



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE
(Autonomous)**

**College with Potential for Excellence, Linguistic Minority Institution
Affiliated to University of Madras
Arumbakkam, Chennai – 600 106.**

6.2.3 Implementation of e-governance in areas of operation

+ E-Governance Policy

+ Report on E-Governance Initiatives

[2016 – 2021]

PRINCIPAL
Dwaraka Doss Goverdhan Doss
Vaishnav College
Arumbakkam, Chennai - 600106.

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Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

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EXTRACTS FROM THE MINUTES OF THE GOVERNING BODY MEETING held on 23rd November, 2020

Agenda Item No.13 – Any other item with the permission of the Chair

Dr.S.Santhosh Baboo, Principal, Dwaraka Doss Goverdhan Doss Vaishnav College has placed the following items / policies before the august body for approval


- (1) The Vision, Mission statement of the college as updated during Sep 2020
- (2) Strategic / Perspective plan and Deployment of funds
- (3) Composition of various committees & Clubs for the academic year 2020 - 2021
- (4) Organogram / Organisation Structure of the College
- (5) Policies & Procedures pertaining to Administration
- (6) Human Resource Management Policy
- (7) E-Governance Policy relating to digitalisation of Administration, Finance & Accounts.
Students Admission & Support, Examination
- (8) Report on E-Governance Initiatives
- (9) Resource Mobilisation Policy
- (10) Financial Support policy towards faculty empowerment strategies
- (11) Seed money policy for research / procurement for equipments for research and development.
- (12) Research grant policy [for Research publications and research activities]
- (13) Solid waste Management Policy
- (14) Liquid Waste Management Policy
- (15) E-waste Management Policy
- (16) Institutional Green Policy
- (17) Policy on environmental consciousness & sustainability
- (18) Institutional policy on Divyangjan
- (19) Handbook on Code of Conduct from Stakeholders and Administrators
- (20) Code of Ethical Conduct
- (21) Conduct of Green Audit / Environmental Audit
- (22) Conduct of Energy Audit
- (23) Conduct of Gender Audit
- (24) Conduct of Quality Audit
- (25) ISO Certification from competent Authority
- (26) Institutions policy on Scholarship / Endowment awards

“RESOLVED that the above items /policies placed by Dr. S. Santhosh Baboo, Principal before Governing Body held on 23.11.2020 stand approved for implementation”.

-S/d-

Secretary, DDGDVC

//////Certified True Copy//////


Secretary

SECRETARY

Dwaraka Doss Goverdhan Doss

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Principal
PRINCIPAL

Dwaraka Doss Goverdhan Doss

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Managed by SHRI VALLABHACHARYA VIDYA SABHA



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e-Governance Policy


Dwaraka Doss Goverdhan Doss Vaishnav College [DGVC] has been marching towards its vision of being a world class institution and is a preferred partner to both the industry and Community. The Institution has carved a niche position as a point of reference as well as a trend setter. Automation is indicative of the systematic procedures which are in place within the institution. On these lines, DGVC is committed to implement E-governance in its administration by:

1. Integrating the activities of the various departments and support operations which are currently having computerised database management and documentation systems.
2. Comprehensive implementation and swifter dissemination of information through departments / sections of the College viz. Academics, Administration, Finance & Accounts, Admissions, Examinations, Student Support and ultimately moving towards paperless office
3. Strengthening the internal Quality Assurance Cell (IQAC) and creating a centralised data management system to augment the Accreditation process and Rankings such as NAAC, NIRF, NBA and ISO.

OBJECTIVES:

- E-Governance strengthens the very fabric of democracy by ensuring greater student, staff and parent's participation at all levels of governance in the institution.
- It empowers students and parents to be updated on information relating to the college, courses, departmental initiatives and get involved in the process of decision making.
- Successful implementation of e-Governance practices to enable better delivery of services to students, improved interactions with other institutions nationally and globally, better management and coordination of all the operations of the institution, greater convenience, revenue growth and cost reduction.
- To foster transparency in governance and administration.


