

PATRICIAN COLLEGE OF ARTS AND SCIENCE

Policy On E-Governance

The College will ensure that it adopts e-governance in all its management and administrative activities. The college resolves to adopt paperless administration as a green initiative. All stakeholders will be oriented and encouraged to practice e- governance.

Objectives:

1. To implement E-governance in various functions of the college
2. Achieve efficiency in functioning and documentation
3. Promote transparency and accountability
4. Achieve paperless administration
5. Facilitate online internal and external communication
6. Provide easy access to information
7. Make the institution globally visible

E-governance Initiative:

1. Adopted and implemented e-governance in maximum areas of operation entered into an agreement with an ERP vendor and provided efficient system of governance within the institution.
2. Implemented e-governance in Administration, Student Admission, Support Services, Accounts and Examinations.
3. Demonstrated the policy through ERP trainings.

Areas of E Governance:

1. **Website:** The website of the college acts as the face of the college activities and provides information about all programmes, important notices. Faculty are given an additional responsibility of managing the website of the college.
2. **Student Admission:** The College processes admissions for all programmes through online mode.
3. **Attendance:** Online portal is launched for students to view attendance, internal marks and OD availed.
4. **Accounts:** For effective maintaining of accounts, the society uses Tally software.
5. **Library:** Library is fully automated. RFID Technology, Smart card and Biometrics are used for efficient e-governance.

6. **Administration:** Facilities for online leave management of employees, e copy of salary certificates, booking of venues, internal communication are processed through e-governance.
7. **Examination:** As per the directions of the Affiliating University, the institution follows the ERP module for examination purpose.
8. **Alumni:** In order to strengthen alumni interaction, a separate alumni portal is provided with registration, information of the college activities, list of prominent alumni, achievements of the alumni and feedback.