E-GOVERNANCE POLICY

E-Governance Policy of the institution's academic, administrative, student support, financial, examination library, and website are clearly laid pronounced. For the "Policy on E-Governance of P.K.R. Arts College for Women" to be implemented quickly and effectively to its advantage, this document serves as a supporting document. The E-Governance Policy elaborately illuminates the utilisation of e-Government systems. The Management, Academicians, Supporting staff, Technical staff, Librarians, Controller of Examination and all the members of the institution has to configure and communicate with an API-based e-Governance system.

The decision was made to adopt and execute E-Governance with the ample number of activities in order to give a more straightforward and effective system of governance inside the organisation. E-governance has already been implemented in the institution in few areas of operation, such as Adminstration, student admission and support, finance and accounting, and examination. Digital and social media help the college to advertise the activities.

Domains of E-Governance: The policy is broken down into several operational areas for easy. These operational areas are merely examples, and the college retains the authority to use e-governance.

1. Administration: The majority of the administrative tasks of the college are carried out using ICT-based technologies to create a hassle-free, practical, and seamless approach. 'CAMPES' software is used as Administrative module. The software's features include employee attendance, salary and employee profiles.

2. Finance and Accounting: The organisation uses 'ZIGFAS' software to ease the accounting mechanism. In addition to using E-Governance, the department uses a lot of paper to operate. The following are a few of the areas.

Accounting: The organisation is using 'ZIGFAS' software from the scartch with updated version

Emails: All information, operations, communications and reports are transmitted by email with internal and external parties including auditors, bankers, and management. For improved communication, the Accounts department has individual mail IDs for each and every user.

Payment to Vendors, Statutory & Others: All statutory payments, including as salary, GST, TDS, PF, ESI, and IT must be made through online mode. Payment to vendors and others is done through RTGS or NEFT and cheque.

Collection of tuition fees: Online payment options are provided for students who choose this method of payment. All payments to suppliers and to the government are made using RTGS, NEFT, and net banking. The same methodology is used for all fees that are collected through online banking.

The parents and students who are unable to use digital mode are given the option of payment in person. The transactions' secrecy is maintained by using the proper security precautions. The faculty and employees are properly trained, and the software is updated on time. Therefore, the Secretary scrutinizes the needs through discussions with the accountant and other personnel involved in the respective area.

Student Admission and Support: The college makes available an online application form, payment options, and acknowledgement. This will include admissions to all programmes offered by the institution.

4. Examination: The goal is for all departments to be able to input marks using the CAMPES Examination software. Such as,

1. Student Data Capturing Process
2. Course Allotment
3. Subject Entry
4. Application Generation and Printing
5. Internal and External Mark Entries
6. Moderation Process
7. Hall ticket printing
8. Result
9. Mark sheet printing

Examinations are conducted with utmost discretion and secrecy. Under the direction of the college's principal, the controller of examination and supporting staff.