



*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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# **Policy document on e-governance**



## **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



*Rshyl*  
Principal