



BHARATHIYAR ARTS & SCIENCE COLLEGE FOR WOMEN

(Affiliated to Periyar University)

Accredited by NAAC & Reg U/S 2(f) & 12 (B) UGC Act 1956.

Deviyakurichi, Attur(Tk), Salem(Dt), Pin-636112.



E- Governance Policy

Objectives

To make a work systematic the institution has planned to follow e- governance method in maximum activities. All the members in the institution are motivated to follow e-governance method for their benefit.

- The institution has initiated e-governance to ensure speedy administration of services.
- It also helps to reduce the work burden.
- Helps in providing immediate information and enable digital communication.

I. Website

The institution's website was created with the goal of displaying all of the institution's activities and programmes for simple reference. The institution has been dealing with outside service provider to design the website. It discloses the information about the college like academics, achievements, club activities etc.

II. Student Admission

The institution has begun offering online admissions for the benefit of students. Online admissions are accessible for all courses. The online admission system integrates technology with the administrative and educational process and is beneficial for both the institution and the students.

III. Attendance

Attendance will be maintained to know the whereabouts of every student for safety and other reasons. The institution has initiated the method of maintaining online attendance. This aids in the reduction of labour and the avoidance of mistakes.



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IV. Accounts

The main objective of accounting is to keep a systematic record of financial transactions, which helps the users to understand the day - to - day transactions in a systematic manner so as to gain knowledge about the overall business. For the benefits of maintaining account, Tally Software is used in the institution. Management has taken various steps to maintain the accounts detail confidential.

V. Library

Various innovations, such as the introduction of e-learning tools, have been implemented in the Library for the benefit of the staff and students. The college has a digital library that students and employees can use at any time.

VI. Administration

The primary goal of an organisation is to maintain the services of the organization to facilitate its success. In the institution many facilities have been initiated for its development.

VII. Examination

As a result of the pandemic, the government has made an online examination mandatory. It was launched in the institution with a number of notable features. Students can use the Online Examination Portal to fill out forms, receive hall tickets, download question papers, and upload answer sheets, among other things. Both students and teachers will find the technique to be user-friendly.

VIII. Alumnae

The alumnae's most visible participation is by volunteering their time to participate in institution events, mentoring students, and leveraging their relationships to assist the administration, professors, and students in their different endeavours, among other things. In the institution, an online portal is maintained for the alumnae to collect information about her. It contains information on the alumnae, their accomplishments, and comments.