E-GOVERNANCE POLICY

M.V.MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN

(Affiliated to Mother Teresa Women's University, Kodaikanal)

Re-accredited with 'A' grade by NAAC

DINDIGUL – 624 001, TAMILNADU

TEL : 0451 – 2460120
FAX: 0451 – 2460120

E-mail : mvmwdindigul@gmail.com
Website: www.mvmwgacdgl.ac.in

Dr.(Mrs). D. Lakshmi, M.Sc., M. Phil., B.Ed., Ph.D.,
Principal

IMPLEMENTATION OF E-GOVERNANCE

E-GOVERNANCE POLICY

Scope:

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

Objectives:

Implementation of E-governance in all functioning of the college in order toprovide simpler and efficient system of governance within the college campus.

- To promote transparency and accountability in all the functions of the College .
- To achieve and create a paperless environment in the College.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smart boards, Projectors, etc.
- To establish automated Library using available freeware.

Policy:

The College will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each and every function transparent and accountable.

Electronic governance is the integration of Information and Communication Technology (ICT) in all the processes, with the aim of enhancing Institution ability to address the needs of the Students, faculty, Government and general public. The basic purpose of e-governance is to make the process of delivering and exchanging information, communication transactions, integration of various computer systems and services with speed and reliability.

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The E-Governance services is made available to four main targets groups namely, Management (Government), Faculty, Non-teaching staff and Students, providing information in a convenient, efficient and transparent manner.

Benefits of E-governance

- Reduce corruption
- High transparency
- Increased convenience
- Direct participation of constituents
- Reduction in overall cost.

Area of E-Governance

Implementation of e-governance in area of operation of **Administration:**

- The Administration communicates with principal as well as the teaching and non-teaching staff through email allstaff@mvmwgacdgl.ac.in like e-circular .
- All-important administrative information including notices is regularly published on the websitewww.mvmwgacdgl.ac.in& social media likeFacebook, Twitter and YouTubefor all staff members.
  https://www.facebook.com/mvmcollegedgl,
  https://twitter.com/MVMUTHIAHGOVER1.
  https://www.youtube.com/@mvmwgacdgl/featured
- To achieve the target of Paperless communication use of social media and e-mails are being implemented.
- Indigenously developed website to prepare Feedback forms and get online feedbacks of Students, Parents and other stakeholders.
- The college campus is equipped with CCTV Cameras installed at various places of need.
- WhatsApp Group helps to provide the brief notices of any event to be happened on college and of smooth functioning of the same.

Planning and Development (Account Maintenance):

IFHRMS: Integrated Financial & Human Resource Management System (IFHRMS) is a software currently implemented by the government of Tamil Nadu. It is the first of its kind to manage the state's financial resources and human resource management. The system works under the Financial Department and Treasury and Accounts department of the state. This is an online portal which provides all work-related information of the employees working under

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the government of Tamil Nadu. The state is shifting its focus towards e-governance and Integrated Financial & Human Resource Management System (IFHRMS) is the initiative towards e-governance. According to the official website of Karuvoolam.tn.gov.in –Any government employee can see his or her salary slip, pay details and other details online from anywhere or any pensioners can see their pension status plus the information about all the employees working under the state government of Tamil Nadu will be available to the state and there will be transparency maintained.

Portal name	IFHRMS Karuvoolam
State	Tamil Nadu
Authority	Government Follow the steps to login to IFHRMS:of Tamil Nadu
Department	Finance Department and Treasury and Accounts department
Services	Pay slip download, NOC, Loan, Medical services, etc.
Service for	Government employee of Tamil Nadu
Official website	https://www.karuvoolam.tn.gov.in/web/tnta/home

Follow the steps to login to IFHRMS:

- **Step 1** Go to the https://www.karuvoolam.tn.gov.in/web/tnta/homeof the Integrated Financial and Human Resources Management System (IFHRMS).
- **Step 2** Click on the login option in the top left corner. As soon as you click on it a new page will open.
- **Step 3** Choose your user type which is Employee or Pensioners.
- **Step 4** Enter the User ID and password.
- **Step 5** Click on the Sign In option.
- Logged in to your account.

Any government employee working under the government of Tamil Nadu can download his or her salary slip or pay slip by visiting the official website of Karuvoolam.tn.gov.in by following the given steps:

- Go to the https://www.karuvoolam.tn.gov.in/web/tnta/home of the Integrated Financial and Human Resources Management System (IFHRMS).
- The homepage of IFHRMS will appear. Click on the Login option in the top left corner. Another page will open.
- Login to your account by entering your User ID and password.
- After logging in a dashboard will appear in front of you.

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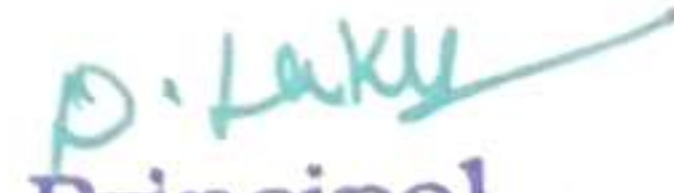Website: www.mvmwgacdgl.ac.in

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- Here click on the Finance option.
- A new page will open. Click on the Payroll option.
- Click on the Results option. Open payroll results in the IFHRMS dashboard.
- Select the period for which you want to download the salary slip.
- Enter your regular salary and find the pay bill group.
- After this, a pay slip download option will come.
- Click on it and download your salary/pay slip in pdf form.

The following information can be found on your payslip:
- Name of the Employee
- Post of the Employee
- Employee Number
- Office Name of the employee
- GPF Number and CPS number
- Information like duty pay, HRA, Medical allowance, DA, Gross Salary, and Net Pay credit.

The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc. all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

The College Council decides to make the following policies and procedure:

College Website: The website www.mvmwgacdgl.ac.in will act as an information centre which will reflect about the College, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college through the AMC. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go liveon the website as and when they are released.

Student Admission: An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the

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Tamilnadu Higher Education Department. The HE department, Directorate of College education brings out its Brochure which is displayed on the www.tngasa.orgwebsite that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in allthe government arts and science colleges in Tamilnadu. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to each five colleges and for this purpose an online software to be used bythe Directorate of College education.

Student Transfer Certificate (TC Software) : Academic year 2017-2018 onwards our college issue the Printed Transfer certificate to all the qualified students through the TC software https://localhost://mvmtc/ . This software was developed by our Computer Science department staff and its maintained by the CLP staff member for generate the TC in every year. This TC software developed by using the software likes PHP, MYSQL,andWampp Server.

Student Union Election: Institution holds democracy in selecting the office bearers of the Student Council. Students contest and the contestants are selected through the online election web portal https://localhost://election This software developed and by Computer science faculty members. The union election was conducting like MLA and MP elections the colleges students are polled vote that day, after the polling completed the software automatically generate the union result those who are winner and number of votes they are taken. Finally, the college principal announces the union results in the assembly hall. The elected student's representative holds the following posts.

- Student President – Manages all the activities and grievances of the students in the College campus
- Student Secretary – Co ordinates organizes and executes the student's activities.
- Student Treasurer – Maintains the financial accounts of the student's council
- Fine Arts Secretary – In-charge of organizing and regularizing the fine arts competitions and functions
- Co-operative Stores Secretary – In-charge of the Store activities
- Sports Secretary – In-charge of all the sports activities
- Magazine Secretary - In-charge of collecting the articles and helps the committee to publish the magazine.
- PG Representative – Represents PG students.
- Shift II Representative –Represents Shift II

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Scholarship Portal: The Government and Private Trust Both Organisation are working hard to provide Motivate Students for Further Studies and Help them to complete their Education. There are lots of Scholarship announced by the Government and Other Private Organisations for Economically Weak Students. The Different Social Welfare Department Scholarship is announced under Government Scholarship. We are Explaining all these Scholarship Schemes by taking an example of a State Scholarship and we are also providing all the Details of Scholarship Schemes through Tamilnadu Government Scholarship Official Portal.
Website:https://www.tn.gov.in/scheme/department_wise/4

Library: The college continues to maintain its academic excellence through maintaining a well-stocked library. The college will add more and more e-learning resources for the benefit of the teachers and the students. The college should continueto subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

- The college library have separate website pages https://www.mvmwgacdgl.ac.in/page/library.html and the college librarian maintain the separate library web blog https://librarymvmgac.wordpress.com/
- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- To encourage original writing among students and teachers, the Library should provide the complete knowledge about the software for plagiarism check.

Administrative Office should use Advanced Excel and File Management SystemTools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of thecollege to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.

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- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

Examination: The Mother Teresa Women's University https://www.motherteresawomenuniv.ac.in/has adopted an online system where students can view their total internal and external assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

Alumni: In order to strengthen our alumni relationships, a separate alumni page to be created on the website https://mvmwgacdgl.ac.in/alumni.htmlproviding facilities like registration, prominent alumni of the University, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

ICT Tools:
Hardware Infrastructure:
- The College to ensure that it has adequate number of desktops and laptops for students and staff. ➢ Computers and printers to be made available in the administrative office.
- Projectors and other multimedia devices to be provided in the auditorium,classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by computer networkingdevices, scanners and interactive teaching board/smart board etc.

Software Infrastructure
- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MSOffice and Antivirus to be purchased and updated regularly.

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Areas of e governance	Name of the Vendor with contact details	Year of Implementation
Administration	All administrative and academic related circulars are communicated to the departments via Email with college domain. Soft copies received are consolidated and sent to DCE and Mother Teresa Women's University. (ex:.principal@mvmwgacdgl.ac.in)	2018 – 2019
Finance and Accounts	As TGAC is a government institution the salary of faculty members is managed in TN Govt's portal https://www.karuvoolam.tn.gov.in/	2019 - 2020
Student Admission and Support	As per the institutions received from DCE, all admission related work and circulars are managed via emails. Students admission procedure all are done through web potral Scholarship forms are uploaded in TN Govt's portal Admission : www.tngasa.org Scholarship: https://www.tn.gov.in/scheme/department_wise/4	2017 - 2018
Examination	Mother Teresa Women's University maintains a portal for examinations related communications. The college uploads all the necessary data including students profile and other examinations related details. University Website: https://www.motherteresawomenuniv.ac.in/	2020 - 2021

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Principal

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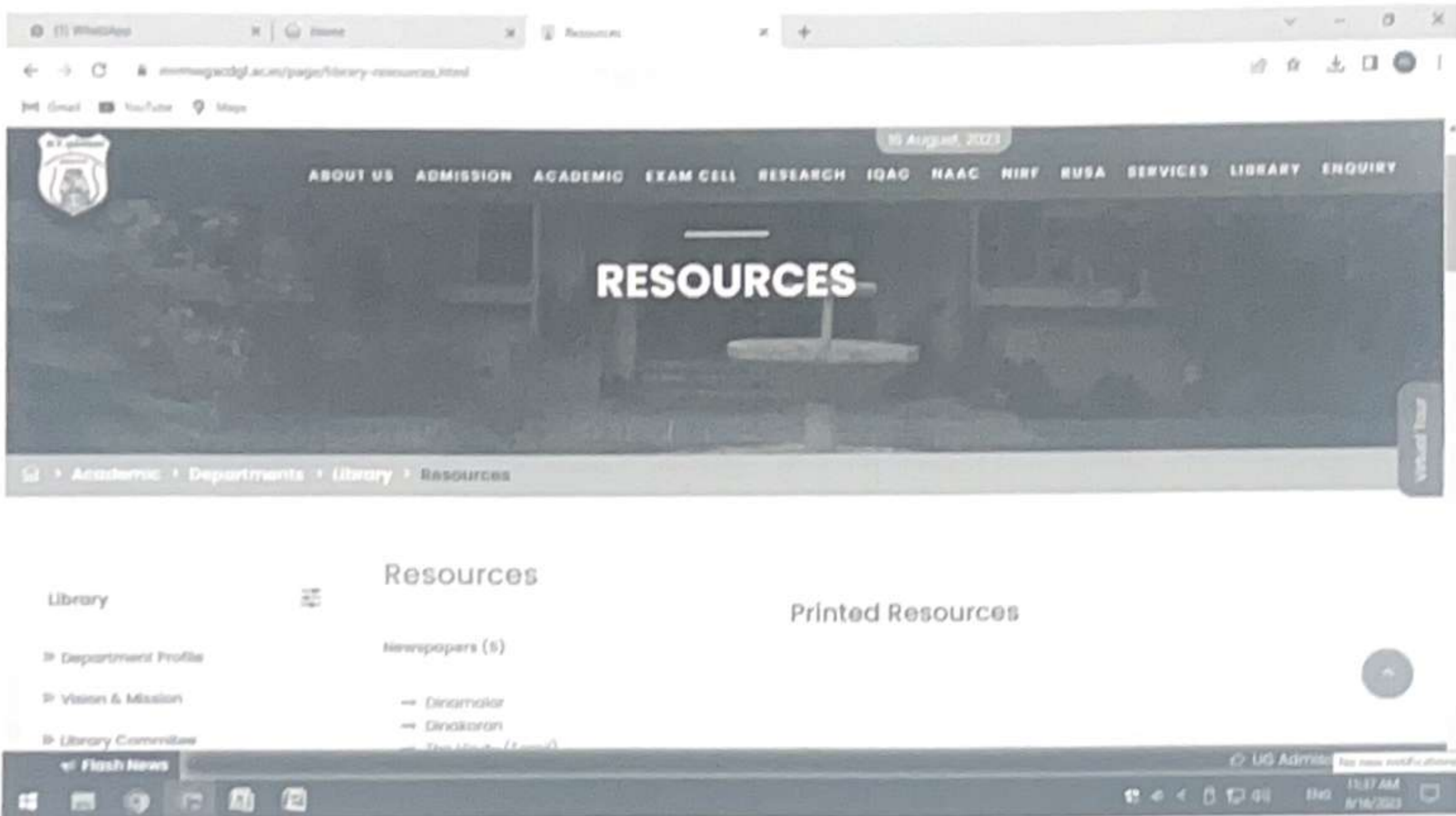# Annual e-governance Report

Criterion: VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT
Metric : 6.3.2 - Implementation of e - governance in areas of operation
Period : 2018 - 2023

ADMINISTRATION – FINANCE AND DEVELOPMENT

EMPLOYEE E-PAYROLL SYSTEM (https://www.karuvoolam.tn.gov.in/web/tnta/home)

