



Criterion 6 - Governance, Leadership and Management

Key Indicator - 6.2 Strategy Development and Deployment

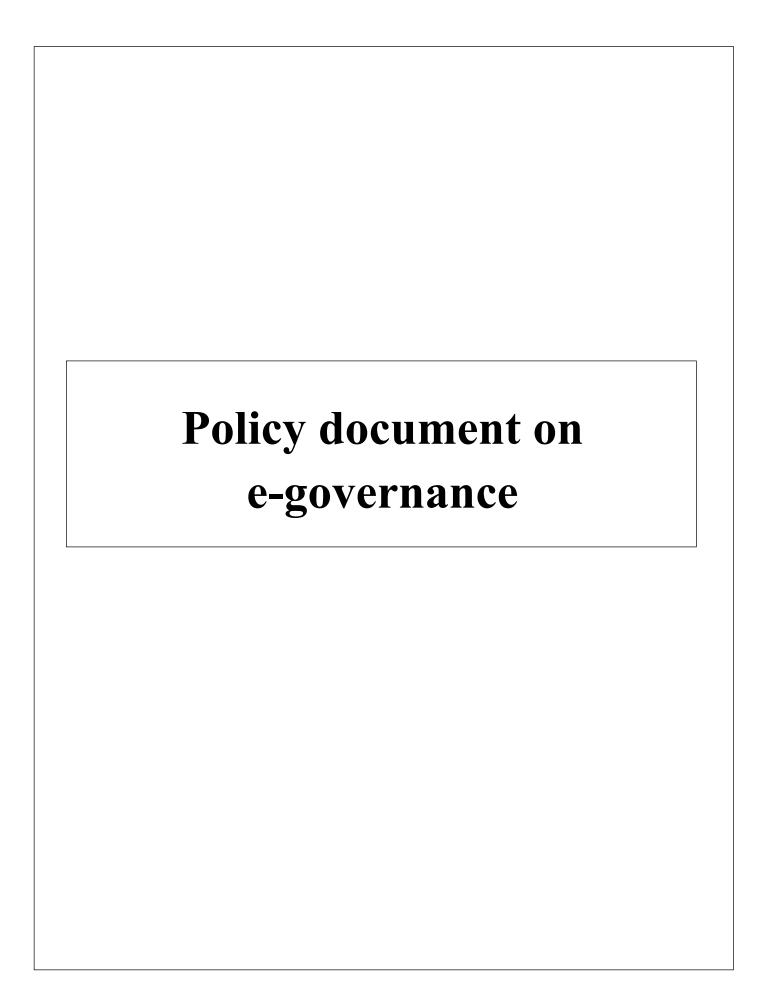
QnM 6.2.2 - Institution implements e-governance in its operations

(4)

- 1. Administration
- 2. Finance and Accounts
- 3. Student Admission and Support
- 4. Examination

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Syndicate Policy document on e-governance

1. Introduction

Thakur Ramnarayan College of Arts and Commerce (TRCAC) recognizes the importance of electronic governance (e-governance) as a means to enhance communication, transparency, accountability, and efficiency across various administrative processes. This policy document outlines the principles, guidelines, and procedures for the effective implementation and management of e-governance practices at TRCAC.

2. Objectives

The primary objectives of this e-governance policy are as follows:

- To promote the use of information and communication technologies to improve administrative efficiency, transparency, and accountability.
- To streamline various administrative processes and reduce manual intervention, leading to cost and time effectiveness.
- To ensure accurate and timely communication with all stakeholders, including staff, students, parents, and alumni.
- To foster a culture of digital literacy among staff and students.
- To enhance the overall performance and reputation of TRCAC through efficient governance practices.

3. Scope

This policy applies to all departments, units, and personnel within TRCAC involved in administrative processes and decision-making.

4. Key Areas of Implementation

4.1. Communication and Administration

- The use of official email IDs generated from the institute's IT services is mandatory for all staff

members for official communication.

- A dedicated WhatsApp Group shall be established for sharing important orders, directions, announcements, and notices to all employees.

4.2. Event Management

- A software application shall be utilized to track and manage all events conducted by different departments and also the attendance record of the students.

4.3. Attendance and Leave Management

- A biometric attendance system is compulsory for all staff members to ensure accurate attendance tracking.
- The staff attendance portal shall be used to record and manage all types of leave records.

4.4. Finance and Accounts

- Major financial transactions shall be conducted cashlessly, including online salary payments, scholarships, and purchasing.
- Tally Prime Gold ERP software shall be employed for fee payment tracking and financial reporting.

4.5. Student Support and Admission

- The institute website shall provide information about admission rules, schedules, and online admission and fee payment facilities.
- Student counseling shall be facilitated through digital channels.

4.6. Computer Literacy and Infrastructure

- Regular computer awareness programs shall be organized for students to enhance their digital literacy.
- Well-equipped computer laboratories shall be maintained to support digital learning.

4.7. Examination System

- The fully computerized exam cell shall manage exams, curricula, and results online.
- Exam updates, time tables, and result declarations shall be communicated through the institute website and WhatsApp notifications.

5. Responsibilities

- The Principal and Senior Administrative Staff shall oversee the implementation and adherence

to this policy.

- Heads of departments shall ensure their respective units comply with e-governance guidelines.
- The IT Department shall provide technical support for the implementation of e-governance initiatives.

6. Monitoring and Review

- The effectiveness of e-governance practices shall be regularly monitored and reviewed by the e-governance committee.
- Feedback from stakeholders shall be collected and used to improve e-governance processes.

7. Conclusion

This e-governance policy underscores TRCAC's commitment to embracing technological advancements to enhance administrative efficiency, transparency, and accountability. By adhering to the guidelines outlined in this policy document, TRCAC aims to provide a streamlined and effective governance structure that benefits all stakeholders.

This policy document is effective from the date of approval.

Date of Approval: 01/08/2020



