E- GOVERNANCE POLICY

E – Governance software is used to support and drive document administrative activities and database management, as outlined in the institution's e – governance policy. The goal of e – governance is to make administrative tasks more open and accessible to more people through the use of online storage.

Vision:

To collect and distribute essential information and services via digital channels.

Objectives:

- ➢ In order to collect data and deploy information in digital format for current and future use.
- ➢ To aid in the management of institution by means of a centralised electronic approach to information.
- ➢ To provide timely and reliable administration data services that can be verified.
- ➢ To use the improvements in ICT technology to improve the quality of work.
- ➢ To enable faculties to utilise ICT – enabled services with proficiency.

Scopes of the Policy:

- ➢ To use electronic administration in a number of scholastic contexts.
- ➢ Improve workflow and record – keeping.
- ➢ Encourage openness and responsibility.
- ➢ Implement a digital bureaucracy.
- ➢ Facilitate online internal and external contact.
- ➢ Increase the institution's worldwide profile by making its resource easily accessible.

Types of Services:

The Valluvar College offers e – governance modules encompassed a range of digital output including

- ➢ Website
- ➢ G – Suite
- ➢ ERP Software
- ➢ Finance
- ➢ Admission
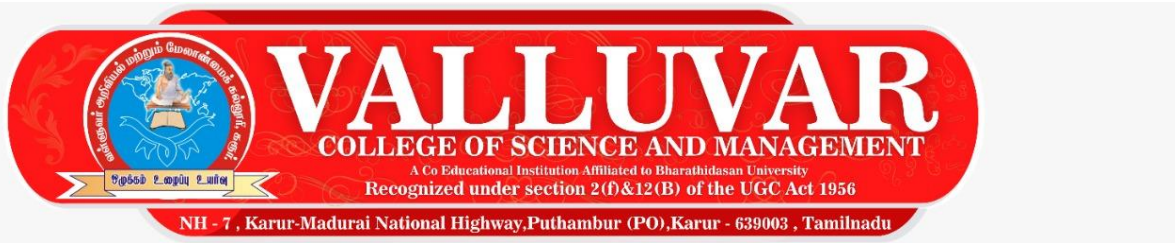
➢ Attendance
➢ Examinations

1. Website:

The College websites is a reflection of the college as a whole, featuring news and details about all of the college's events, programmes and notification. The website created by an independent service provider. In addition, existing personnel and individuals were identified to be responsible for updating the college website.

2. G – Suite:

Being an educational institution, Valluvar College gives the quality value of applications, services and unlimited storage absolutely for free through G – Suite. Faculties and students are access powerful and hassle – free email connectivity.

3. ERP Software:

Managing the acquisition, catalogue, serials, OPAC, E- Gate, Circulation and administration of the books and journals in the library through ROVAN LMS. Customizing the pre – admission, attendance, mark, finance, HR, Transport management and office administration, Valluvar College uses Palpap software.

4. Finance:

Tracking, maintaining, monitoring and reporting on the institution and its constituents' financial activities and transactions through the acquisition of specialised Tally Software.

5. Admission:

Allow for the admissions process to be managed, tracked and completed online via a website or application, resulting in a more open, objective and speedy procedure for student selection and lateral movement.

6. Attendance:

Digital teaching and non – teaching faculties attendance or better monitoring of ODs and leave to demolish favouritism and make sure all employees are treated the same.

7. Examinations:

Exams must be administrated online in accordance with University regulations for completing exam applications, getting hall passes, receiving exam papers, uploading results., etc. During the pandemic, the Controller of Examinations had sections that were compatible with online examinations.

8. Pedagogical and Extra – Curricular Activities:
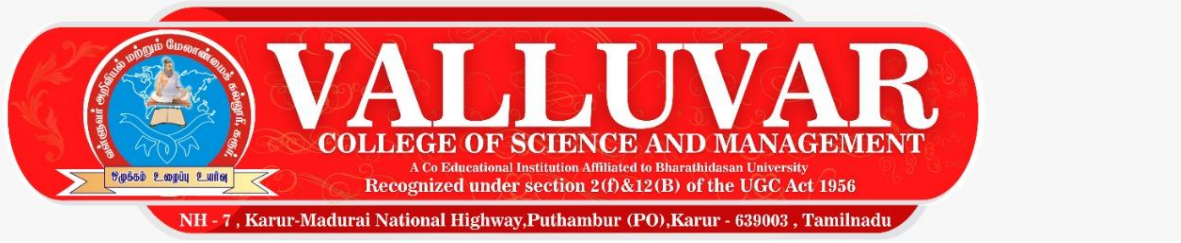
ICTs shall be used to store, report and manage all curriculum and co – curriculum related departmental affairs, departmental lectures / Workshops/ Seminars conducted; in charge of scholastic and extra-curricular academic/ non – academic clubs / cells, cultural events of athletic competitions and reports to IQAC. When natural catastrophes strike, use appropriate online teaching platforms to provide flawless education.