IFHRMS - INSTITUTION LOGIN PAGE
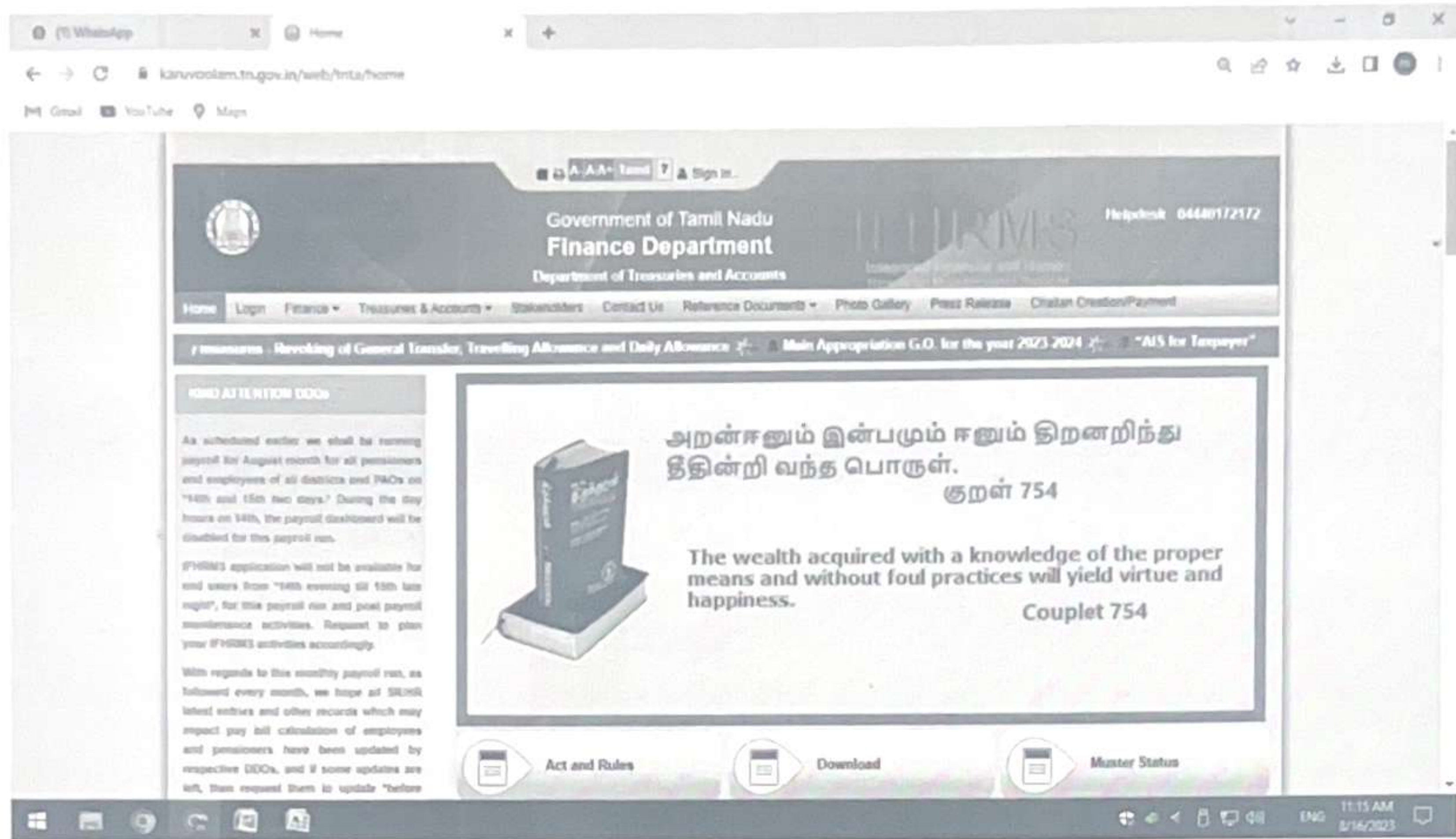
Main Page

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Principal
M.V. Muthiah Govt.
Arts College (un
Dindigul

Criterion: VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT
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Finance Page

Service Register Page
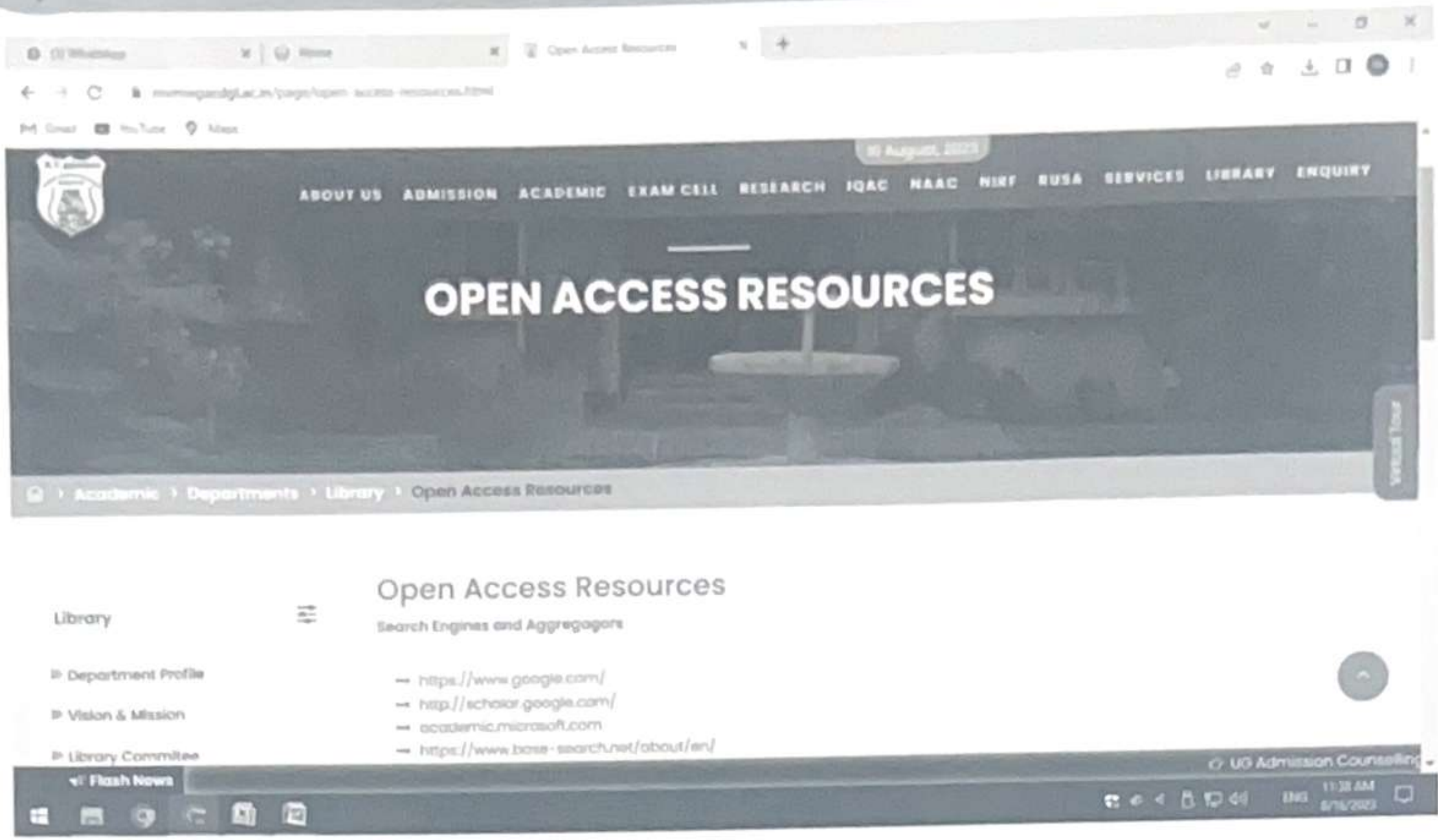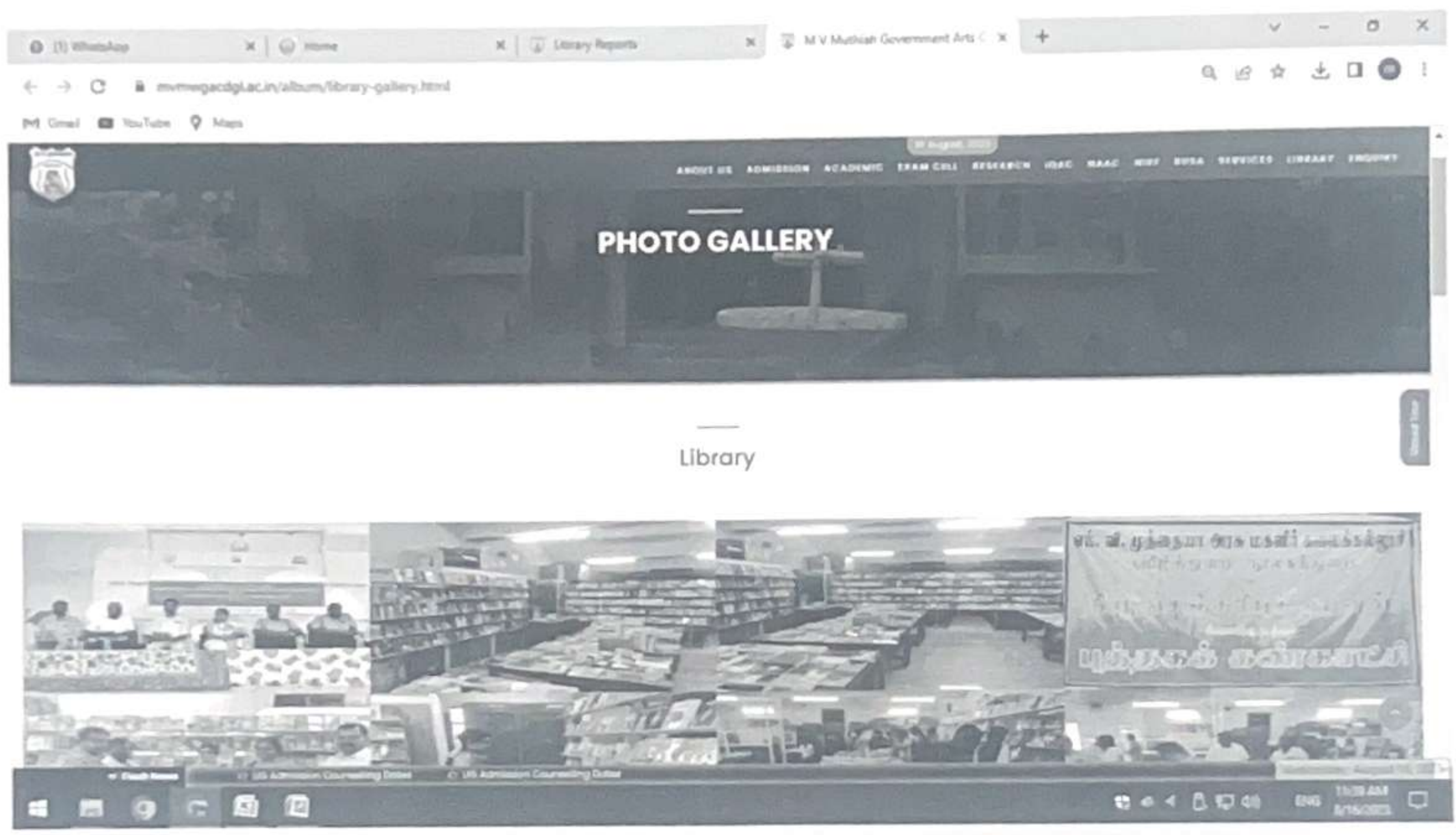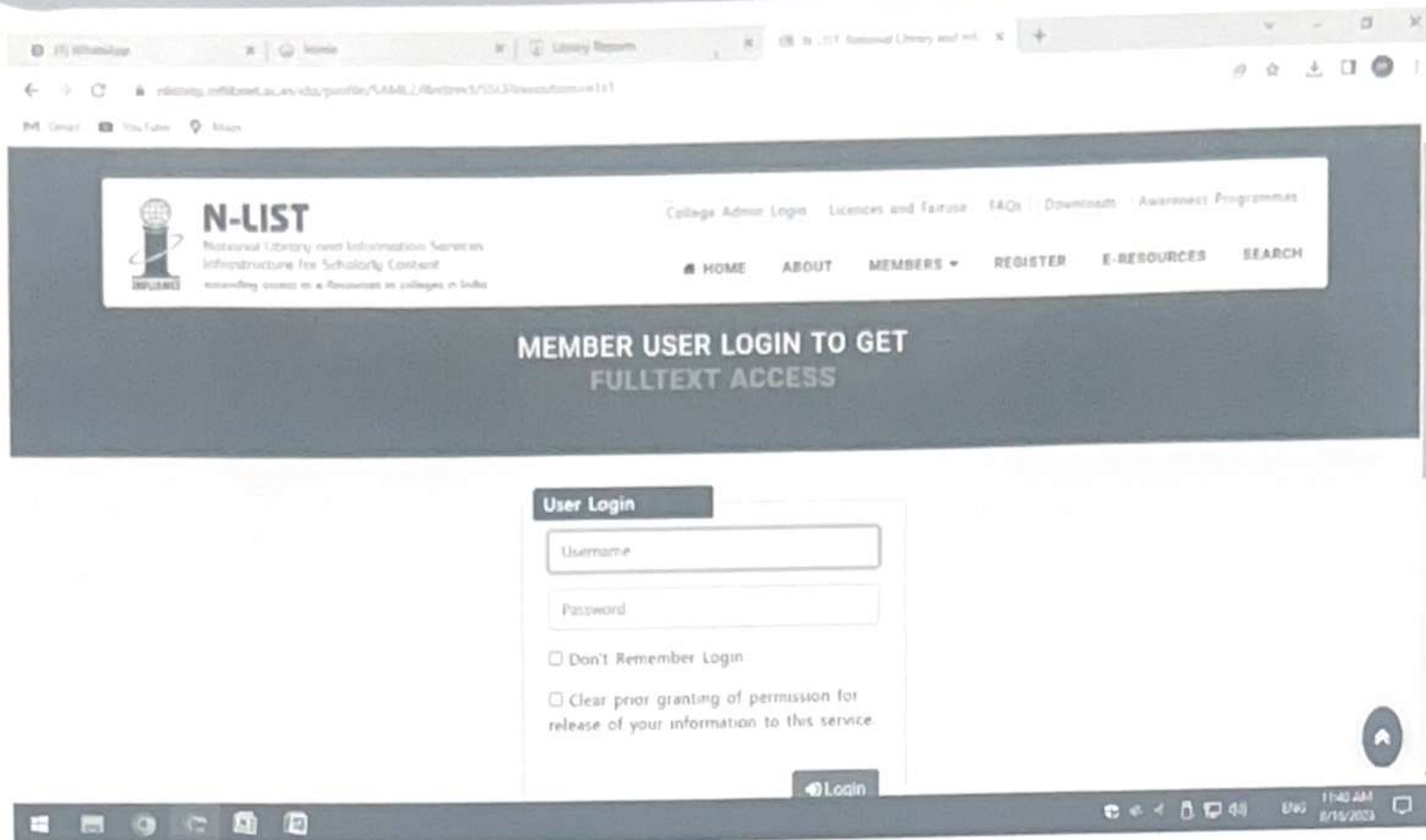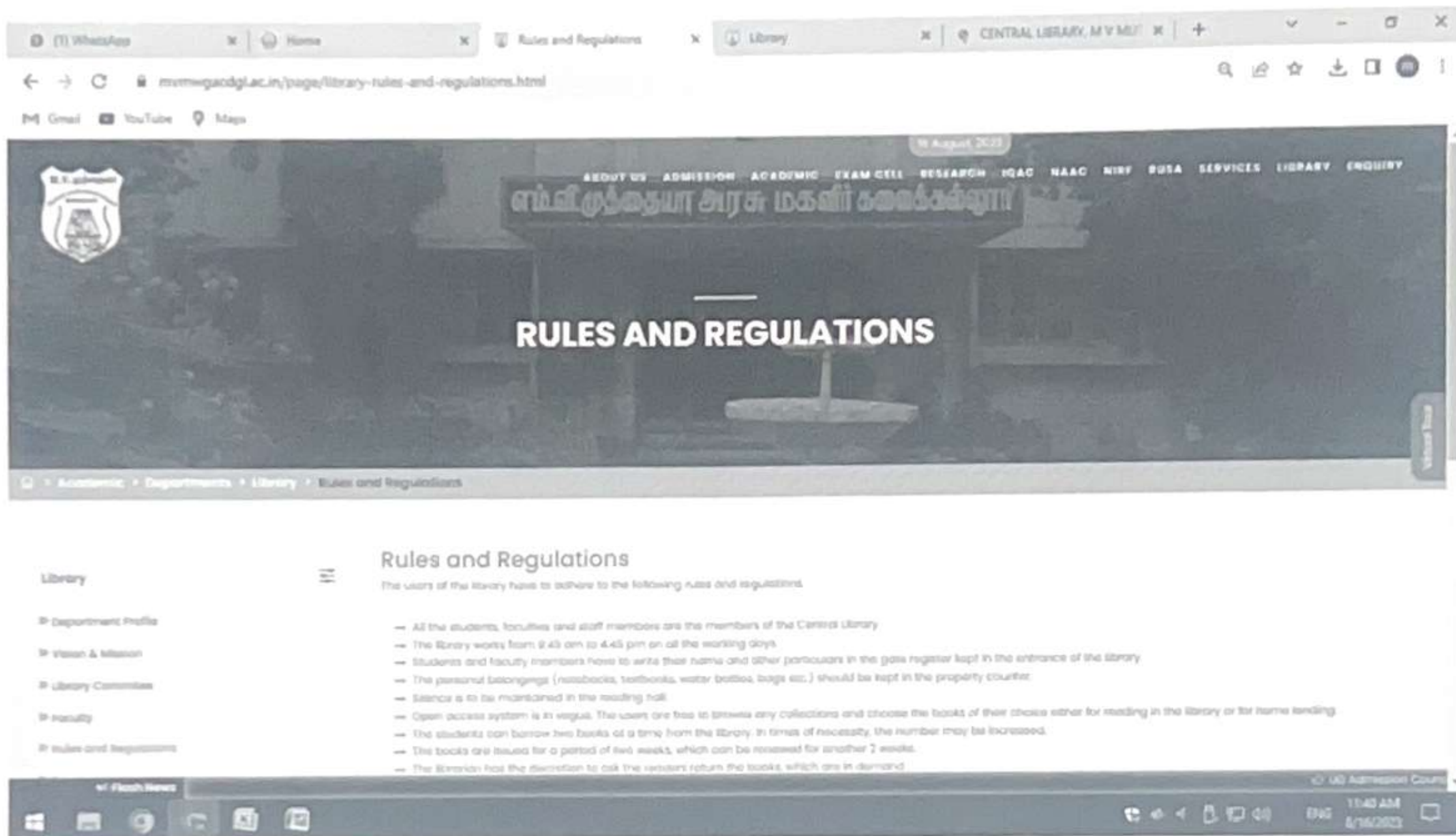
D. Laky
Principal
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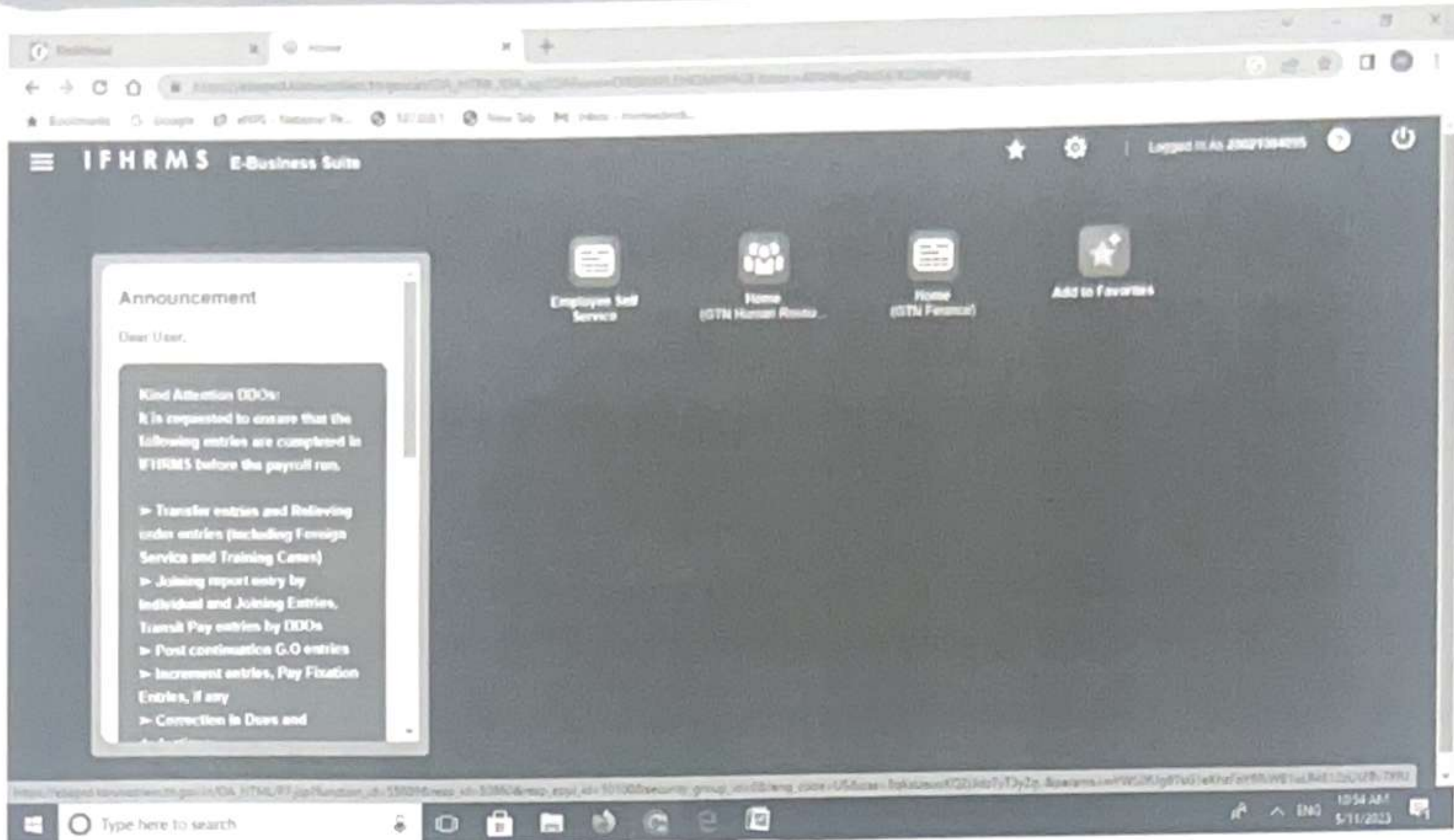
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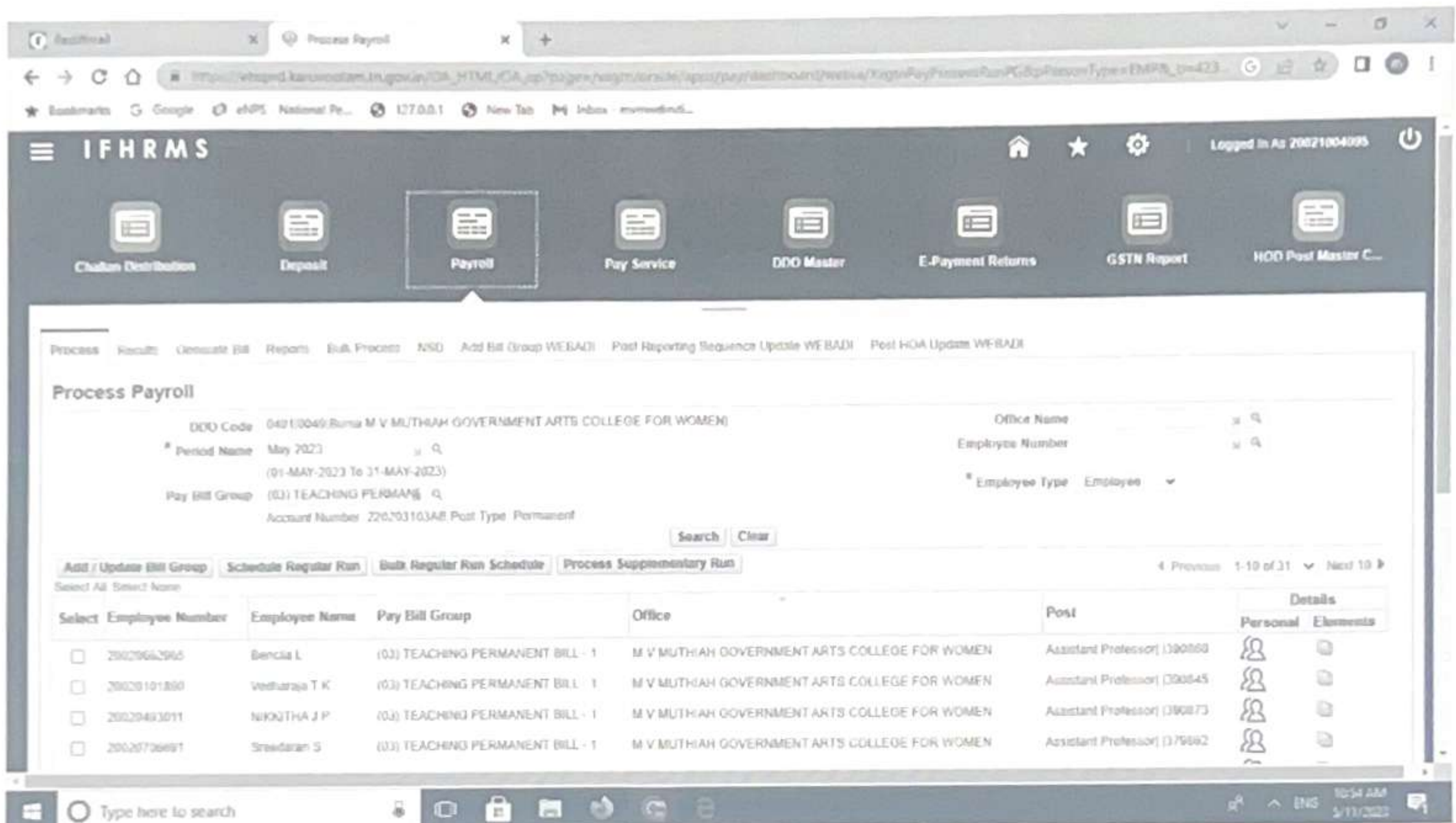
Salary Page

