



THASSIM BEEVI ABDUL KADER COLLEGE FOR WOMEN

A Minority Institution Sponsored by Seethakathi Trust, Chennai.

Ministry of Science and Technology, Govt. of India.

An Autonomous Institution Affiliated to Alagappa University, Karaikudi.

Accredited by NAAC with "A" Grade [CGPA:3.16] & ISO 9001:2015 Certified Institution.

Recognized by UGC under 2(f) & 12 (B).

Kilakarai – 623517, Ramanathapuram District

E-GOVERNANCE POLICY

Our college promotes E-Governance which helps in improving transparency, providing speedy information, dissemination, improving administrative efficiency and public services in all the aspects of education. It also seeks to strengthen pre-existing physical governance infrastructure and augment seamless information sharing amongst various stakeholders of the institution.

Scope:

The scope of this policy broadens to the following areas:

- College Administration
- Student Admission
- Examination & Evaluation
- Library Management
- Account & Finance Section
- Alumni & Placement
- ICT Infrastructure

Objectives:

- To achieve the aim of being an environmental and user-friendly institution.
- Making the institution visible to the stakeholders globally by the use of digital media.
- Implementation of E-governance in effective functioning of the institution.
- To improve transparency and accountability.
- To enhance communication and co-ordination.
- To reduce cost and time.
- Providing online internal and external communication between various executive bodies of the institution.
- Facilitate easy access to the information and to maintain the data on a secure environment.
- To implement automation in library facility.
- To provide e-facilities to students, teachers, Alumni and Parents in various activities relating to the institution.
- Achieving paperless administration of the institution.

Website:

TBAK college has a website <https://www.thassim.ac.in/>. It contains all the details of various resources available in the college to academicians, students and visitors. The website is being maintained and updated on a regular basis.



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College Administration:

Our College Administration has made all the changes to incorporate e-governance in effective administration of the college by adopting modern technology.

- Biometric attendance is made mandatory for all teaching and non-teaching staff.
- All the circulars issued by the Union/State governments and college are sent to the faculties and students through institutional emails and other online platforms.
- Our college enterprise resource planning (ERP) has developed the mastersoft application for staff & student support.
- The Mastersoft application has the provisions for marking of students' attendance, updating teaching content and teaching plan.
- The college has installed CCTV cameras in various places in and out of the campus wherever necessary.
- Administrative office uses ERP to maintain an effective database. Inpods Data Management System is used in IQAC for data collection and management.

Student Admission:

Student admission in our college follows an open and transparent strategy. 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. Number of students applying to each course, withdrawals, fee submission, all to be managed through the college portal only. Students are required to submit a separate Online Application Form for taking admission to the college. The admission committee scrutinizes the online applications and selected students are intimated through SMS and email alone. The admission process is conducted in an open and transparent manner.

Examination and Evaluation:

Internal and External Examination cell is committed to have an integrated examination system based on features of e-governance to bring reliability & efficiency to the design and eventually improve the quality of education. Regular updates of Students Internal Performance to be maintained and communicated to the parents in PTA meeting. Utmost secrecy and confidentiality need to be maintained while handling examinations and work needs to be done with utmost care and caution. Controller of Examination needs to supervise the entire process of examination under the guidance of the principal of the college. The college adopts e-governance in

- Online Publication of exam timetable & exam results on the college website
- Automated hall ticket download during the examination
- Provision for online certificate verification



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Library Management:

TBAK College Library keeps pace with modern technology. Since 2011, the Library is partially automated with all its subsystems. College Library at present is using "AUTOLIB" – version 6.0' Integrated Library Management Software on Windows and Linux Enterprise platform with 1 server and 74 clients attached to it. Advanced Version V.7.2 was updated in 2018. A Database of all Library holdings (books, Periodicals, and research works) is available on OPAC (Online Public Access Catalogue) for searches by Author, Title, Keywords etc., OPAC is also available with BAR CODE TECHNOLOGY which is used for the circulation of documents. The Library is a surfing and service facility for Faculty, Research Scholars, and Students. At present library is providing access to more than 90 DULS/UGC subscribed databases through Wi-Fi and Fiber Optic connectivity along with DELNET and Open Access databases.

E-Library has been consisting of 70 terminals provided with internet facility and housed in a centrally Air-Conditioned hall. An OPAC (Online Public Access Catalogue) has been created and it is also made available via LAN in the campus.

Library is automated and Uses the Integrated Library Management System (ILMS)

- Name of the Software : AUTOLIB
- Nature of Automation : Partially
- Version : 6.0 (2011)
- Advanced Version : V.7.2 (2018)

Account & Finance section:

The college encourages cashless transactions for all kinds of financial requirements. The college has been using an updated software version to maintain financial records effectively and efficiently.

- The accounts office uses ERP which offers advanced features in maintaining financial records.
- The salaries of employees, examination /invited lectures remunerations, government and non government scholarship, purchase of consumables and non consumables, furniture and other welfare payments are paid online through NEFT/RTGS and rarely by cheque.
- Provident fund, income tax detection, tax deduction at source etc are managed through integrated financial & human resource management system
- Adequate server support is provided for data maintenance, privacy and protection.
- The College also utilizes the Public Financial Management System (PFMS) through ERP which is used to manage the funds received from the Government, Payroll Management



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System, helping in ease of salary calculation, generation of salary slips and dispersal of the same to various bank accounts.

- The college conducts training of the existing staff and ensures that the software is updated regularly.

Alumni & Placement:

The college has created a separate web page link for alumni in order to strengthen our alumni relationship and also for placement. These web page links provide facilities like registration, illustrious alumni of the college, feedback, campus recruitment, and many other aspects.

ICT Infrastructure:

- TBAK College is a Wi-Fi enabled campus with adequate number of desktops.
- Printers are available in all the departments.
- Administrative office and Library are equipped with printers, scanners and copiers.
- ICT enabled smart board and other multimedia devices are provided in the Lecture hall, Conference hall, classrooms, seminar halls and laboratories.

Principal
Thassim Beevi Abdul Kader
College for Women, Kilakarai.