



# OUR LADY COLLEGE OF EDUCATION

(A Christian Minority Institution)

(Approved by NCTE (1) M.Ed. - F.No. SRC / NCTE / TN / APSO6241 / M.Ed. / 392<sup>m</sup> / 2020 / 121887

(2) B.Ed. - F.No. SRC / NCTE / TN / APSO 3023 / B.Ed. / 392<sup>m</sup> / 2020 / 121878

NAAC Accredited with "B" Grade (CGPA of 2.89)

Our Lady Nagar, Maduravoyal, Chennai - 600 095. Phone : 044-2378 0899.

## e-Governance Policy

Ourlady College of Education takes a holistic view on the e-Governance initiatives across various activities of the college in an efficient manner.

### Policy Purpose and Objectives:

The aim of this policy document is:

- To ensure effective implementation of e-governance across all the functions within the college.
- To review, replace, complement and/or supplement the erstwhile physical governance infrastructure with e-Governance facilities for improving the efficiency of various functions within the college

### Scope of the Policy:


The scope of this policy covers day-to-day operations of various functions and processes within the college, namely, General Administration, Accounts and Finance management, purchases, establishment of ICT Infrastructures, e-Waste management, Library, Student Administration, Admission, Online classes and Examination, etc. facilitating all the stake holders in the college viz. the administrative staff, teaching faculty, non-teaching staff and students.

### Elements of Policy:

Implementation and up-gradation of Information Technology (ICT) enabled processes in the various realms of e-Governance at Ourlady College of Education are enumerated below:

#### • e-Governance in Administration:

- All functionaries in administrative offices shall be adequately equipped with ICT-enabled systems with software and internet facilities, wherever required, for necessary connectivity.

  
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- The college administration shall be equipped with a customized user-friendly.
- Enterprise Resource Planning (ERP) solution to manage students' attendance, annual fee submission and internal assessment etc.
- All the classrooms, conference rooms and the seminar rooms shall be furnished with ICT-enabled projectors and screens.
- CCTV-cameras shall be installed and maintained at all strategic locations to ensure proper surveillance.
- The college shall develop and maintain a user-friendly interactive website to disseminate general information as well as updates to its students, teaching and nonteaching staff and to the public, in general.
- The website shall be periodically reviewed by the ICT enabling unit of the college.
- In addition, all official communications and notices shall also be sent via e-mail and other available online platforms.
- The college shall ensure that all the faculty members and non-teaching staff are imparted special ICT training programs for their continuous growth.
- The college shall also ensure that all the students are sufficiently skilled to enable them to benefit from ICT-enabled systems installed in the college.
- The college shall also subscribe to online platforms to support online teaching learning process, trainings, lectures, webinars and other official interactions etc.
- e-Governance in Finance and Accounts:
  - The accounts section shall operate and manage their entire accounting operations on ERP software including pension and payroll related processing.
  - The college shall perform all TDS related functions on "web e-TDS".
  - The college shall develop a customized portal to enable students to pay their annual fee, examination fee etc. through online mode.
- e-Governance in Student Admission and Support:
  - The college shall adopt online mode of admission process as mandated by university from time to time.

  
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- The college shall automate and digitize its Library functions to not only support contactless procurement, accession and issue/return of books from the library but also provide e-resources for remote access of the content from other sources also.

## Expected Outcomes:

The outcomes expected from this policy include:

- The overall improvement in the productivity of the college through simplification and digitization of the various processes across various functions.
- Ensuring transparency and accountability in all the functioning bodies of the college.
- Providing speedy response to student centric queries or problems

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