

## **J.J. College of Arts and Science (Autonomous)**

Re-Accredited by NAAC with "A" Grade in 3<sup>rd</sup> Cycle  
Affiliated to Bharathidasan University – Tiruchirappalli  
J.J. Nagar, Sivapuram Post, Pudukkottai – 622 422

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# **POLICY DOCUMENT FOR E-GOVERNANCE**

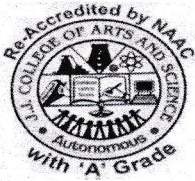
### **Definition:**

E-governance, is the integration of Information and Communication Technology (ICT) in all the activities of the College, with the aim of enabling the Institution to plan, organize, direct and control the resources and to take effective timely decisions. IT applications help a centralized approach to document-storage and retrieval. This helps the Institution in addressing the needs of all stakeholders in time. The basic purpose of e-governance is to simplify various processes of service delivery at all levels.

### **The Features and Functions:**

1. College has its own website for easy access by the stakeholders.
2. The College implements e-governance strategies in all aspects of its functioning.
3. This helps to achieve better efficiency.
4. Promotes transparency and accountability.
5. It leads to paperless administration.
6. Facilitates online internal and external communication between various entities.
7. Facilitates online classes and Examinations.
8. Publication of student results in the College website.





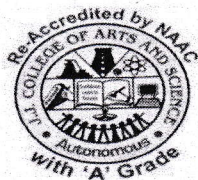
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## Policy:

1. To facilitate an efficient system of data collection, recording and maintenance and getting results after processing the data in a systematic manner by using relevant software developed internally or purchased from the external sources. Being an autonomous institution, it is decided to adopt and implement e-governance in almost all activities of the functioning of the College. Say for example starting from the download of the application forms for admission process, till the issue of Course Completion Certificate all activities have been computerized decades back.
2. In addition to this the College has already started with e-governance in the functioning of the Accounts Section, and has recently installed a new software purchased from **Bharathi Systems, Thanjavur.**
3. Likewise, for the library automation we have been utilizing the tools of **Nirmal Software, Tiruchirappalli** for the past one and half decades. But recently we have installed a new software for our library, supplied by **Autolib software solutions, Chennai.**
4. Now gradually e-governance has been extended to all the departments to facilitate the use of ICT in day-to-day teaching learning methods.
5. The faculty are trained to handle classes by using various learning recourses available in the internet.
6. Faculty members and students are motivated to undergo Programmes offered by Swayam and MOOCs platform concurrently.
7. A proper Management Information System (MIS) helps the institution in both academics and administration and in planning future strategies.
8. Current e- infrastructure of the college is sufficient in terms of hardware and application software and will be updated in tune with new requirements.





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9. Effective functioning of e-governance facilitates preparation for various certifications like those by NAAC, NIRF, AISHE, DBT etc. monitored by IQAC.

The e-infrastructure in the college includes tools and software from the following:

- Bharathi Systems, Thanjavur: Accounts Section
- Bharathi Systems, Thanjavur: Database, Examination, Admission and other administrative aspects
- Autolib software solutions, Chennai: Library Database
- Internet facility: Srivari Network Pvt. Ltd., Coimbatore

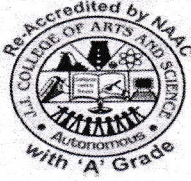
The IQAC of our College identifies the need and potential for e-governance, in areas like Admissions, Administration, Examination Management System (EMS), Finance and Accounts and Student support. The College has 06 computer laboratories with 406 systems for academic purposes alone. In all laboratories systems have been connected with LAN. Further, the whole campus is having Wi-Fi connectivity with 70 MBPS Internet speed.

In addition to this, the following Administrative Departments are provided with necessary number of Computer Systems for effective e-governance;

- |                               |   |    |
|-------------------------------|---|----|
| 1. Controller of Examinations | : | 07 |
| 2. Accounts Section           | : | 05 |
| 3. Office – 1                 | : | 05 |
| 4. Office – 2                 | : | 02 |

Regarding Student admission and support, the College has implemented E-Governance in student admission procedures and maintenance of student profile. The Examination center is fully automated. The COE's office maintains student-attendance





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particulars, conducts End Semester Examination and Central Valuation. All processes from the generation of applications for registration, hall tickets, the printing of question papers, entry of marks and generation of mark lists have been computerized. The COE section is ready to conduct online examinations too. They have question banks for all the courses offered in the College.

### **Conclusion:**

Thus, the College has tried to incorporate ICT tools in a phased manner in knowledge management, transfer of learning, documentation and administration. This has facilitated easy contact with stakeholders at all levels. The Management has initiated the process and catalyzed it with sufficient investment in equipment, expertise and training. In a sense it was a far-sighted move. It helped us to tie over the Covid - 19 crisis with e-classes, e-materials and online tests and examinations. Conversely the crisis led to the acquisition of fresh tools like LCD projector, and enhancement of internet bandwidth and greater use of web platforms.

**Principal**

**Dr.J.PARASURAMAN, M.A., M.B.A., M.C.A.,  
M.Phil., B.Ed., Ph.D.**

**PRINCIPAL**

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