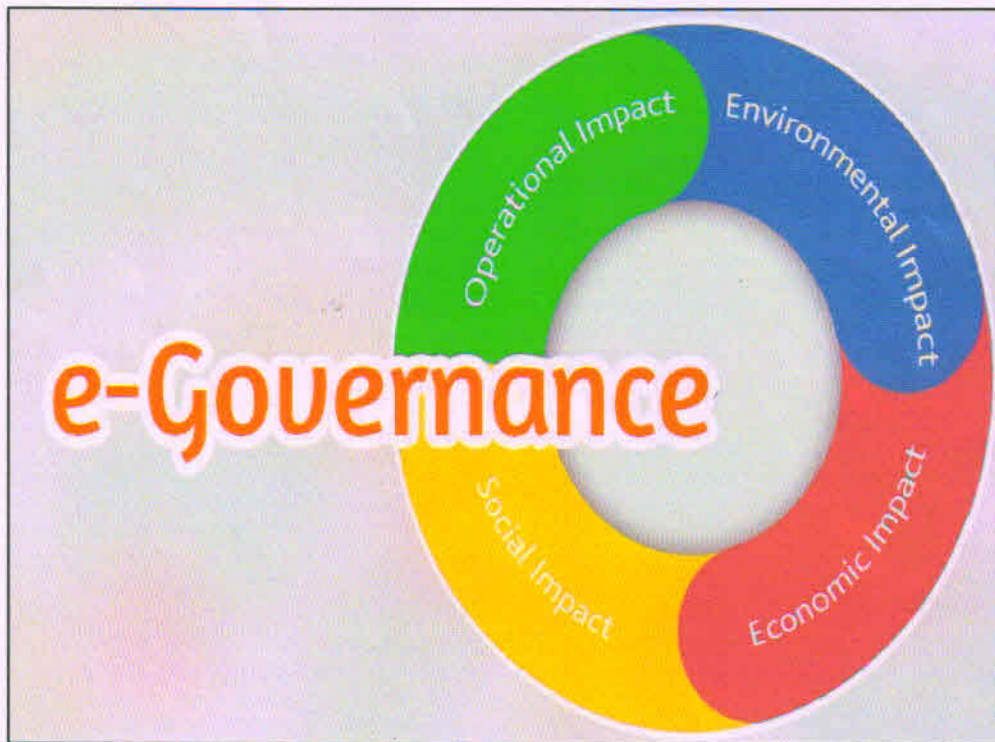




MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

AFFILIATED TO THE UNIVERSITY OF MADRAS

INTERNAL QUALITY ASSURANCE CELL



E-GOVERNANCE POLICY

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Scope

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance

Objectives

Implementation of E-governance in the functioning of the institution to provide simpler and efficient system of governance within the institution.

- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To maintain the Data on a secure environment
- To provide easy and quick access to information.
- Facilitating online internal and external communication between various entities of the institution
- To make campus Wi-Fi enabled
- To establish a fully automated Library
- Making the institution visible globally

The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each function transparent and accountable.

The College decides to make the following policies and procedure:

Website:

The website act as an information centre which will reflect about the college. 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. The Committee will look after the process of updating, maintaining, and working of the

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website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications must go live on the website as and when they are released.

Student Admission:

The College Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal in the Iboss Software is used to manage the admissions in the college. Students are required to submit a separate Online Application Form for taking admission to the college.

Accounts

Advanced features help the staff to maintain financial records effectively and efficiently. 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. The College also uses software like Trid Software solution to manage the financial transactions.

Library

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 every year. The College should continue to subscribe to new journals and books regularly. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

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.



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Administration

- The college will look into opportunities to automate some of its functions related to administration for easy and smooth functioning
- Attendance Management Software (Education Management System- iboss) have been used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports will be generated automatically to calculate the Internal Assessment marks and attendance
- To provide a hassle free, convenient, and smooth process, administration of the college is made paperless
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology
- The regular functioning of all service units in the office is supervised by the authorities through ERP software
- Digital messaging services like Bulk SMS, Mails will be put to maximum use for real time information sharing with parents, students and staff in relation to absentee intimation, academic performance, holidays and other required information
- All staff members shall use Biometric attendance
- CCTV Cameras will be installed at various places to provide safety and security
- Make transition towards Paperless transactions by enhancing the use of Google facilities like:
 - Google sheet: For data collection from Various Departments
 - Google Docs: To prepare notices and activity reports.
 - Google Forms: To prepare Feedback forms and get online feedbacks from stakeholders.

Examination

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, if any. 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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Make the examination records of students available online with an interactive platform for students to view their internal assessment and semester marks/grades and raise discrepancies online, if any. Maintain compatibility of examination process with the regulations of the affiliating university as far as e-governance policy is concerned.

The Institute shall continuously review and update the approved policy and is committed to its implementation.

S. Shan

IQAC COORDINATOR



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