Guru Nanak College (Autonomous)

(Affiliated to University of Madras & Re-Accredited At "A" Grade by NAAC)
No. 161, Guru Nanak Salai, Velachery, Chennai – 600042, Tamil Nadu
Website: www.gurunanakcollege.edu.in

6.2.3 Implementation of e-governance in areas of operation

E-Governance Policy

|| Administration, Finance and Accounts,
Student Admission and Support, Examination ||

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Sardar Rajinder Singh Bhasin	Sardar Manjit Singh Nayar	Dr. M.G. Ragunathan M.Sc.,M.Phil.,Ph.D.,PGDESD
President	General Secretary & Correspondent	Principal

E-GOVERNANCE POLICY

Preamble

E-Governance in the field of the educational sector helps to enhance good governance. It helps to transform the manual process into fully automate, more accessible, user – friendly and easily retrievable format. Guru Nanak College (Autonomous), with its motto "Pro Bono Publico" which means "For the Benefit of All", always aims at providing a quality education to all sections of student community. To provide a quality education in a competitive academic and administrative environment, an effective governance should be achieved. Keeping in view of this, the management has established a full-fledged in-house Integrated Management System (GNC IMS), to integrate all frameworks into a single system and to make documentation and processing of information automated. The modules are designed by an in-house team in an intricate, dynamic and customizable format and ensures security features. The establishment of e-governance in the institution helps in effective planning and development at all levels of organization and also helps the management in decision-making and helps the institute to adopt to the changing trends in technology. The central repository center helps in strengthening Internal Quality Assurance Cell (IQAC) and support the institute in Accreditation and Ranking Process.

Vison

- To facilitate the system of governance towards the holistic development of the institute through adoption of technologies

Mission

- To develop new modules and ideas for efficient e-governance in the areas of Academic, Administrative, Research and Extension arenas
- To ensure transparency, accuracy, validation and end to end automation process in different areas for effective decision-making

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1 | P a g e

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Objectives

An Integrated Management System (IMS) integrates our systems and processes into one complete framework, enabling GNC to work as a single unit with unified objectives.

- To make GNC Campus into GNC E-Campus
- To establish a "Paperless Campus (Green Campus)"
- To build "One Campus - One Database" using Cloud Backup
- To provide accurate data to all stakeholders
- To help the management in decision-making towards quality enhancement of the institute
- To implement the project in higher education systems for effective governance (as per the policies)
- To ensure transparency in the system and reduce manpower
- To make the institution reach globally
- To develop comprehensive e-governance framework and models in the challenging areas of the higher education system

E-Governance Policy

The Management have resolved to implement e-governance in all aspects of functioning like Administration, Academics, Research, Extension and Finance.

The policy is designed and framed to

- Provide efficient and resourceful e-governance practices for maximum activities of the college in order to have transparency, validity, accuracy and accountability
- Transform manual process into end to end automation in all areas of the organization
- Develop structured data collection method and reduce data redundancy

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2 | P a g e

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- Adopt paperless activities for different areas of operation in real time cloud backup platforms
- Provide training to the staff and students on the updation of the software

Area of Implementation in E-Governance Practices of the College

E-governance is implemented in the following areas: Administration, Academics, Research and Extension.

- **Admission** – A transparent strategy is followed in the admission process and is made online to achieve the concept of paperless campus. The college brochure is displayed on the college website. An admission portal is available in the website to manage the admission process. Admission module of the student includes online application form, online processing and fee payment, profiling of the applicants, shortlisting and generation of merit-list, SMS and E-mail intimation to the shortlisted candidates, document verification and register program, ID card generation. Admission module has been expanded to 100% online and contactless admissions during the pandemic period.

- **Student Profile** – Profile of the student encompassing their participation, performance and achievements in academic, co-curricular, extra-curricular and extension activities are recorded with corresponding certificates. Provision for updating personal details of the student, scholarship details and other student support activities.

- **Attendance application for students** – Online application for attendance enables to monitor the regularity of the student and follow up. Students can view their attendance in their login on daily basis. Mobile App for student attendance is developed

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3 | Page

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- **Faculty Profile** - The faculty module enables the faculty to update their profile in terms of their personal, academic, research and extension activities, to prepare and execute lesson plan, to enter internal marks, to upload question papers, to track mentee's records through mentor process, Online application of leave.

- **Dean / School module** – Deans of the schools can view and monitor the updated syllabus, student progress, planning of events, documentation for board of studies and academic council meetings.

