


QUALITY POLICY

e-GOVERNANCE



	<p align="center">Dr. N.G.P. ARTS AND SCIENCE COLLEGE (An Autonomous Institution Affiliated to Bharathiar University Coimbatore) Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2nd Cycle) Dr. N.G.P. – Kalapatti Road Coimbatore-641048 Tamil Nadu India Web: www.dnrgpasc.ac.in Email: info@dnrgpasc.ac.in Phone: +91-422-2369100</p>	<p align="center">Q.P</p> <hr/> <p align="center">e-Governance</p>
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e-GOVERNANCE POLICY

The following are the Objectives of the Dr. N.G.P. Arts and Science College e-Governance Policy

1. To implement e-governance policy in several functions of the institution
2. Incremental operations in an efficient manner
3. Collective accountability and transparency
4. Consecutive growth in the institution's e-administration
5. Facilitate online internal and external communication among the institution's numerous entities
6. Access to information in an easier way
7. Make the institution globally visible


e - Governance Policy

The institution has a well-defined e-governance policy on Academic, Administration, Student Support, Finance, Examination Library and Website. This document acts as a supporting document to the "Policy on e-Governance of Dr. N. G. P. Arts and Science College" for rapid and effective adoption of the policy to its benefit. It enlightens the use of e-Government systems in an elaborate manner. Its intended audience includes Management, Academicians and Non-Academicians, Technical Architects, Librarians, Accountant, Controller of Examination, Hosting and Operations Teams, and in general any entity that needs to set up and interact with an API-based e-Governance system.

In order to provide a simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance with maximum activities. In higher educational institutions e-Governance has become a significant tool in advanced management.

The institution has already started with e-governance in some aspects of functioning Administration Finance and Accounts, Student Admission and Support, and Examination. Digital and social media assist the college to promote the events and reach the higher chances of success.



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Areas of e-Governance:

For easily accessibility purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the college reserves the right to implement e-governance.

1. Administration:

To provide a hassle free, convenient and smooth process, maximum administration activities of the college handled with ICT based technology. E-Governance of the Administration module was handled by Backbone software. The features of the software are Reporting Manager, online leave management, Time tracking and permission, pay slip and profile of employees.

2. Finance and Accounts:


- For ease of maintaining accounts, the institution is using Tally Prime and backbone software.
- The implementation of e-Governance in the Finance and social media assist the college to promote the events and reach the higher chances of success.

The implementation of e-Governance in the Finance and Accounts areas.

The Finance and Accounts department is the key department for every organization. The department functions with lots of paper movements besides they are using e- Governance. Few of the areas are as follows.

- **Accounting:** The institution has been using accounting software's Tally gold and Tally server 9 for 2 years and currently Tally Prime software.
- **Emails:** Apart from that all the details / workings / Reports are shared through using Email with Internal and external like Auditors, Bankers and Management. Each and every user of the Accounts department has separate mail Id's for better communication.
- **Payment to Vendors, Statutory & Others:** Payment to vendors and others are done through RTGS / NEFT / All statutory payment like Salary, GST, TDS, PF, ESI, Property Taxes are done through Online mode only. No cash or cheques handled.
- **Tuition fees collection:** Online payment provision is made for students paying fees through online mode.



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		e-Governance

All the vouchers are entered into the tally ERP system where none of the employees can modify or tamper the already entered voucher. All the payments to vendors and Government payment are made through RTGS /NEFT / Net banking. The same basis is followed for all the fees collection done through online banking.

Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software's must be done on a timely basis. The Back bone ERP system was developed by our own sister concern M/s Aosta Software Technologies India Private Limited. The system was in place to control Purchases, Purchase Orders, Goods receipt notes, Inventory and Assets Module and Payroll with Employee data maintained with the systems. It has become necessary to procure other software's with new accounting methods and compliances. Consequently, requirements should be assessed by the Secretary by discussion with accountant and other accounts staff and accordingly new software's may be purchased.

3. Student Admission and support:


The College has made the decision to conduct admissions only through Online. The College brings out its application form online along with payment mode with acknowledgement. This will cover admissions to programmes like Undergraduate Postgraduate, Diploma courses and PG Diploma courses.

4. Examination:

The aim is that all departments are in a position to enter the marks through CAMPES Examination software. It allows the office of Controller of Examination to do the below operations.


1. Student Data Capturing Process
2. Course Allotment
3. Subject Entry
4. Application Generation and Printing
5. Internal and External Mark Entries
6. Moderation Process



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Utmost secrecy and confidentiality need to be maintained while handling examinations and work needs to be done with utmost care and caution. The College Examination Officer needs to supervise the entire process of examination under the guidance of the principal of the college.




(Prof. Dr. V. Rajendran)
Principal





Dr. N.G.P. Arts and Science College

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