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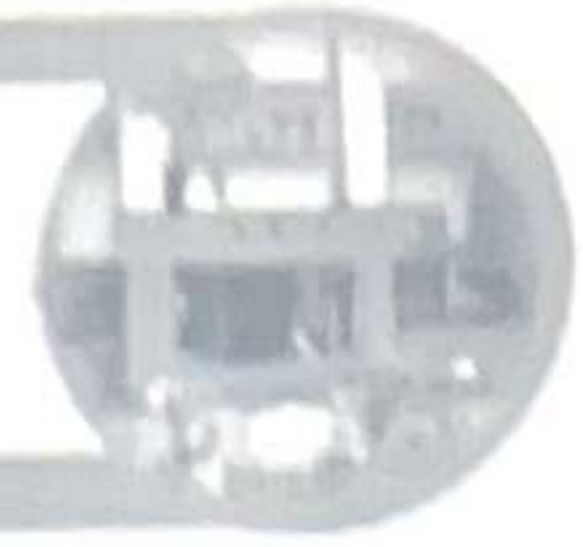Period   : 2018 - 2023
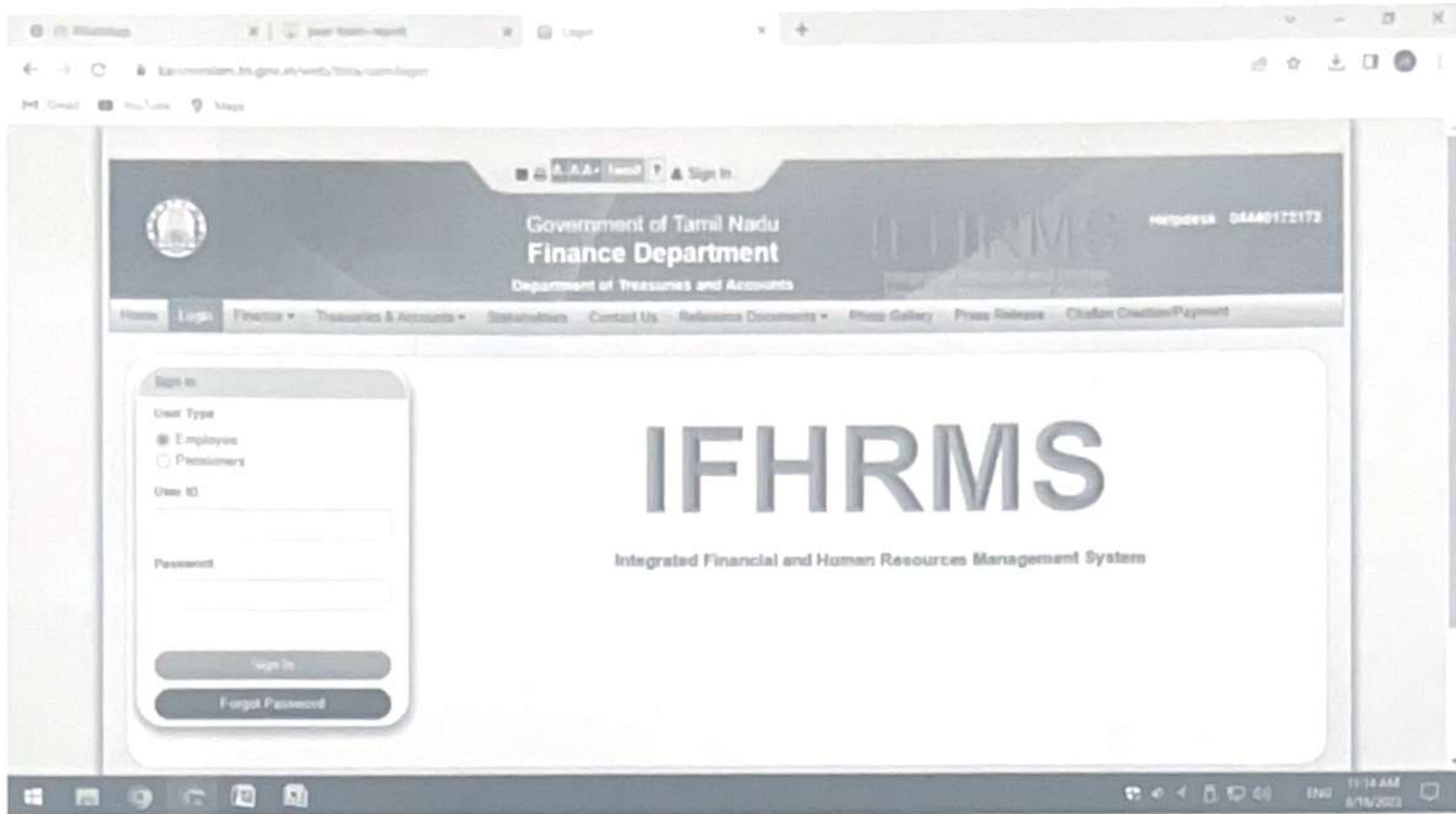
Employee Home Page
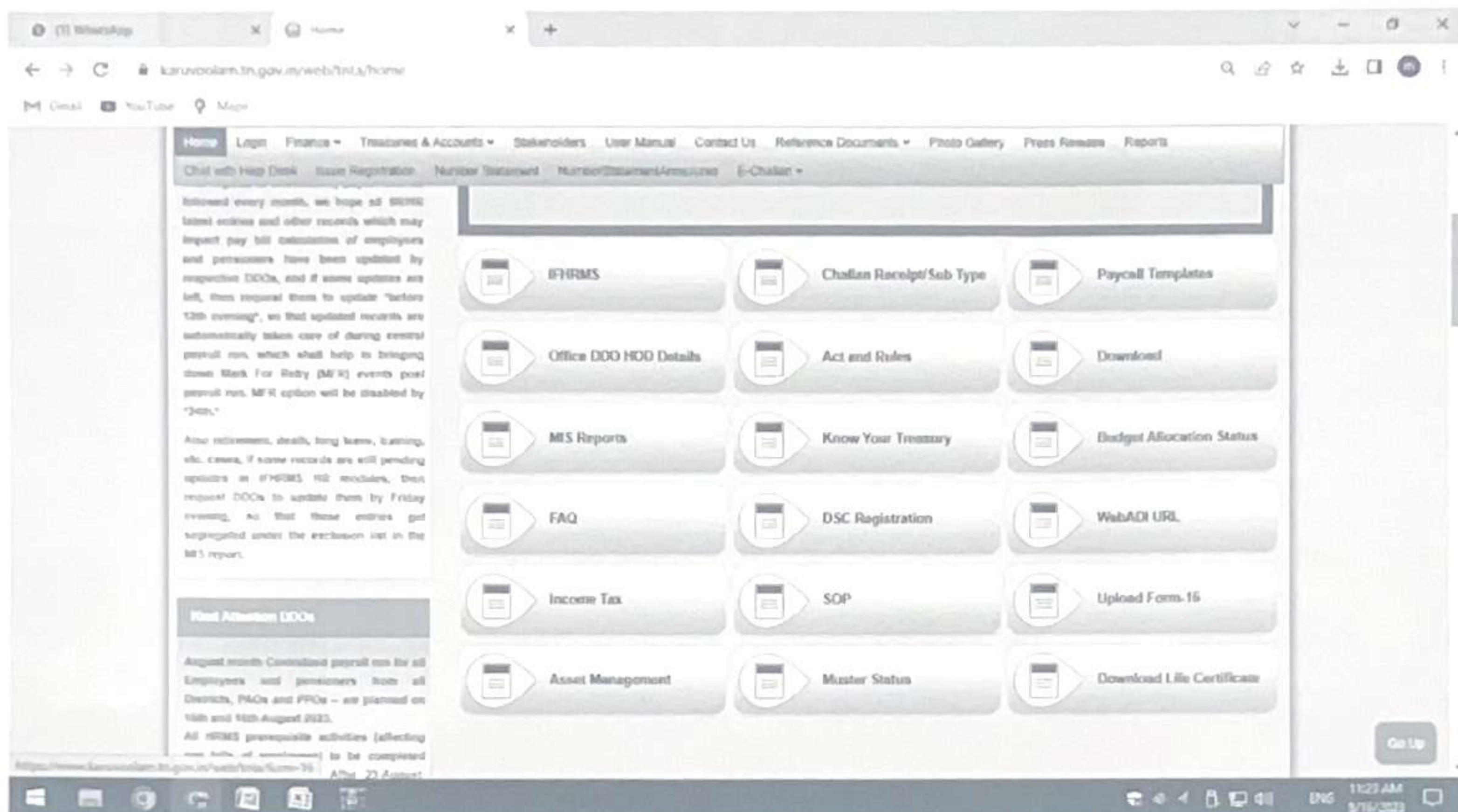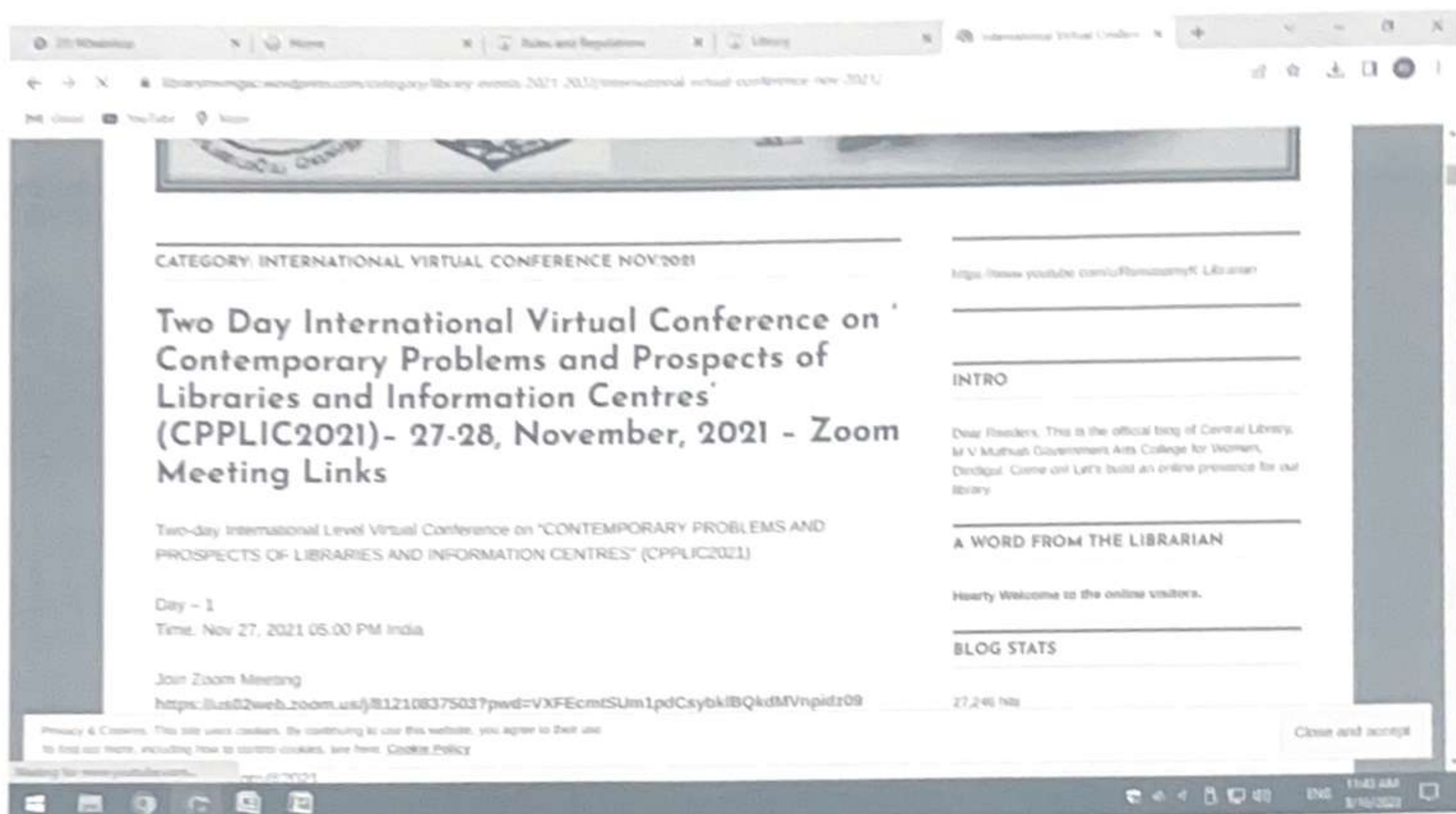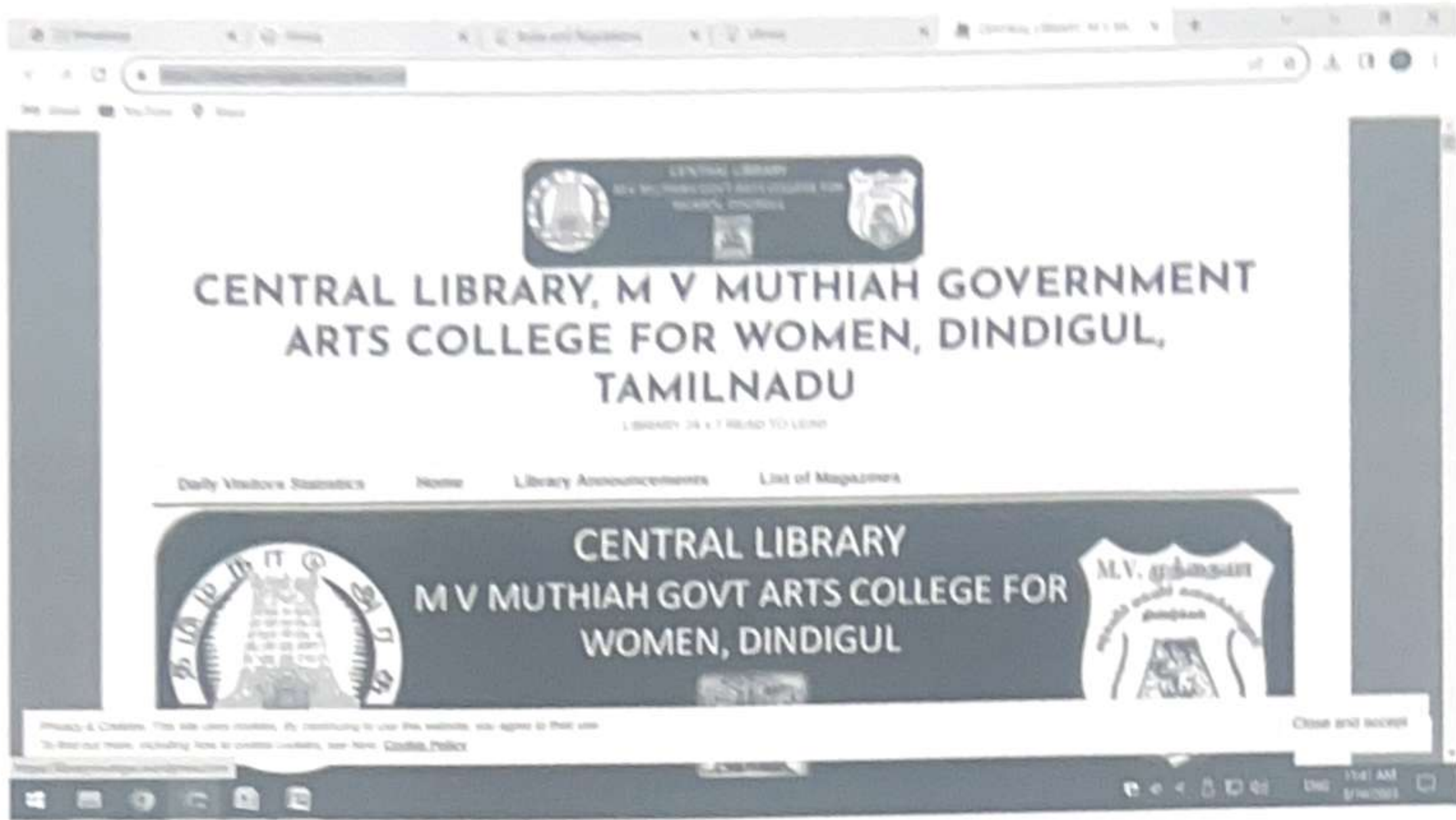

