



# YADAVA COLLEGE

(An Educational Institution established by Yadavar Kalvi Nidhi)

Co-Educational Institution

Govindarajan Campus, Thiruppalai, Madurai - 625 014. Tamil Nadu, India.

web : [www.yadavacollege.org](http://www.yadavacollege.org)

## E-GOVERNANCE POLICY of YADAVA COLLEGE, Madurai,

The scope of this policy extends to the following areas:

- Administration
- Student Admission
- Accounts and Finance
- Examinations
- Library
- ICT Infrastructure
- E-Waste Management

### OBJECTIVES:

- Implementation of E-governance in all functions of the institution in order to provide simple and efficient system of governance in the institution.
- To improve the transparency and accountability in all the operational functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our classrooms ICT enabled by having computers, Smart boards, Projectors, etc.
- To establish a digital Library.

  
**Dr. M. NARAYANAN**  
Co ordinator - IQAC  
Yadava College  
Madurai  
2014

  
**Prof. M. SEKAR, M.Sc., M.Phil.**  
PRINCIPAL IN-CHARGE  
YADAVA COLLEGE  
MADURAI-14.



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## **Policies:**

The college will implement e-governance in all aspects of functions like administration, admissions, finance and accounts, library, teaching and the like .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:**

Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.

Administrative Office should use Advanced Excel and File Management System tools to maintain effective database.

Administration of the college to be made paperlessby providing a hassle free, convenient and smooth process.Students must be able to obtain maximum services in online mode. The college will look into opportunities to automate some of its functions related to administration.AdminStaff to be provided with adequate training and development to keep them abreast with the new technology.

  
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Co ordinator  
Yadava Colleg,  
Madurai-14.

  
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## Alumni:

In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.


## Student Admission:

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the Madurai kamaraj University, Madurai. The College brings out its prospectus 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 payments and the like to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and online software to be used for this purpose.

## Examinations:

The college has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

  
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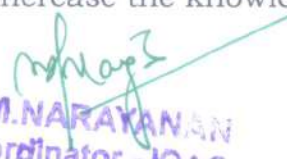
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## Accounts and Finance:

The office continues to maintain its account by using application softwares. 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. The statements of receipts and payments, income and expenditure and Balance Sheet are generated by the softwares. Required security measures should be taken for maintaining confidential in the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College is also using multiple software like Integrated Financial and Human Resource Management System (IFHRMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers and the like.

## Library:

The College continues to maintain its academic excellence through the 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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The Library to install fully automated ILMS software which should have an easy to use- Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports.

The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.

The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.

The Database Maintenance module should cover all operations of database creation and maintenance.

The Library should provide access to a fully automated software for plagiarism check. To encourage original writing among students and teachers.

## ICT Infrastructure


Computers and printers to be made available in the administrative block.

Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.

The infrastructure, computer networking devices, scanners and interactive teaching board/smart board etc. Software Infrastructure

The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the college website.

  
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The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The College strives to showcase its vibrant and self-activeness through its website. All the important notifications have to go live on the website as and when they are released.

## **E-WasteManagement:**

College ensures that its usage of technology and generation of e-waste does not impact the environment.

The College to ensure that it has adequate number of computers for students and staff. The College to maintain adequate configuration servers to allow fast transmission of data to the various computers. Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.

The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.

  
IQAC Coordinator

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Principal i/c

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