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- Technology enabled systems entail swifter dissemination of information with clear and documented communication.
- E-Governance system has paved the way for meticulous maintenance of Records, Documents, Summary and Reports as well as Data Analysis.
- Improved scope for better Time Management by reduction in procedural delays, thus creating a hassle-free operating system and environment.


POLICY:

- Aims at constantly updating e-Governance mechanisms and technology in all major operations of the institution to maintain the efficacy and seamless conduct of the affairs of the institution.
- The policy is divided into various areas of operation. These areas of operation are illustrative and the college reserves the right to implement e-governance even in the areas not enlisted herewith.

IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF GENERAL ADMINISTRATION:

- The college authorities have implemented full supervision of all service units in the office through the software.
- The Administration communicates with Governing Body members as well as the teaching and non-teaching staff through email
- All important administrative information including notices is regularly published on the website.
- Biometric attendance has been implemented for all staff members
- Fully automated, wireless office with 24x7 internet facility
- To achieve the target of Paperless IQAC, members have started using application software available online for data collection from Various Departments, to prepare notices and activity reports, to prepare Feedback forms and get online feedbacks of Students, Parents.
- The college campus is equipped with CCTV Cameras installed at various places of need.
- ICT has been introduced in the Administrative work


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IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF FINANCE AND ACCOUNTS


- The accounts of the institution are maintained through the Tally software and ERP.
- Financial matters are also dealt with Karur Vysya Bank Online for transaction purposes.


IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF STUDENT ADMISSION & SUPPORT

- Student Admission is carried out through the Students Admission Module of ERP.
- Admission and online payment facilitation
- Interfaces are provided on website.
- College is having a full-time web developer and team members in “Data Centre”.
- Alumni portal is provided on website for the information of passed out students.

IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF EXAMINATIONS:

- Examination Process is handled through ERP.
- Filling of examination forms, obtaining admit cards, uploading of marks etc. are automated.
- Controller of Examinations oversees the complete process of examination.


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Report on E-Governance Initiatives [2016 – 2021]


WEBSITE: The Website of the college has been revamped to amplify the growth and to encompass the dynamic initiatives and achievements of the treasured stakeholders of the institution. It acts as a mirror of the activities of the institution and a dashboard for information, important notices and accolades, made easily available to the students and other stakeholders. The maintenance, up-gradation and updating the Website is vested with service provider/web designer duly appointed by the Management.

STUDENT ADMISSION & SUPPORT: The College processes all admissions digitally. This covers admissions to all courses in the Under Graduate and Post Graduate Levels. However, for the M.Phil. and Ph.D, programmes, the applications are routed through the University of Madras E-Governance Portal. The Principal and Secretary of the college are vested with the powers to take appropriate decisions to identify the best suited technology for implementation and constant up gradation of the policy aspect of Student Admission and Support.

FINANCE & ACCOUNTS: The institution is already equipped with the Tally software. Appropriate security measures have been undertaken for maintaining confidentiality and safety of the transactions. Training is given to the existing staff and all relevant updated versions and its usage is being done regularly to ensure smooth functioning of the Financial and Accounting operations of the entire institution.

GENERAL ADMINISTRATION: To provide a hassle free, convenient and cost-effective process, majority of the administration operations of the institution is being handled with ERP technology. Biometric attendance for the Faculty, standard systematic procedures for salaries, advances, PF. etc. are in place and the Management ensures that the operational functions are in tune with the latest technology to maximise the efficacy and standardisation.


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EXAMINATION: As per the directions of the University of Madras and requirements of the Autonomous Committee, the office of the Controller of Examinations is well equipped with the state of the art updated technological operating system to manage the sequence of Examination related activities such as Filling of Examination Forms, Issue of Hall Tickets, receiving of examination papers, uploading of marks Revaluation Application, Requisition for Photocopy, etc. in an online mode. Utmost secrecy and confidentiality are maintained while handling examinations.

ALUMNI: In order to strengthen alumni interaction, a separate alumni portal has been created. This portal showcases facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni and feedback.

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