IFHRMS Services

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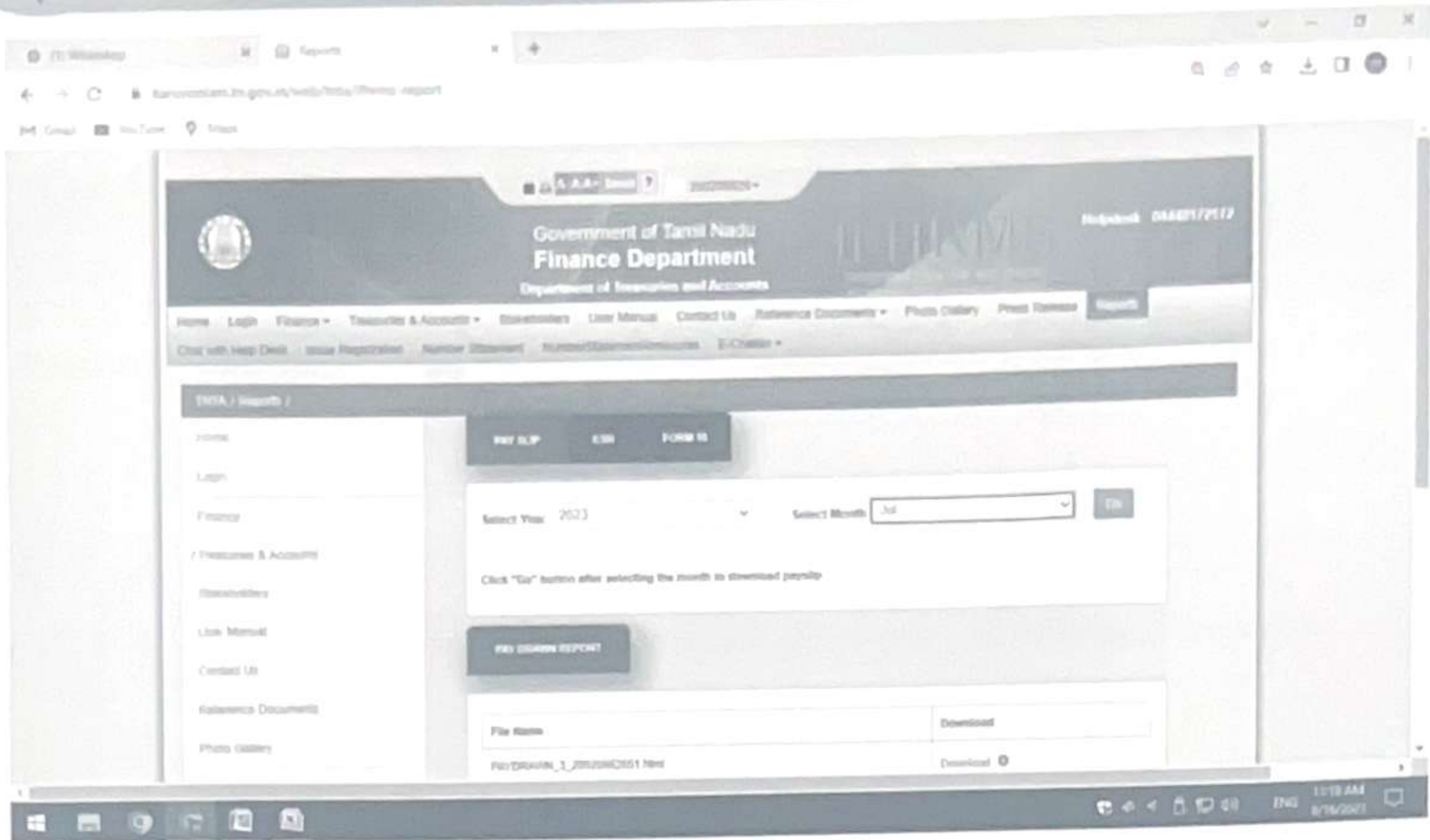
Period   : 2018 - 2023

