



ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE

Recognised by the UGC under Section 2(f) and 12(B) of UGC Act 1956

Permanently Affiliated with Thiruvalluvar University and

Approved by the Government of Tamil Nadu

Accredited by NAAC with "B" Grade

#10, BYPASS ROAD, NEWTOWN, VANIAMBADI - 635 752

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E-GOVERNANCE POLICY OF COLLEGE

College governance has adopted e-governance in all areas of operations like planning and development, accounts, administration, communication, admission, feedback, library, teaching – learning etc. College has made financial provisions for its upgradation and maintenance. There are certain standard operating procedures and policies to successfully implement e-governance in all areas of operations.

Objectives:

1. To implement e-governance in various operations of the institution
2. To achieve transparency, accountability and work efficiency in functioning of the college.
3. Making information visible to society
4. Make all operations user friendly to avoid barriers.
5. To create paperless environment in the institution.
6. To achieve constructive growth in the institution's e- administration
7. Providing easy access to information and facilitating online communication between various stakeholders of the institution.
8. To reduce cost and time .
9. To inculcate user-centered ICT enabled services.

This policy mentioned herein applies to all the campus activities, outside or in house contract bodies or organisations, and student activities. The policy considers the roles in process with working, maintaining, operating, and looking after institution e resources. IT-staffs are responsible for the administration and regulation of this policy.

Introduction

Information technology is an important resource in today's world. The institution and all its staff members are legally obligated to protect the sensitive data of the institution. The computer resources of Islamiah Women's Arts and Science college, Vaniyambadi are available to authorized students, faculty and administrators for educational, research, and administrative purposes.

Purpose

The institution broadly looks into the easy access, no unauthorized access, correct and required delivery of data and information for both academics and administration.

Data is used, managed, and protected appropriately to ensure that they are:

- i. Rightly Available
- ii. Comprehensive and Accurate , and
- iii. Disclosed appropriately when required.

Definitions

The term IT-Resources includes Email, Accounts and Access, E Resources (remote or otherwise), College MIS data available on the intranet and internet, and physical resources such as servers, laptops, firewalls, antivirus, network switches and access points.

Email

The Institution may send official correspondence to members of its community via electronic mail. Institution's employees are expected to use the email principalw@gmail.com for several academic submissions and timely updates.

Accounts and Access Restrictions

- i. The primary methods used to authenticate users of the College's e resources are User IDs and passwords. Unauthorized access to e resources or any restricted information found within them are prevented by this primary method.
- ii. It is expected that all users will not share their passwords with any other person and would protect them from disclosure especially with student community, keep a check as per the normal practice in changing and monitoring the account related activities.
- iii. IT staffs of the institution are to be contacted if there arises any inaccessibility or threat relating to the account.

E- Resources

E-resources may be used only for the purposes authorized by the College. These purposes generally comprise work, study, research and service.

Areas of e-governance :

1.Website:

The college website www.islamiahwomensartsandsciencecollege.com works as information centre to students ,academicians and visitors . An external service provider for the development of website is appointed. There is a functional website committee in the college. It looks after regular operations, upgradation and smooth functioning of college website.

2. Admission:

The college brings out its prospectus which is displayed on the website that has guidelines for the admission process. The students records is also maintained through computers. Various scholarships are applied through online. For students TC generation college uses iGrapix software. This software is maintained regularly and renewed every year.

3. Finance and Accounts:

Accounts section of the college use perfect software. Finance and accounts of the college are maintained in TALLY software. All financial transactions are done through online. Salaries are paid regularly through bank. EPF contributions are also remitted through online.

4. Examination:

The Examination process is regulated by the Thiruvalluvar University and thus e-governance policy of the Thiruvalluvar University portal is adopted and used. Online portal is available for all examination related activities

5. Library:

College library is fully automated. All operations of library such as book issuance, return, cataloguing, foot fall counting is done through softwares such as SOUL, OPAC. Library has also subscribed to E-journals, E-resources such as N-List, E-Shodhsindhu, shodhganga, infibnet, Vidwan etc. In DSPACE software all university previous question papers are uploaded for faculty and students reference.

6. Training and Support:

- i). Training Program for Users
- ii). Support services for Technical Assistance.

7. System Updates:

- i). Procedures for Regular System Maintenance.
- ii). Communication Protocols for updates.
- iii). Mechanism for Addressing Technical Issues.
- iv). Reporting Procedures for Users.

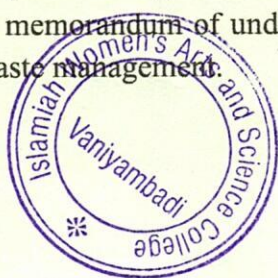
8. LMS-Learning Management System:

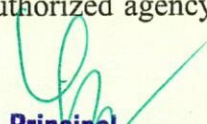
Online course Delivery - MS Teams /Google Class room
Students Enrollment - Online Application Portals
Assessments - Google classroom/ MS Teams /Google forms
Communication - Whatsapp / Gmail

9. E-Waste Management :

The college aims to address the responsible disposal and recycling of electronic waste generated within the campus.

- A well established procedure is implemented for the collection, segregation and disposal /storage of e waste in the campus.
- A memorandum of understanding has been signed with an authorized agency for e-waste management.




Principal
Islamiah Women's Arts and Science College
Vaniyambadi - 635 752.