THAKUR Thakur Educational Trust's (Regd.)

THAKUR RAMNARAYAN
COLLEGE OF ARTS & COMMERCE
ISO 21001:2018 Certified

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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Annual e-governance report approved by the Governing Council/ Board of Management

Annual E-Governance Report A.Y. 2022-23

Introduction

Electronic governance (e-governance) has been successfully implemented at Thakur Ramnarayan College of Arts and Commerce, Dahisar, with the use of information and communication technologies to enhance communication, transparency, accountability, and cost and time effectiveness. The institute conducted an E-Governance review meeting in the last week of April 2023, during which various aspects of the e-governance system were discussed and reviewed.

Administration

Paperless communication has been embraced by the institute, utilizing an online mode of communication for staff through official email IDs generated from the institute's IT services. To facilitate efficient communication and dissemination of important information, a dedicated WhatsApp Group has been established for sharing orders, directions, announcements, and notices to all employees.

The following are some of the softwares used for administration purpose by the institution :
1) TRCAC App :
TRCAC App, an in-house event management software, is employed by the institute to track and manage all events conducted by different departments. This software helps preserve, view, and obtain information about every student's activities.

2) Biometric Attendance System:
A Biometric attendance system has been implemented by the institute that is compulsory for all staff members. The institute also maintains a staff attendance portal to record and manage all types of leave records, ensuring accurate and efficient attendance tracking.

3) Salary Processing:
Staff salaries are processed through net banking/NEFT/RTGS.

4) Students/Parents/Alumni Feedback Survey:

An online student, parents & alumni feedback survey using Google forms is conducted by the institute to assess the level of satisfaction among various stakeholders with respect to the institution, teachers, ambience and so on.

5) Teacher's feedback survey:

Online teacher's feedback survey using Google forms is conducted by the institution to assess the level of satisfaction amongst the teachers with respect to the institution and management.

Finance & Accounts

As a vital component of the e-governance concept, major financial transactions at the institute have become cashless. Various important activities carried out digitally include:

1) Online Salary Payments:

The salaries of employees, including remuneration for examinations, are paid online through NEFT/RTGS.

2) Cashless Transactions for Scholarships and Purchasing:

The institute ensures transparency and financial accountability by executing all scholarship payments and purchasing transactions cashlessly.

3) Tally Prime Gold ERP for Fee Payment Tracking:

Tally Prime Gold ERP software is used to track fees payment of every student. It includes functions such as fee collection, receipt generation, and financial reporting.

Students Admission and Support

To streamline the students admission process and manage admission inquiries, the institute's website provides information about admission rules and schedules. Online fee payment, and other admission formalities are conducted through the institute website. Counseling of students is also facilitated. Well equipped computer laboratories for Students.

Examination

The institute has a fully computerized exam cell that conducts exams, maintains curricula, and publishes results online for different courses/programs. The features of the digital examination system include:

1) Exam Updates and Time Tables:
Students access the institute website to receive updates about examination dates and time tables.

2) Whatsapp Notifications for Examination Rules:
Whatsapp notifications are sent to students regarding examination rules and regulations.

3) Result Declaration and Mark Sheet Availability:
Exam results are declared on the institute website, and students can know their performance online.

Conclusion

The e-governance technology implemented at Thakur Ramnarayan College of Arts and Commerce, Dahisar, has proven to be accurate, cost-effective, and transparent. The adoption of various software applications like Tally Prime Gold ERP , Q-Fix for student fee payment,TRCAC app for student attendance, ILMS Koha for library management, Google Sheets/MS-Excel for exam mark list generation and generation of examination marksheet which is outsourced has significantly enhanced the working system of the institution, promoting efficient administration and improving overall performance.

Principal

Syndicate Policy document on e-governance

THAKUR RAMNARAYAN COLLEGE OF ARTS & COMMERCE

ISO 9001:2015 Certified

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

Principal