Pay Slip Generate Page
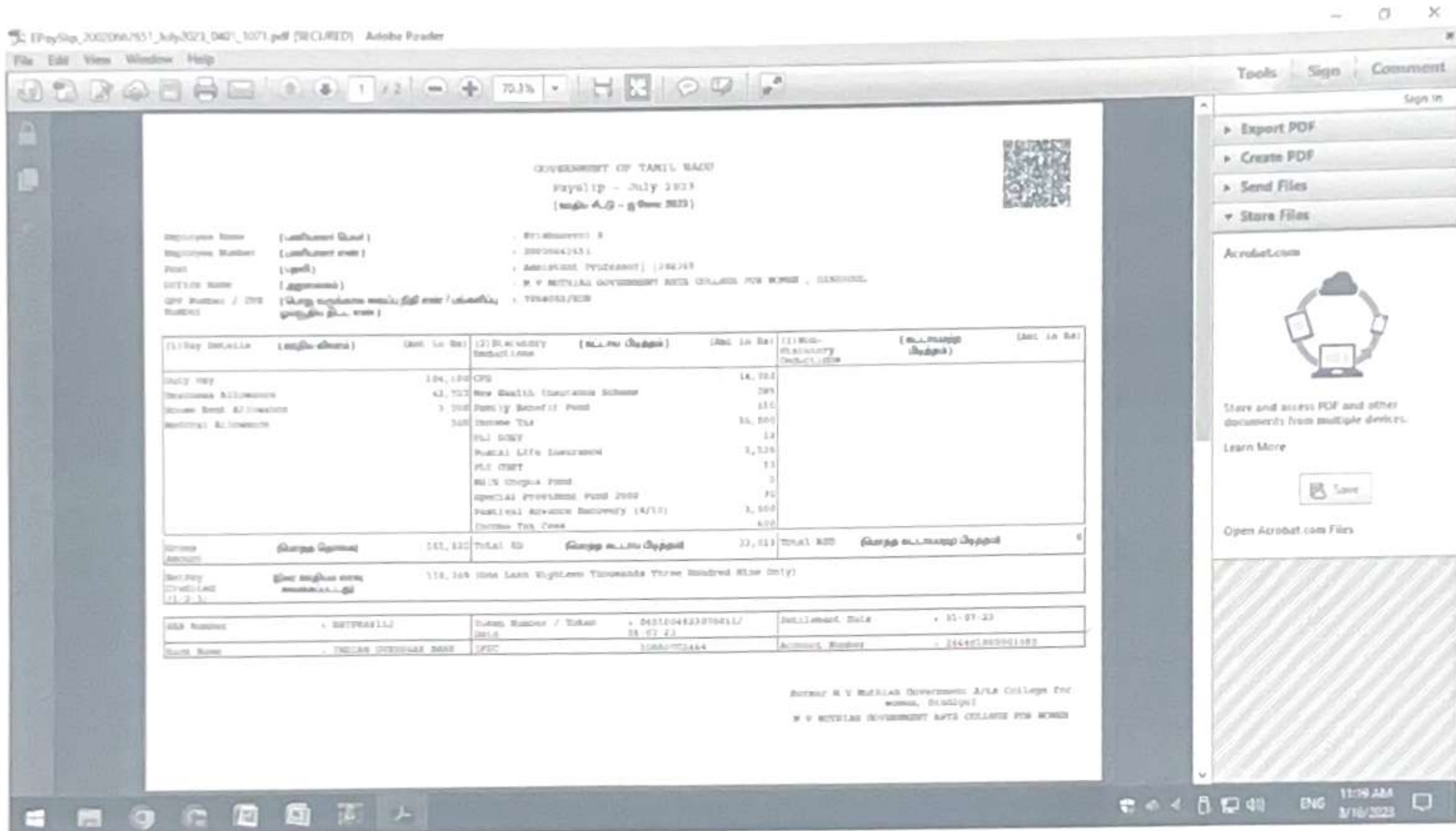
Sample Pay Slip

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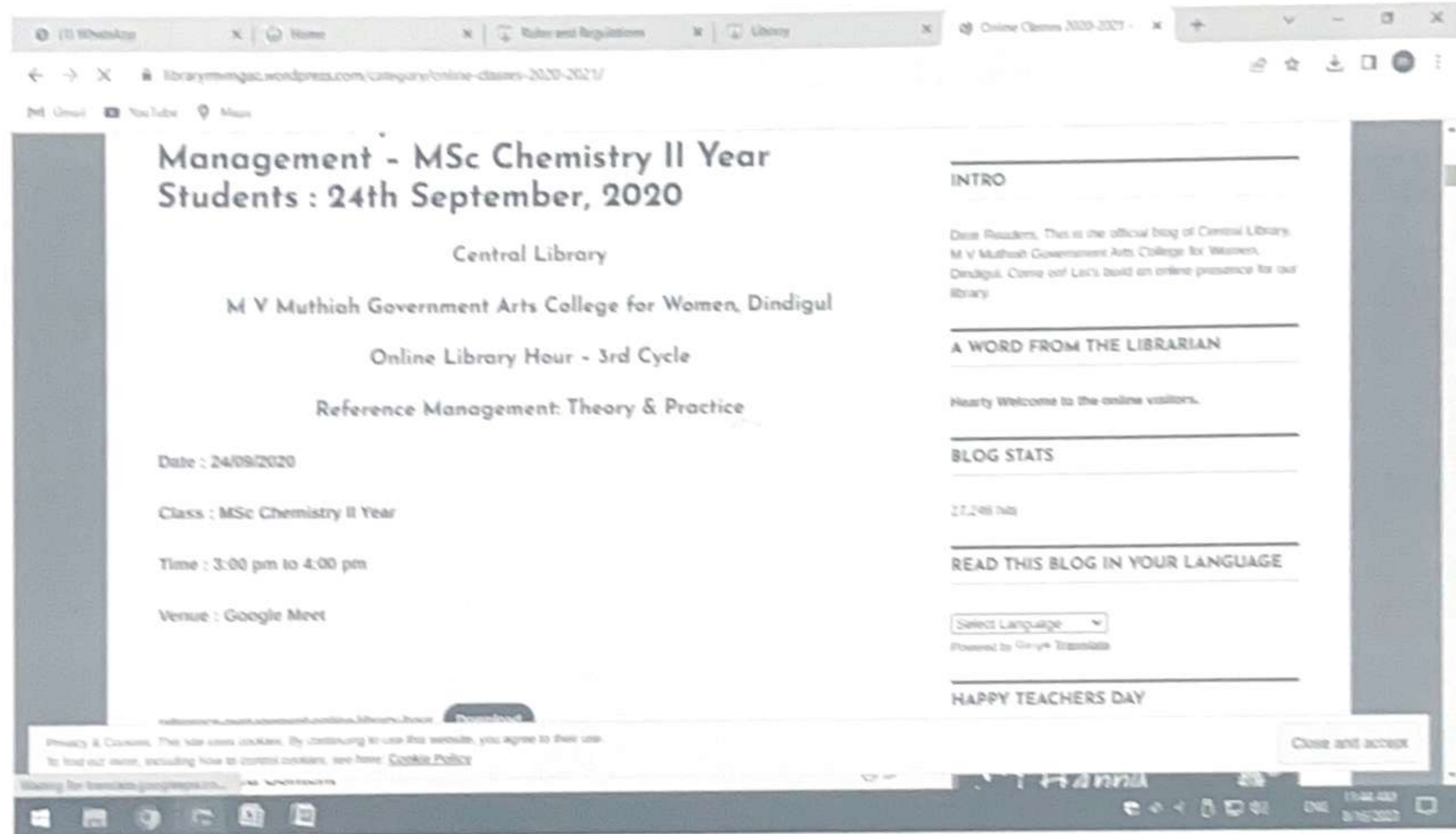**Period : 2018 - 2023**

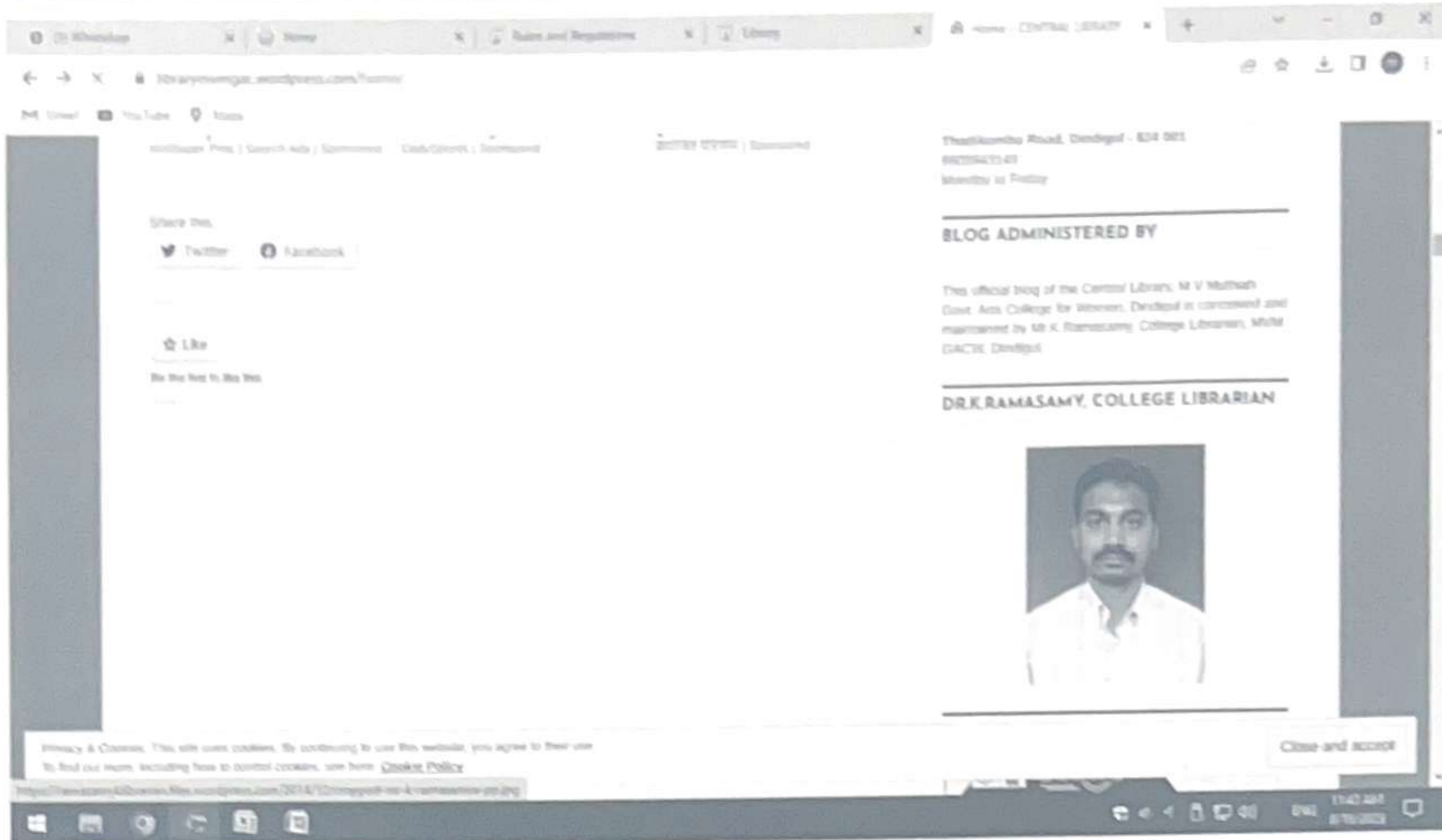**E- Governance Page**

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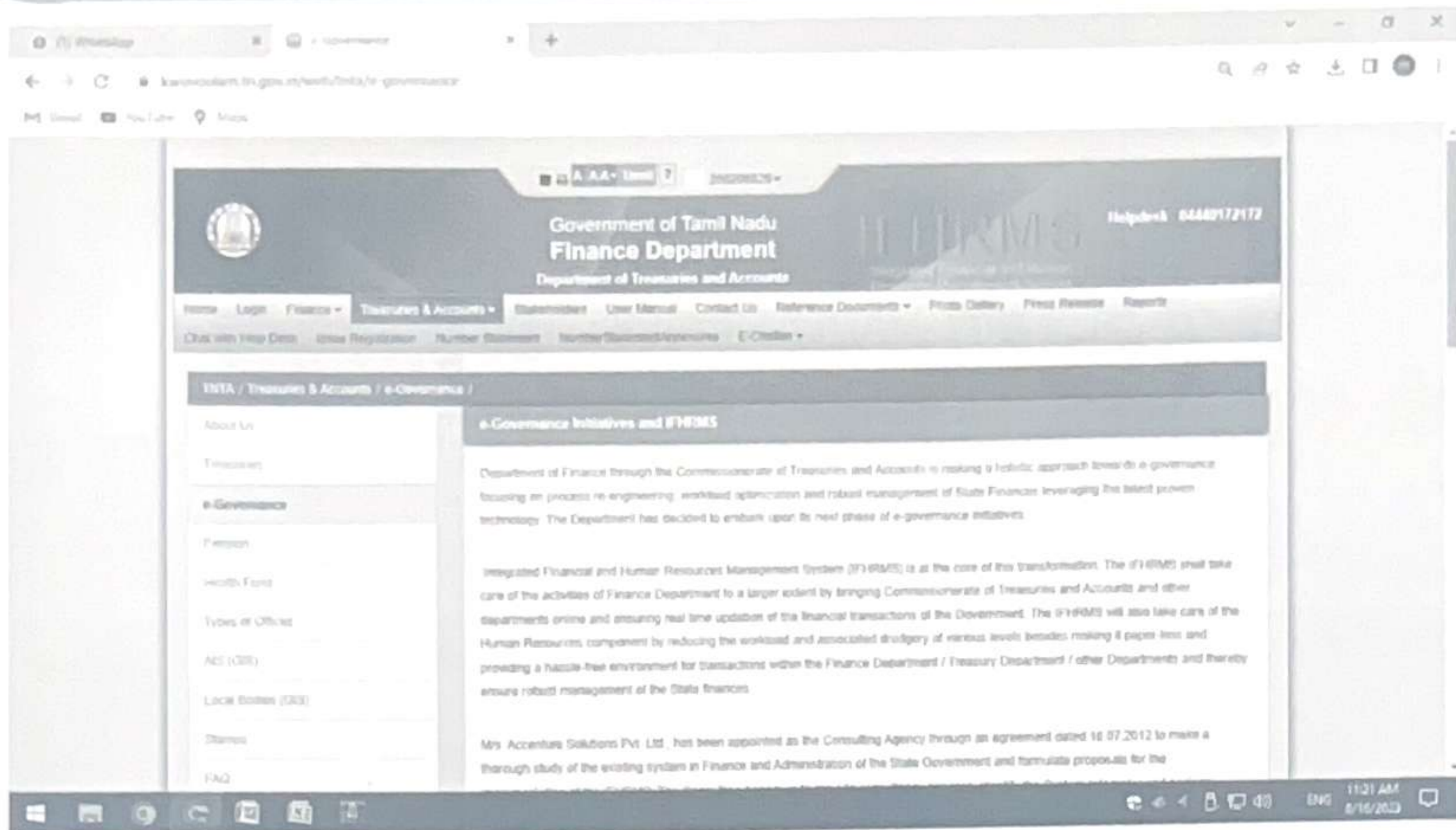
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STUDENT ADMISSION – E –POTRAL (www.tngasa.org)

