



MAHENDRA ARTS & SCIENCE COLLEGE
(Autonomous)

Affiliated to Periyar University, Salem.

Accredited by NAAC with 'A' Grade &

Recognized u/s 2(f) and 12(B) of the UGC Act 1956

Kalippatti – 637 501, Namakkal (Dt), Tamil Nadu.

E-Governance policy

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E-Governance Policy

Mahendra Arts and Science College MASC have been marching towards its vision of being world class institutions and is a preferred partner to both the industry and community. The institution has carved a position as a point of reference as well as a trend setter, Automation is indicative of the systematic procedures which are in place within the institution. On these lines, MASC is committed to implement E-governance in its administration by:

1. Integrating the activities of the various departments and support operations which are currently having computerised database management and documentation system.
2. Comprehensive implementation and dissemination of information through departments/ sections of the college viz, Academics, Administration, Finance and Accounts, Admissions, Examinations, student and ultimately moving towards paperless office.
3. Strengthening the internal Quality Assurance cell (IQAC) and creating a centralised data management system to augment the accreditation process and rankings such as NAAC, NIRF.



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OBJECTIVES

- E-Governance strengthens the very fabric of democracy by ensuring greater student, staff and parents participation at all levels of governance in the institution.
- It empowers students and parents to be updated on information relating to the college, courses, and departmental initiatives and get involved in the process of decision making.
- Successful implementation of e-Governance practices to enable better delivery of services to students, improved interactions with other institutions nationally and globally, better management and coordination of all the operations of the institutions greater convenience, revenue growth and cost reduction.
- To foster transparency I governance and administration.
- Technology enabled systems entail swifter dissemination of information with clear and documented communication.
- E-Governance system had paved the way for meticulous maintenance of records documents, summary and reports as well as data analysis.
- Improved scope for better time management by reduction in procedural delays, this creating a hassle-free operating system and environment.

POLICY

- Aims at constantly updating e-Governance mechanisms and technology in all major operations of the institutions to maintain the efficiency and seamless conduct of the affairs of the institutions.



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- 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 even in the areas not enlisted herewith.

IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF GENERAL ADMINISTRATION

- The college authorities have implemented full supervision of all service units in the office through the software.
- The administration communicates with governing body members as well as the teaching and non [teaching staff through email.
- All important administrative information including notices is regularly published on the website.
- Biometric attendance had been implemented for all staff members.
- Fully automated, wireless office with 24X7 internet facility.
- To achieve the target of paperless IQAC, members have started using application software available online for data collection from various departments, to prepare notices and activity reports, to prepare feedback forms and get online feedbacks of students, parents.
- The college campus is equipped with CCTV cameras installed at various places of need.
- ICT has been introduced in the administrative work.

IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF FINANCE AND ACCOUNTS

- The accounts of the institution are maintained through the Tally software and ERP.

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- Financial matters are also dealt with Karnataka Bank Online for transaction purposes.

IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF STUDENT ADMISSION & SUPPORT

- Student Admission is carried out through the Students Admission Module of ERP. • Admission and online payment facilitation
- Interfaces are provided on website.
- College is having a full-time web developer and team members in "Data Centre".
- Alumni portal is provided on website for the information of passed out students.

IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF EXAMINATIONS:

- Examination Process is handled through ERP.
- Filling of examination forms, obtaining admit cards, uploading of marks etc. are automated.
- Controller of Examinations oversees the complete process of examination.



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