-GOVERNANCE INAREA OF OPERATION OF STUDENT ADMISSION AND SUPPORT

An open and transparent strategy for the admission process is followed. The College brings out the guidelines for the admission process. The number of admission for the academic year is to be managed. In each academic year, number of students applying to each course, withdrawals, fee submission, all to be managed. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose online software to be used by the Admission committee coordinator.

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.

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