Home Page

Main Login Page

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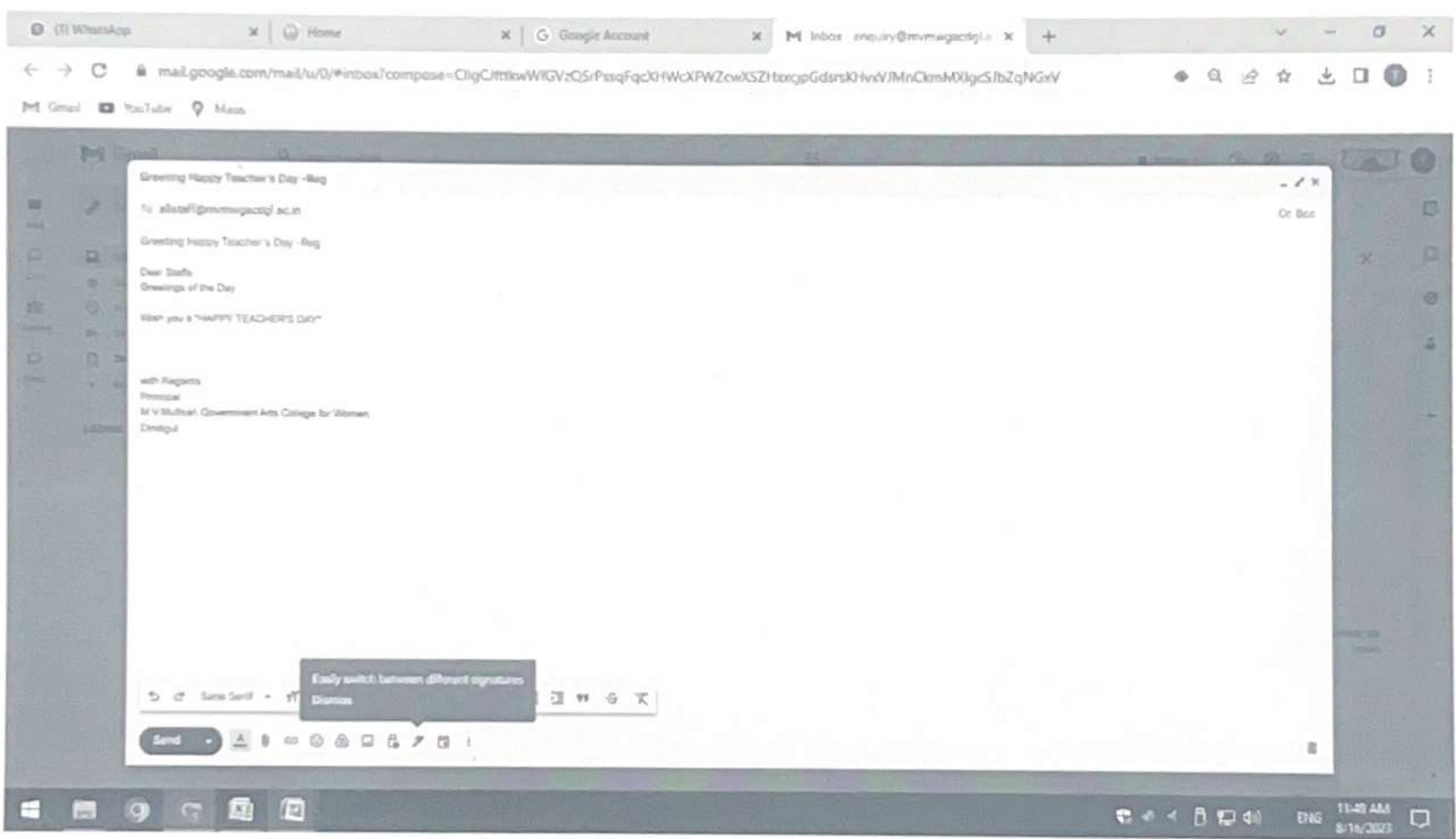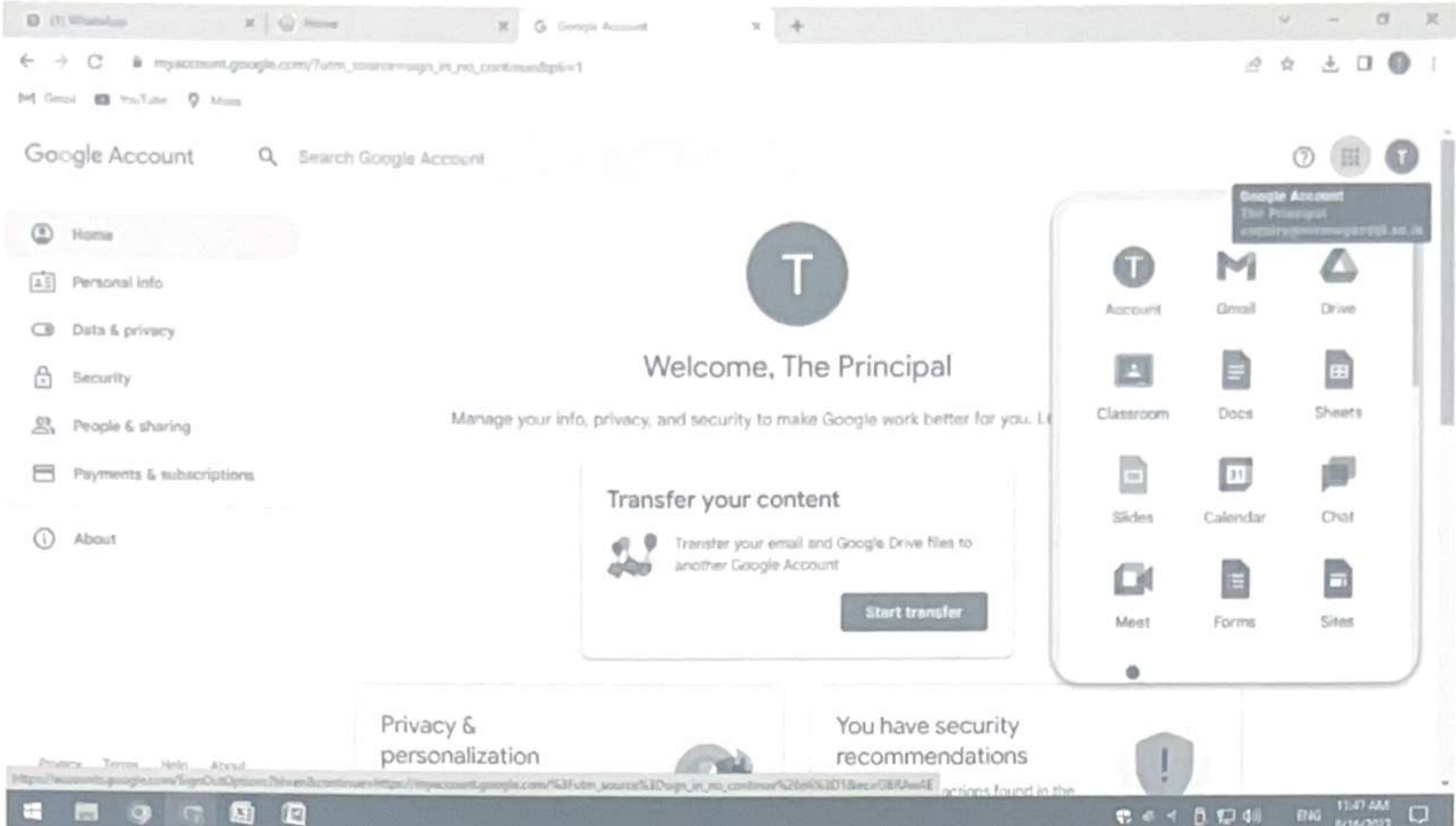Principal
M.V. Muthiah Govt.
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COLLEGE ALUMNI WEB POTRAL (https://mvmwgacdgl.ac.in/alumni.html)
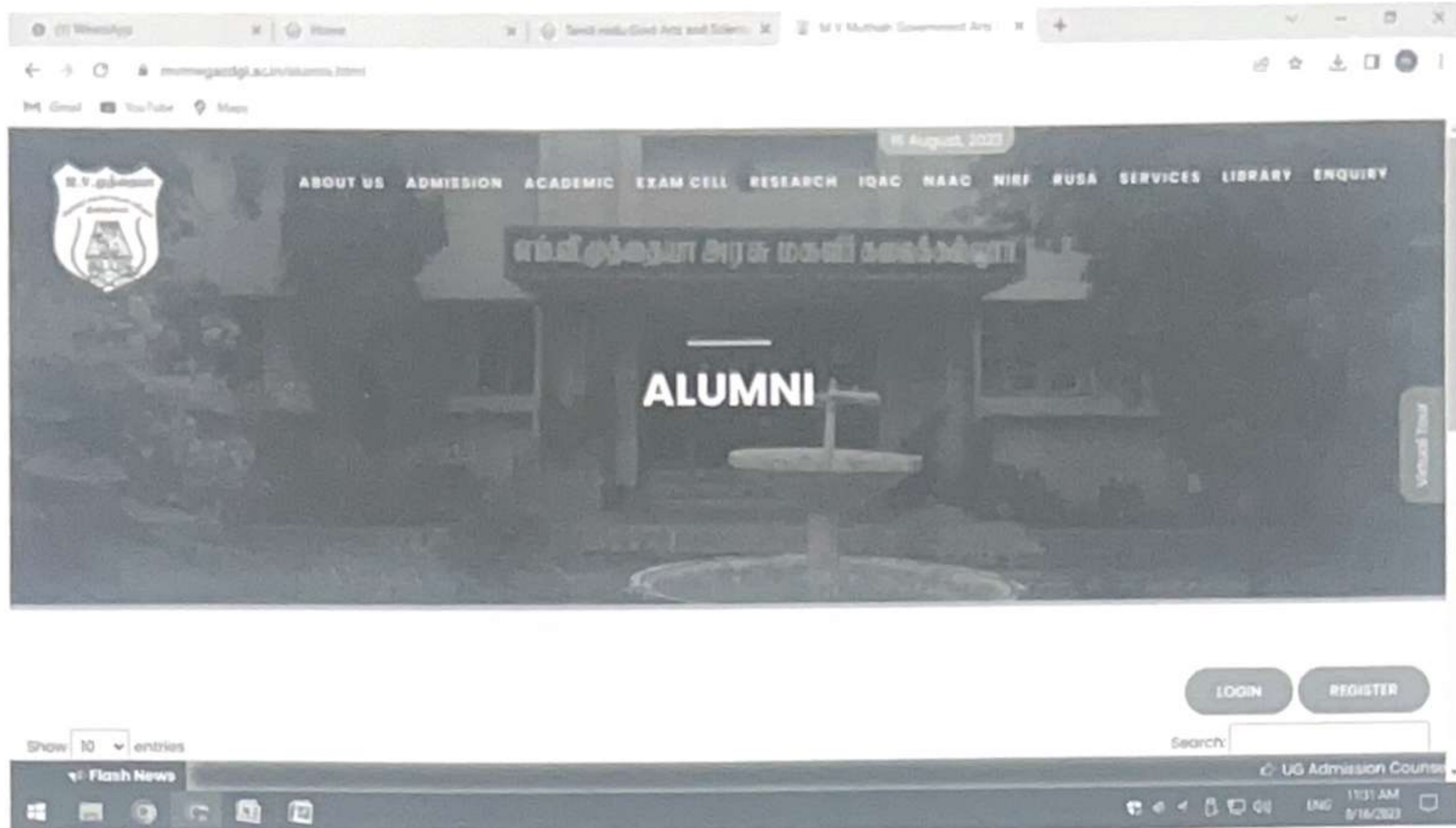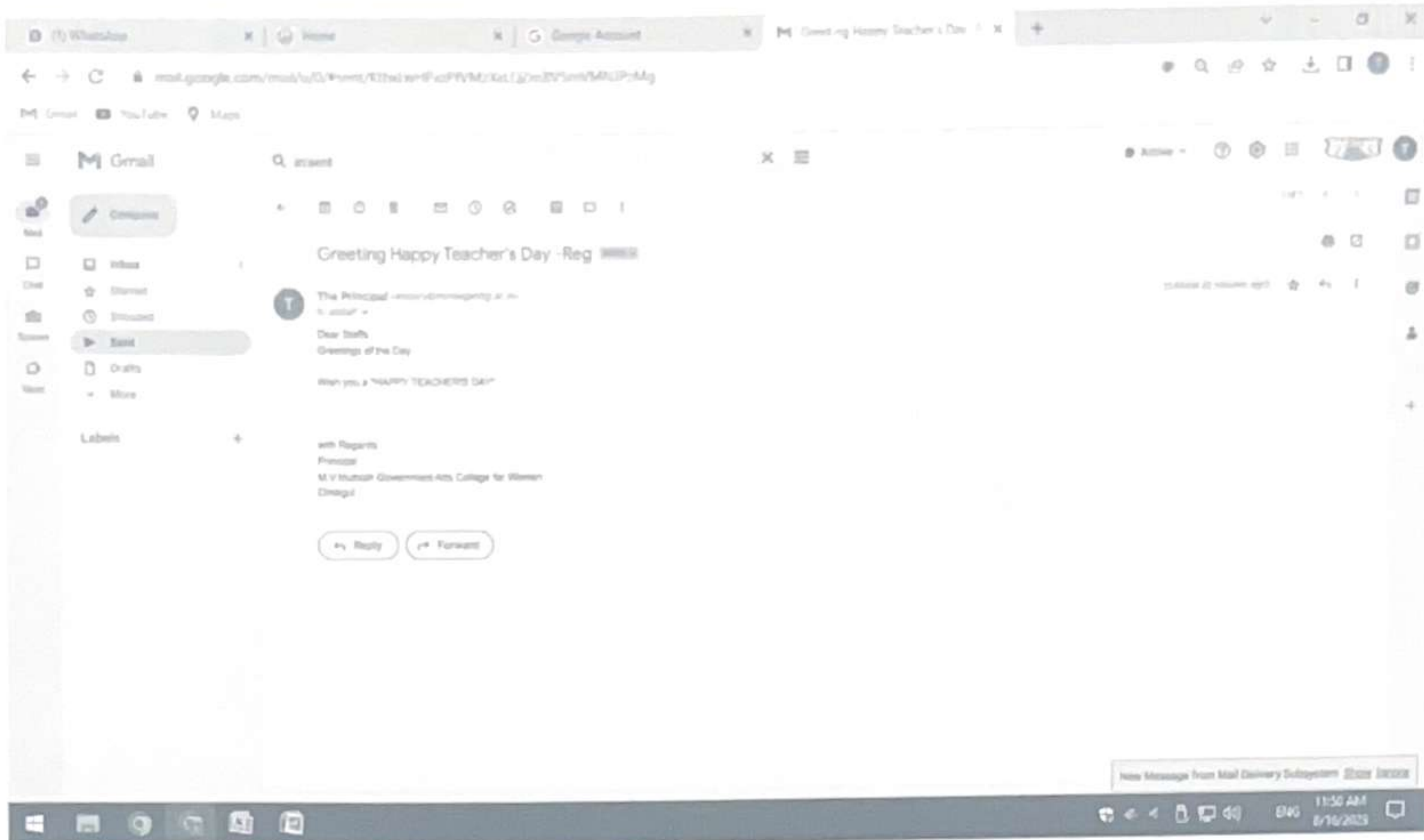

College Website Alumni Page
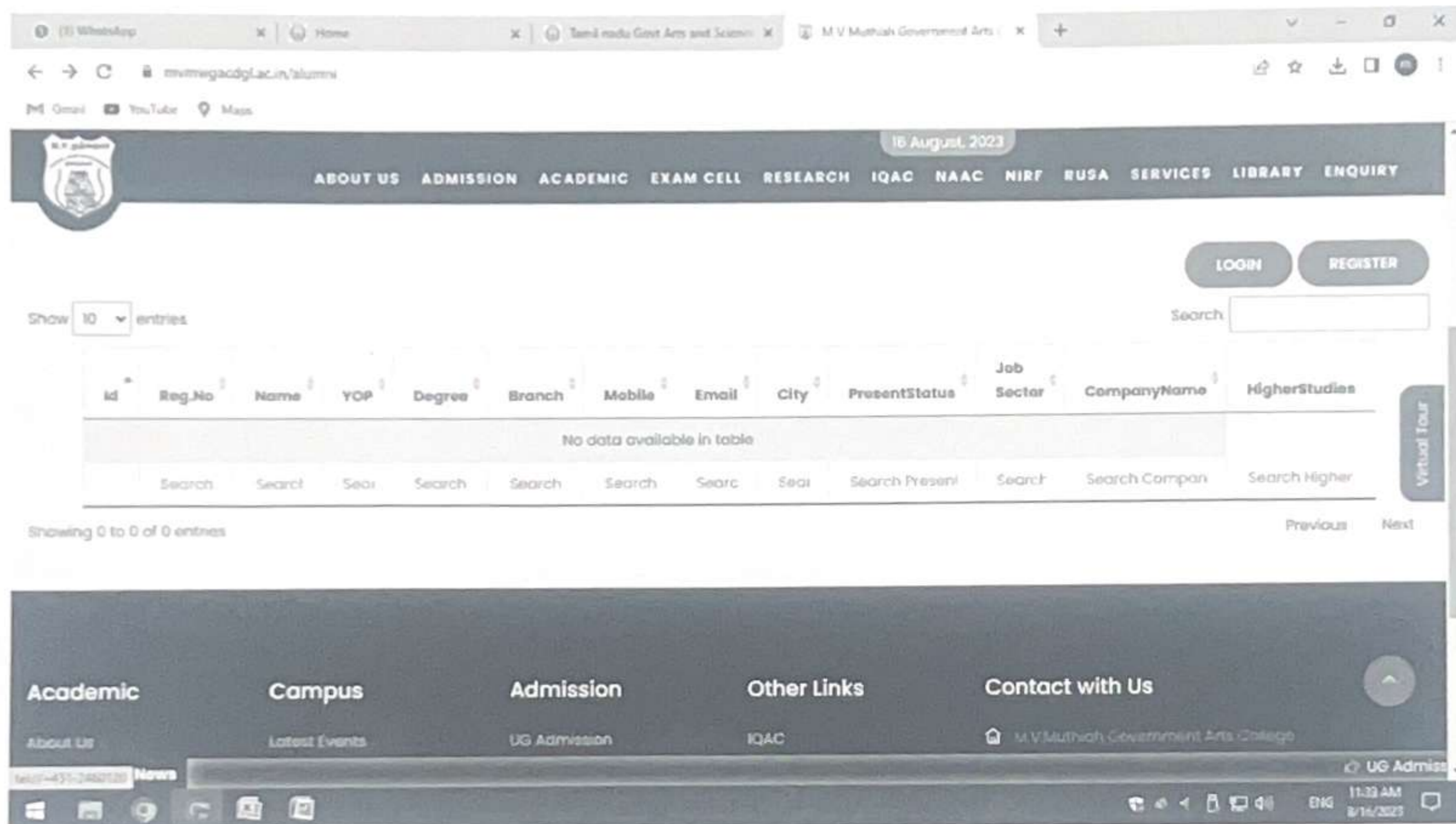
Alumni Registration Page