- **Department module** - The Department /HOD login comprises of the following components – Student details, Profile of the Department, assigning time-table, subject allocation, Student elective, Event management, Leave management, Pre-examination and post-examination details, Question paper upload, Assigning and Monitoring of Mentor, Preparation and monitoring execution of lesson plan, File management and Circular, Assigning Examiners for Practical Examinations, Internal and End Semester Examination Result analysis, Student's Feedback on Teacher's performance and HOD's evaluation of course teacher.

- **e- Academic Calendar** – e-calendar is maintained, linked with time-table and enabling lesson plan as per day order to different stakeholders of the college.

- **Event management** – Enables to apply online for all events conducted in the campus and provides provision for uploading all supporting documents such as objectives, invitation, resource person profile, feedback report, photos, certificate, list of participants, budget, sponsorship and collaboration for every event organized by the college.

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4 | Page

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- **Biometric attendance for Staff and Research Scholars** – Integration of Bio-metric entry with the software is made ensuring report generation of the entries and integrating with leave, OD and Salary.

- **Leave Management** – Online application, approval of all kinds of leave availed by staff members are accounted for, in this module. E-copies of supporting documents are also maintained in this.

- **Extension module** - Extension module includes selection process, On-Duty provision, Student and Faculty participation and achievements to update and approve the same within the limited time period.

- **Placement module** – The placement cell of the college monitors all the recruiter's details, placement intimations and all documentation in this module to track and enhance the placement opportunities to the students.

- **Research module** – Research module covers various details such as Research Scholars details, area of specialization, publications, university communications, joining report, doctoral Committee, Publication, Awards, Collaboration, Linkages, MoUs, Consultancy, Patents, Projects, and Research Club of the college.

- **Alumni module** – Allows the Alumni to update their Profile and Current status, provide feedback about the curriculum and the college, provision to intimate Job opening and other contributions to college. Alumni module focuses on ensuring tract the students in order to share various information related to placements, higher education, alumni meets and peer-group interaction.

- **Mentor-Mentee Module** – Online Professional Development initiatives, guidance and counseling was delivered to respective students from the concern mentor to the each and

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every student of the college. The student career progression, result analysis, skill development and other extra-curricular activities are monitored by every concern mentor to direct the student to ensure higher percentage of placement and higher education.

- **Feedback from all Stakeholders** – Online paperless collection and analysis of feedback is done periodically and action taken is updated by the respective HoD or by the Principal to ensure the proper grievance redressal mechanism in the college.

- **Student Satisfaction Survey**– Online student's satisfaction survey is conducted for all the students periodically and the data is analysed and published in our college website to understand the perception of students to take necessary initiatives.

- **File management** – All internal and external letters are scanned and uploaded in respective domains and can be retrieved using suitable modes.

- **e-Circular** – Official circulars are sent to all staff by e-mail and their response is monitored. The circulars can be retrieved at any time.

- **Bulk SMS Module** – This module enables us to send SMS / notification to various stakeholders of the college to avoid paper usage for circulars.

- **e-Certificate module** – Generation of automated unique e-certificates for all purposes that helps certificate verification and validation easier.

- **Infrastructure module** – Provision to account for all infrastructure and online log is designed.

- **Website & Social Media** - The college website acts as an information center for all stakeholders. A separate service provider is maintained. The website team will look after the updating, maintaining and working of the website on a regular basis. All the important notifications are displayed on the website. A separate committee for website management

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6 | P a g e

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and a media center is constituted for the administration of the website and social media promotion. The quality initiatives and highlights of all activities are published through social media and campus samachar to promote the college reach globally

- **Library** – The college library is automated through Library Management System (ILMS) and secured with CCTV. Our Institutional e-Repository (GNC LMS) contains the e-contents developed by our Faculty members i.e. Study materials, Question bank, Previous years' question papers, Video Lectures and Presentations are made available for access. Open Educational Resources, GNC In-House Publications, Resources for Competitive Examinations, News Clippings & many other academic e-contents are also included in it.

- **Finance and Accounts** – The Accounts department uses tally software, iBoss (ERP software). Advanced features help the staff to maintain the financial record effectively. As per the requirements, updation of the software is done. Entire system ensures security features for maintaining confidentiality of the transactions.

- **Examinations** – The Examination Management System has adopted online system. iBoss is a cloud based integrated ERP software to handle and manage the entire examination process from question paper setting to declaration of result. The evaluation process of continuous internal assessment test, model exam, assignment, classroom activities and attendance were recorded in the concern student profile to complete the end semester evaluation process.

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