



## PRINCE SHRI VENKATESHWARA ARTS AND SCIENCE COLLEGE

Gowrivakkam, Chennai-600073.

Affiliated to University of Madras, ISO 9001:2015 Certified Institution

Recognized by UGC under section 2(f) of UGC Act 1956



# E-GOVERNANCE POLICY

## **INSTITUTION VISION**

PSVASC's vision is to be a centre of professional excellence and innovation in the implementation of educational programmes, with a core focus on academics and holistic development of student and faculty.

## **INSTITUTION MISSION**

- To nurture the intellectual, emotional, and ethical growth of our students, empowering them to become well-rounded individuals prepared to address complex global challenges.
- Preparing new generation of students for productive professional and civil lives.
- Pioneering new approaches to teaching and learning experience.

## **E-Governance Policy**

Prince Shri Venkateshwara Arts and Science College has formulated a comprehensive e-Governance policy, driven by the fundamental objectives of seamlessly integrating electronic governance practices across diverse interactions and services within the institution. E-Governance entails the harmonious fusion of Information and Communication Technology (ICT) across all operational facets of the establishment. Its overarching goal is to streamline manual processes, enhance communication, establish a transparent framework, and optimize resource utilization in terms of both cost and time. This policy is poised to substantially enhance operational efficiency across multifaceted functions within the institution, encompassing academic endeavors, administrative processes, examination management, financial operations, library services, admissions procedures, and human resources management.

- ✓ To have an integrated, user friendly Enterprise resource planning (ERP) solutions to automate various modules of institutional functioning, the adequate training to all the staff for the effective use is also planned.
  
- ✓ In this direction a few vendors/ service providers of ERP software are called and quotations are invited as per the recommendations of the technical committee of the institution followed by the directions of the Governing council suitable ERP has been deployed and put into the appropriate use, required training has been given for teaching and non- teaching fraternity of the college with a view to get the optimal benefits from the software and strangle connect with the stake holders.

- ✓ Website is put in to full use as a vital information source to all the stake holders and all-important communications are made available in website to ensure reaching of information to the needy any time anywhere.

### **E-Governance Procedure**

- ✓ Various vendors are identified and called for demonstration, comparative statement with unique features are verified and on the basis of recommendation by the concerned authorities and direction, the vendors for ERP, WEBSITE development and maintenance, Digital marketing partners are short listed and procured the necessary support to promote and practice e-governance.

## **E-Governance Domains**

### **1. Planning and Development**

- To evolve and execute a computerized mechanism for proper collection, storage and maintenance of data related to Planning and development of the institution.
- The website should act as a mirror of the college activities and information about all activities, important notices, etc. should be made easily available to the outsiders.

### **2. Student Admission**

- College processes all the admissions in semi online mode.
- Admission to the programmes for an academic year begins from April and ends in June. The College, overall ensures a transparent and fair admission process, purely based on merit providing equal opportunity to all aspirants irrespective of their socioeconomic, cultural, and educational upbringing. The admission procedures of UG and PG course is ensured by strictly adhering to the norms and guidelines issued by the Government of Tamil Nadu and University of Madras. On the other side students are using college website for to fill in the application forms for admission process.

### **3. Finance and Accounts**

- To design and implement online tools for proper updating of accounts.
- Accordingly, requirements should be assessed by the Governing council by discussion with the accountant and other account staff and accordingly new software may be purchased.
- Appropriate security measures are to be taken for maintaining confidentiality of the accounts.

#### **4. Library**

- Institution has decided to add more e-learning resources for the benefit of the students and staff.
- Similarly newer e-learning resources like journals etc. to be identified.
- Recommendations of the teachers and students also need to be taken into account while subscribing to these resources.

#### **5. Administration**

- To provide hassle free, convenient and cheap process, maximum activities of the administration should be handled by ICT technology.

#### **6. Examination**

- As per the directions of the University, it is mandatory to handle relevant document for the smooth conduct of examination in online manner.
- While filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks etc., everything has to be done in online manner.
- Utmost security and confidentiality need to be maintained while documenting examination data.

#### **7. Student and Staff Attendance**

- For monitoring the students and staff attendance, biometric attendance system is followed, where the students have to get their face detected while entering into the college and staffs have to register their attendance during entry as well as exit.

#### **8. Leave Management and Attendance Tracking for Staff**

- Attendance tracking and leave management of staffs are done using ‘**Wallet HR**’ app which is integrated with biometric system and provide integrated time and

attendance tracking facility.

- Staffs can request leaves through the system, and administrators can easily approve or reject these requests.
- The system can automatically calculate leave balances, taking into account used leaves, and available balances. This ensures accuracy and reduces administrative workload.

### **9. Grievance Redressal of Staff and Students**

- Students and staff can raise their grievance through Grievance Redressal Portal using their login details or by sending an e-mail to the given mail ID.
- The grievances will be processed as per the procedure and will be resolved.

**The End**

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