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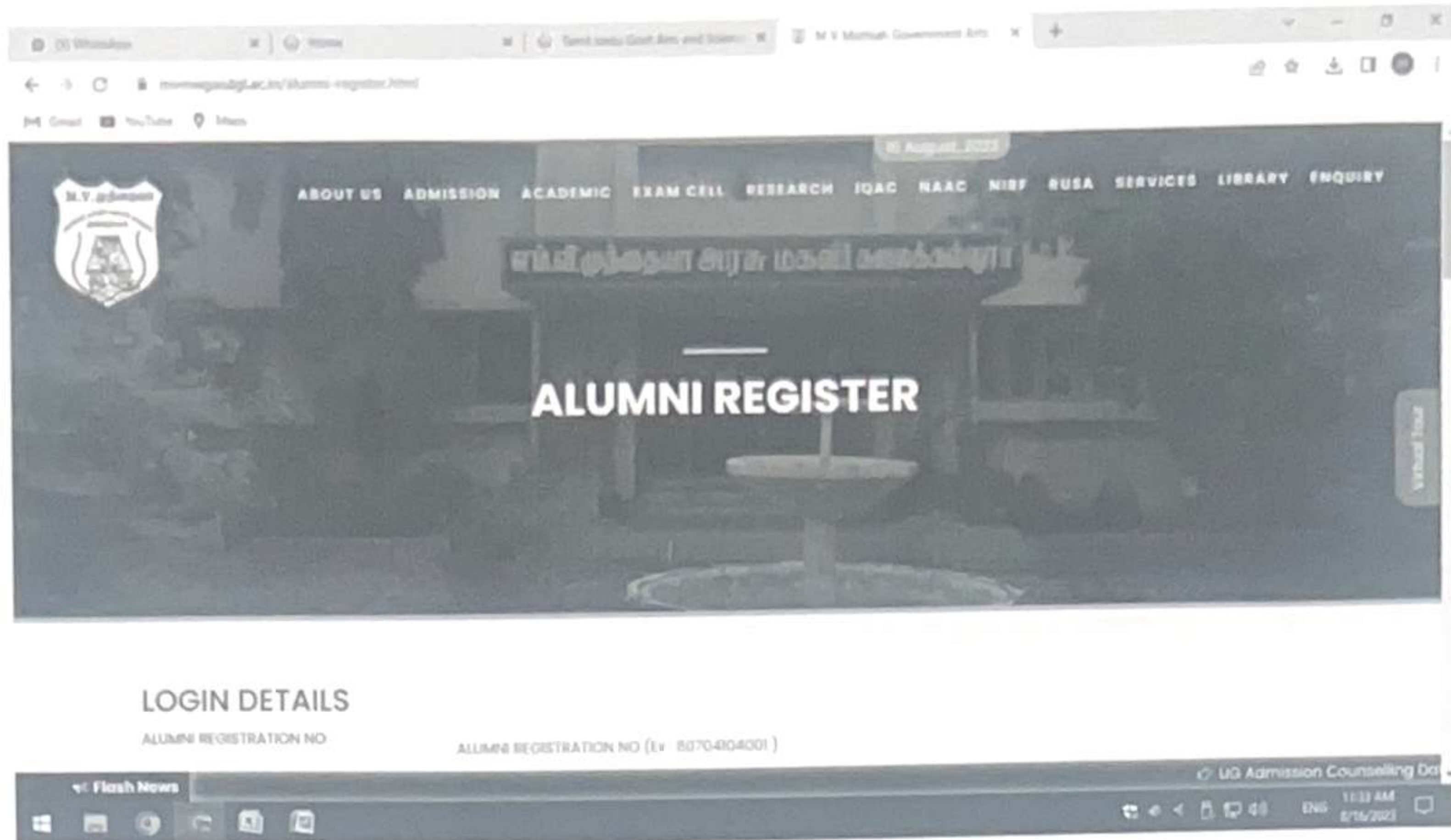
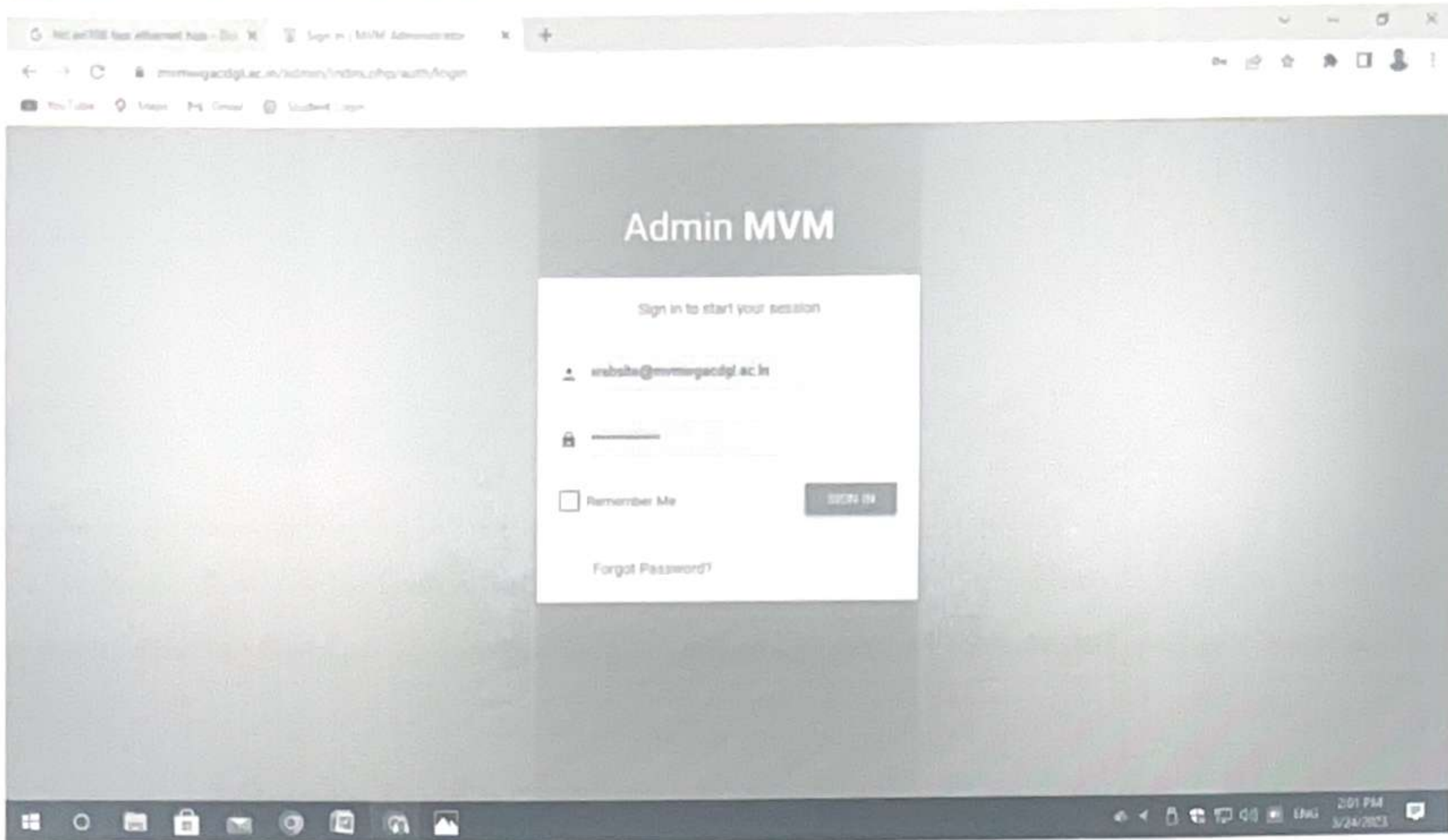**Alumni Registration Page**
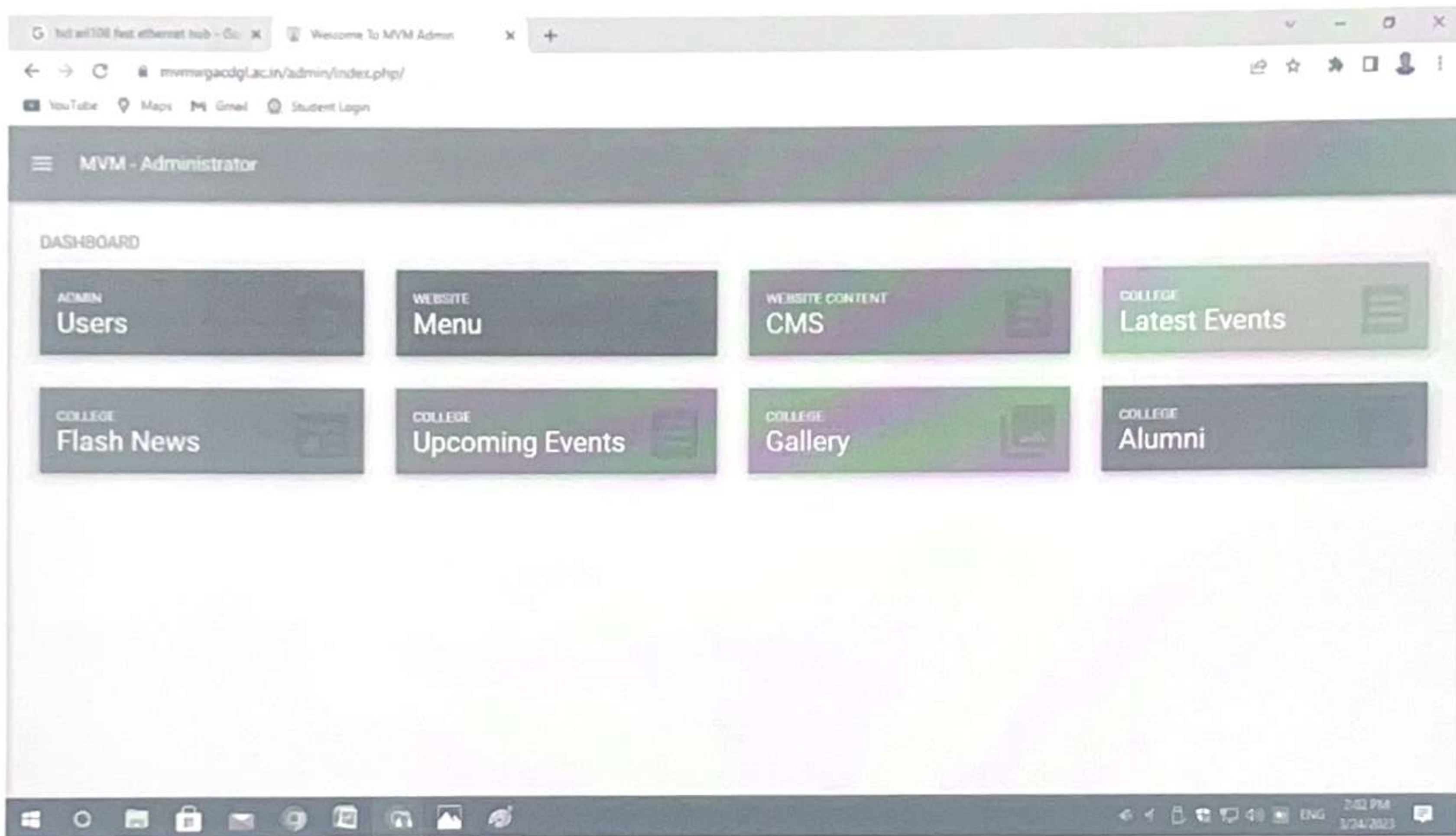

Personal Details

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Personal Details

Personal Details

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Criterion: VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT
Metric : 6.3.2 - Implementation of e - governance in areas of operation
Period : 2018 - 2023

Personal Details

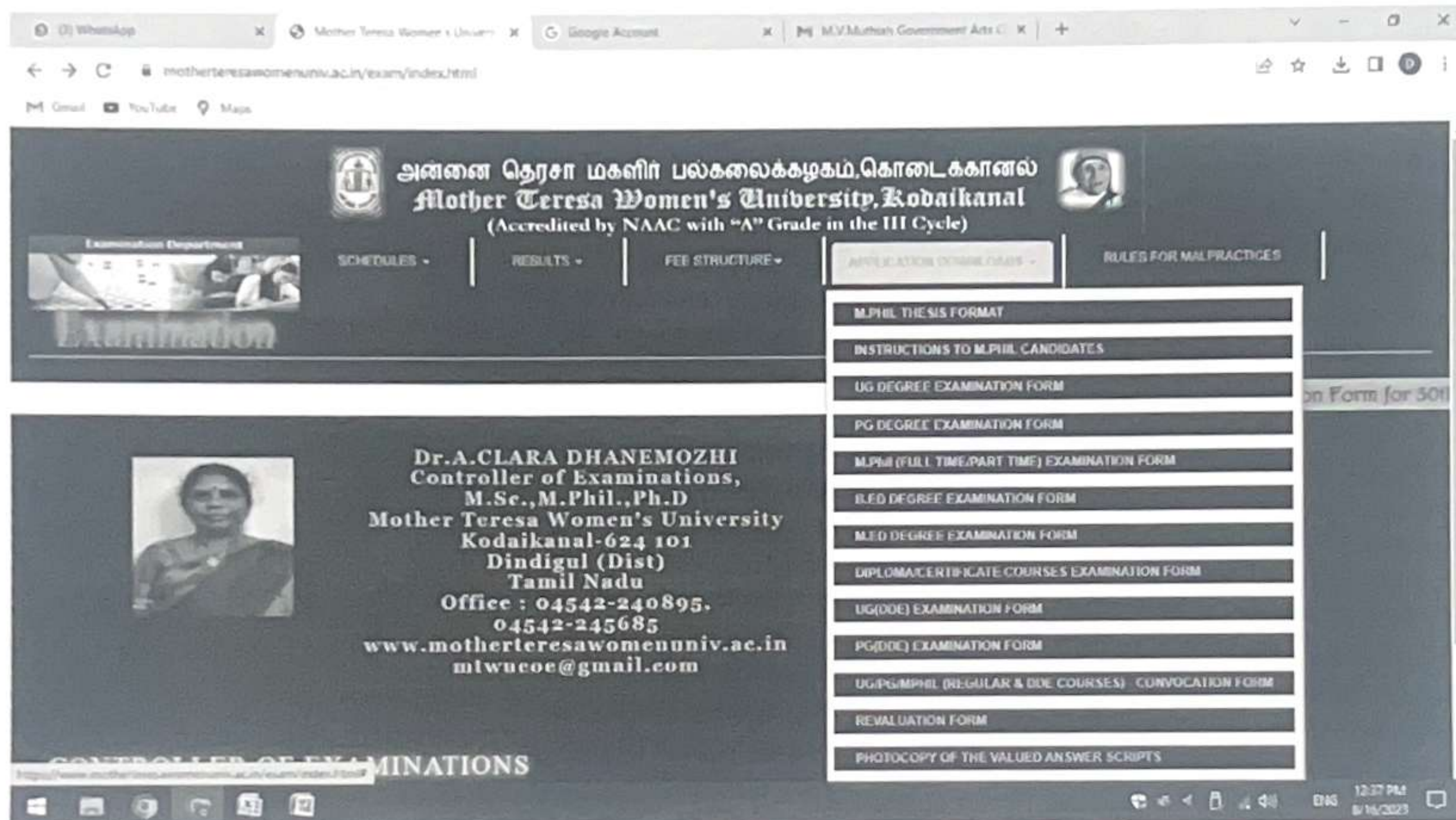**Personal Details**

Criterion: VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT
Metric : 6.3.2 - Implementation of e - governance in areas of operation
Period : 2018 - 2023

COLLEGE LIBRARY WEB POTRAL (https://mvmwgacdgl.ac.in/page/library.html)
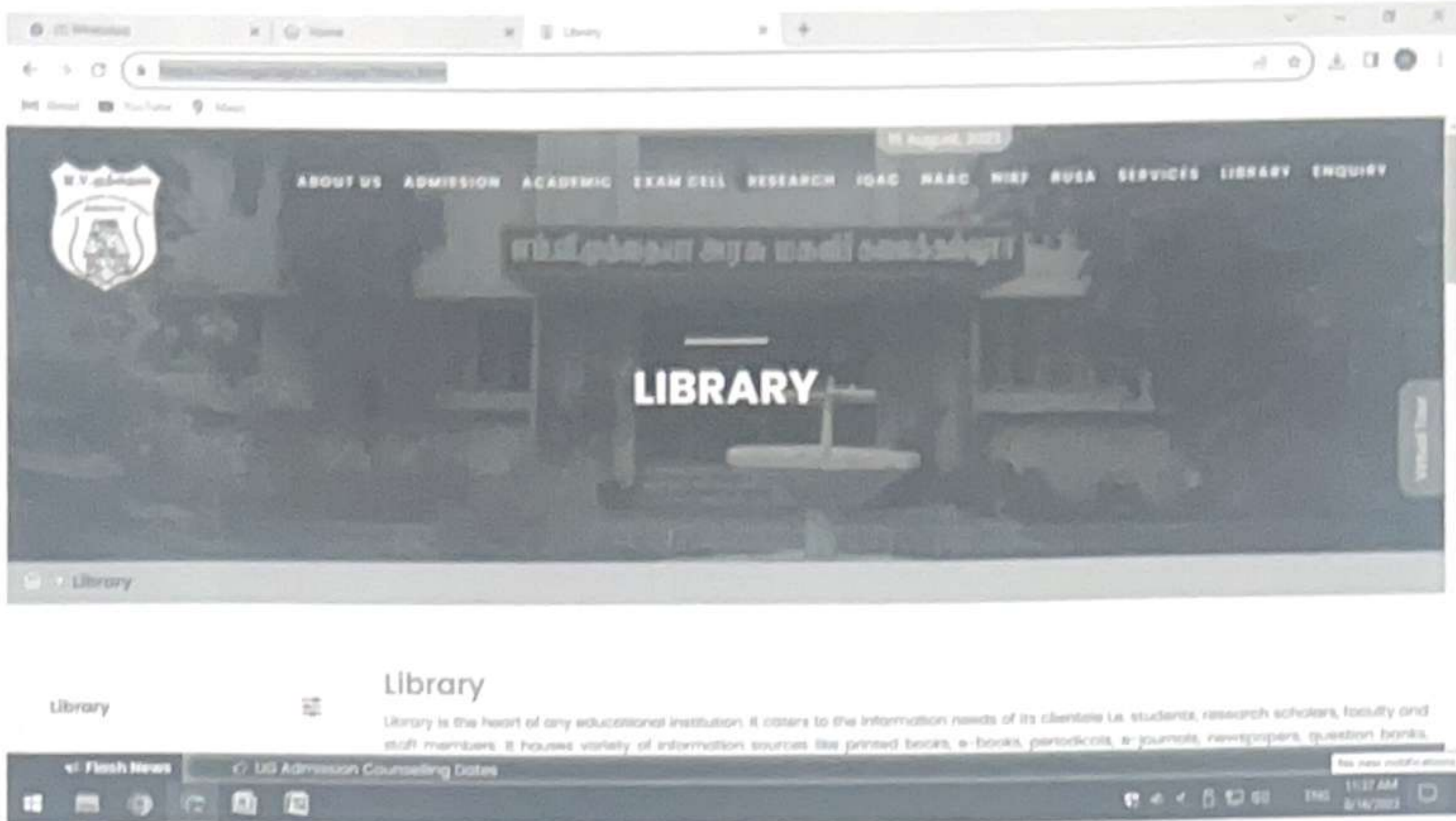
Library web Portal

Library web Portal

A'Laky
Principal
M.V. Muthiah Govt.
Arts College (W)
Dindigul - 1.

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Criterion: VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT
Metric   : 6.3.2 - Implementation of e - governance in areas of operation
Period   : 2018 - 2023

Library web Portal

Library

Library web Portal

Principal
M.V. Muthiah Govt.
Arts College (W)
Dindigul - 1.

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Criterion: VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT
Metric   : 6.3.2 - Implementation of e - governance in areas of operation
Period   : 2018 - 2023

Library web Portal

Library web Portal

Principal
M.V. Muthiah Govt.
Arts College (W)
Dindigul - 1.

14

Criterion: VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT
Metric : 6.3.2 - Implementation of e - governance in areas of operation
Period : 2018 - 2023

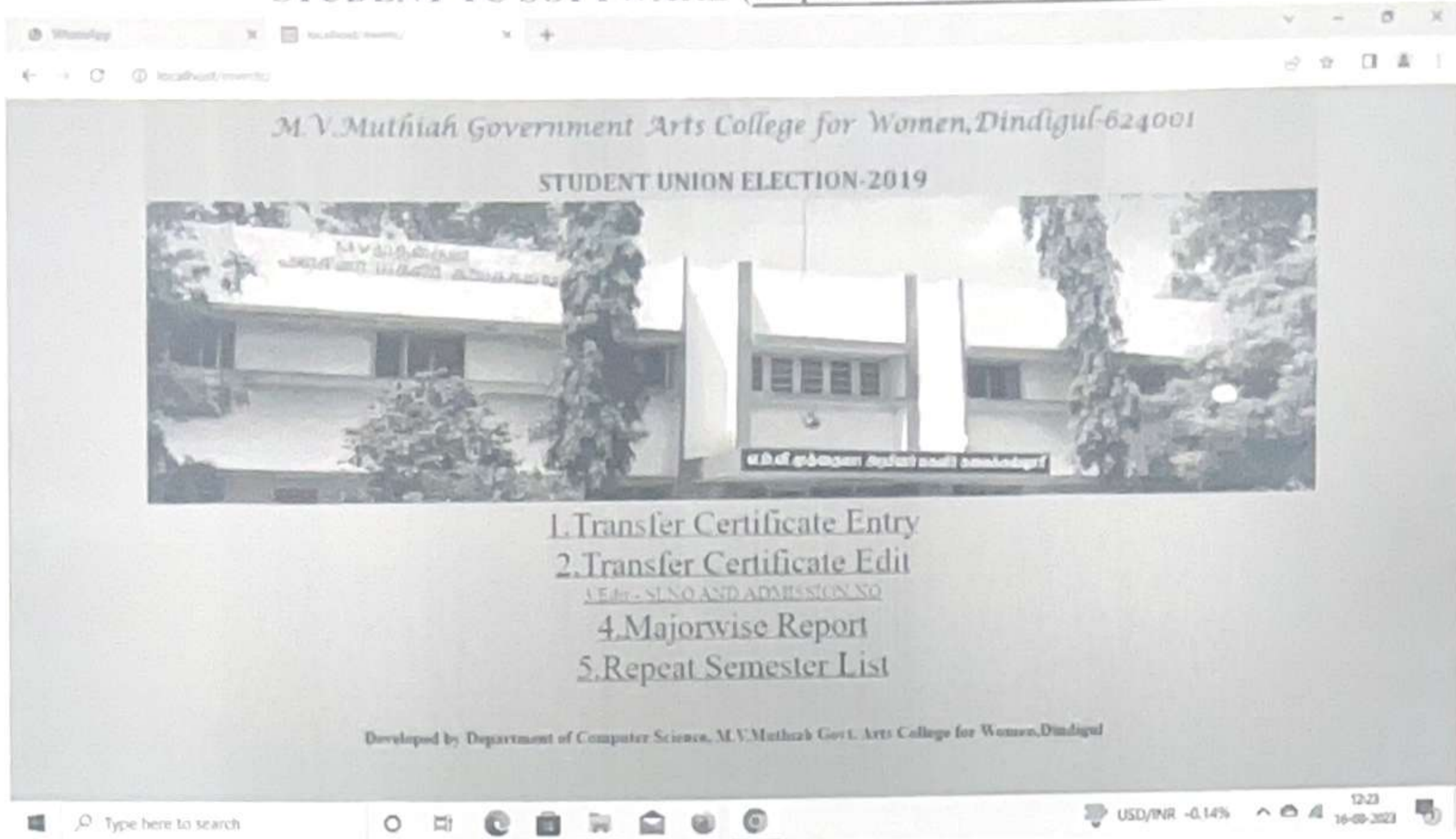## LIBRARY WEB BLOG (https://library.mvmgac.wordpress.com/)

Library Web Blog

Principal
M.V. Muthiah Govt.
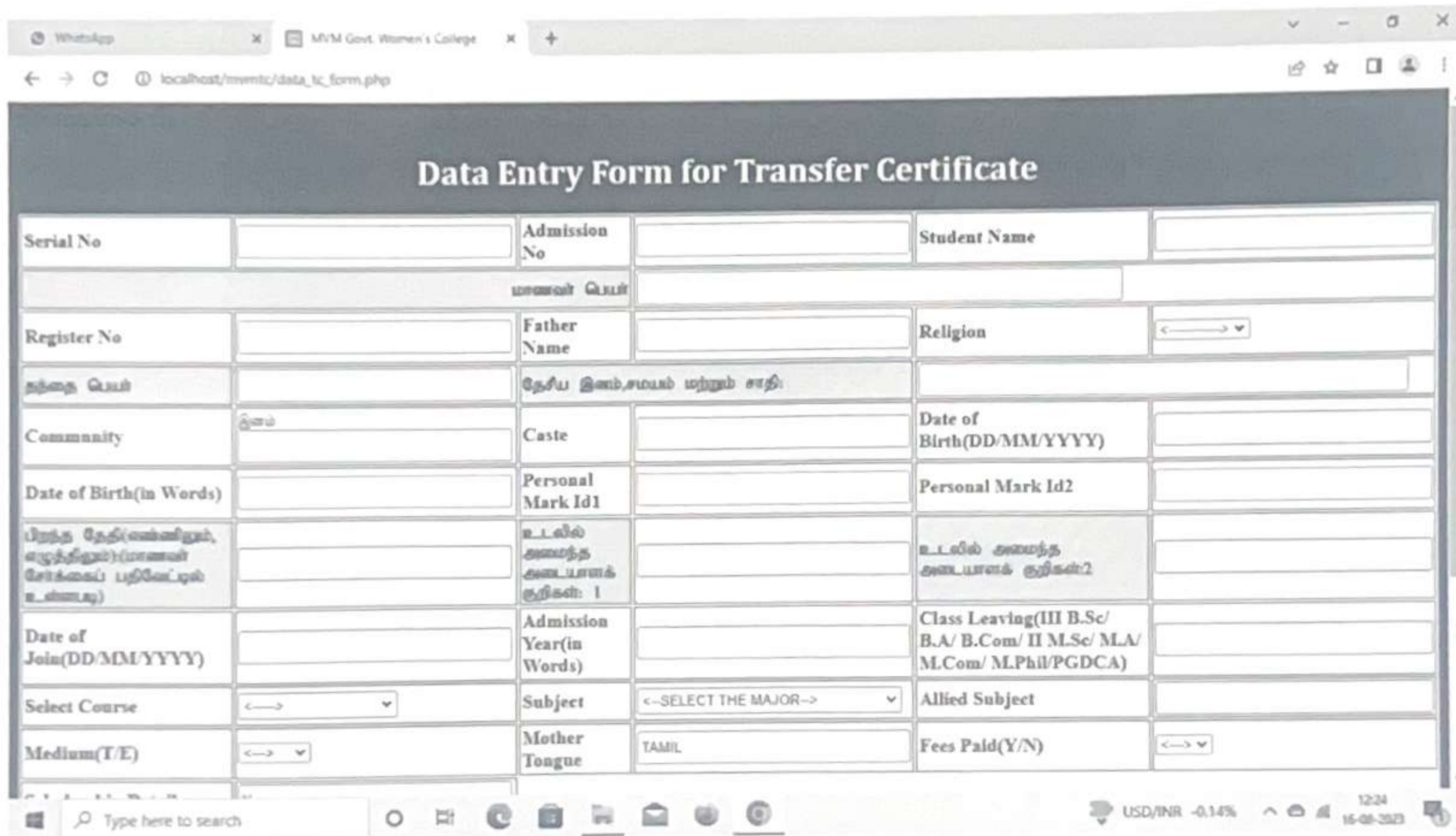Arts College (W)
Dindigul - 1.

Criterion: VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT
Metric : 6.3.2 - Implementation of e - governance in areas of operation
Period : 2018 - 2023

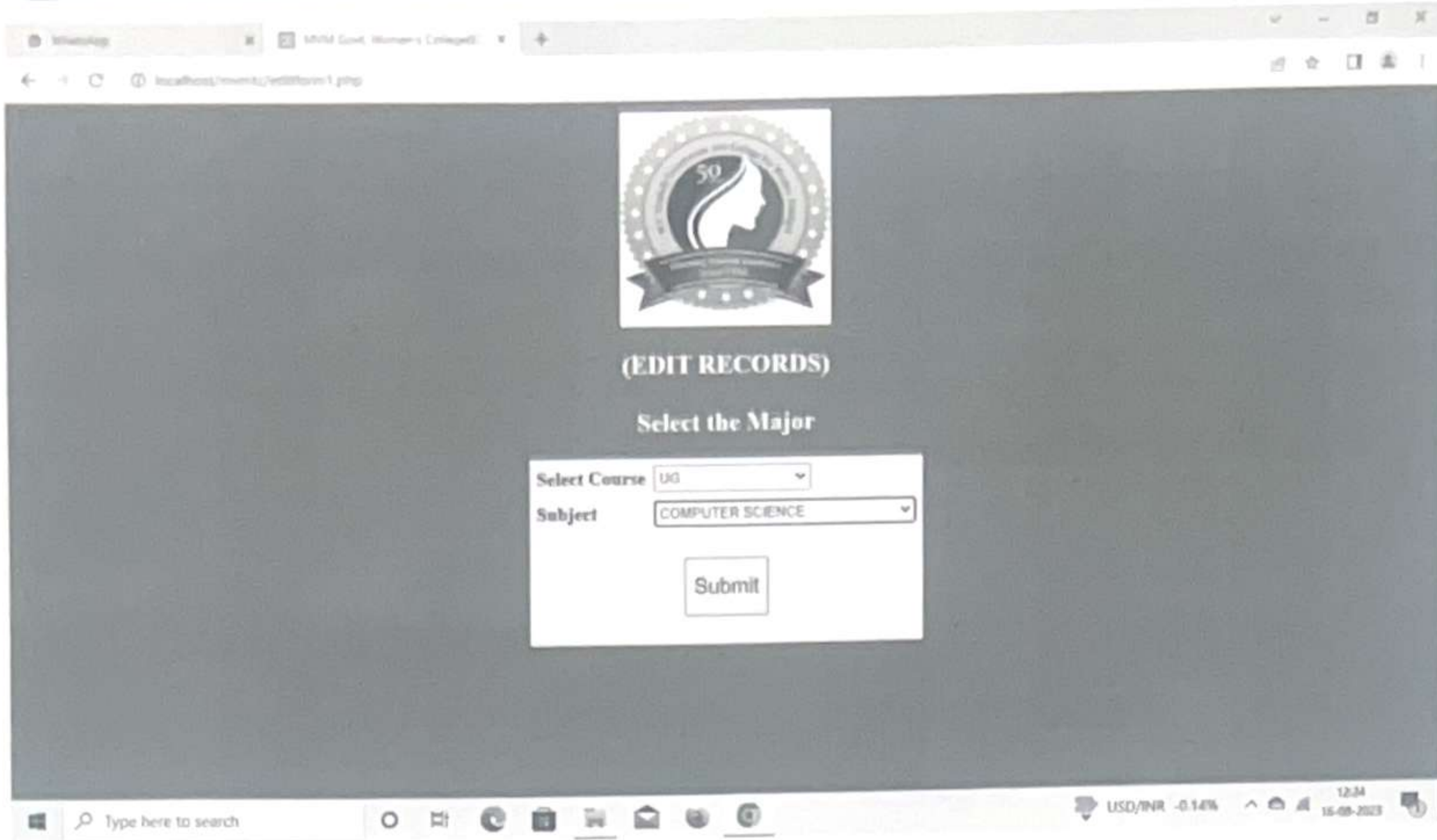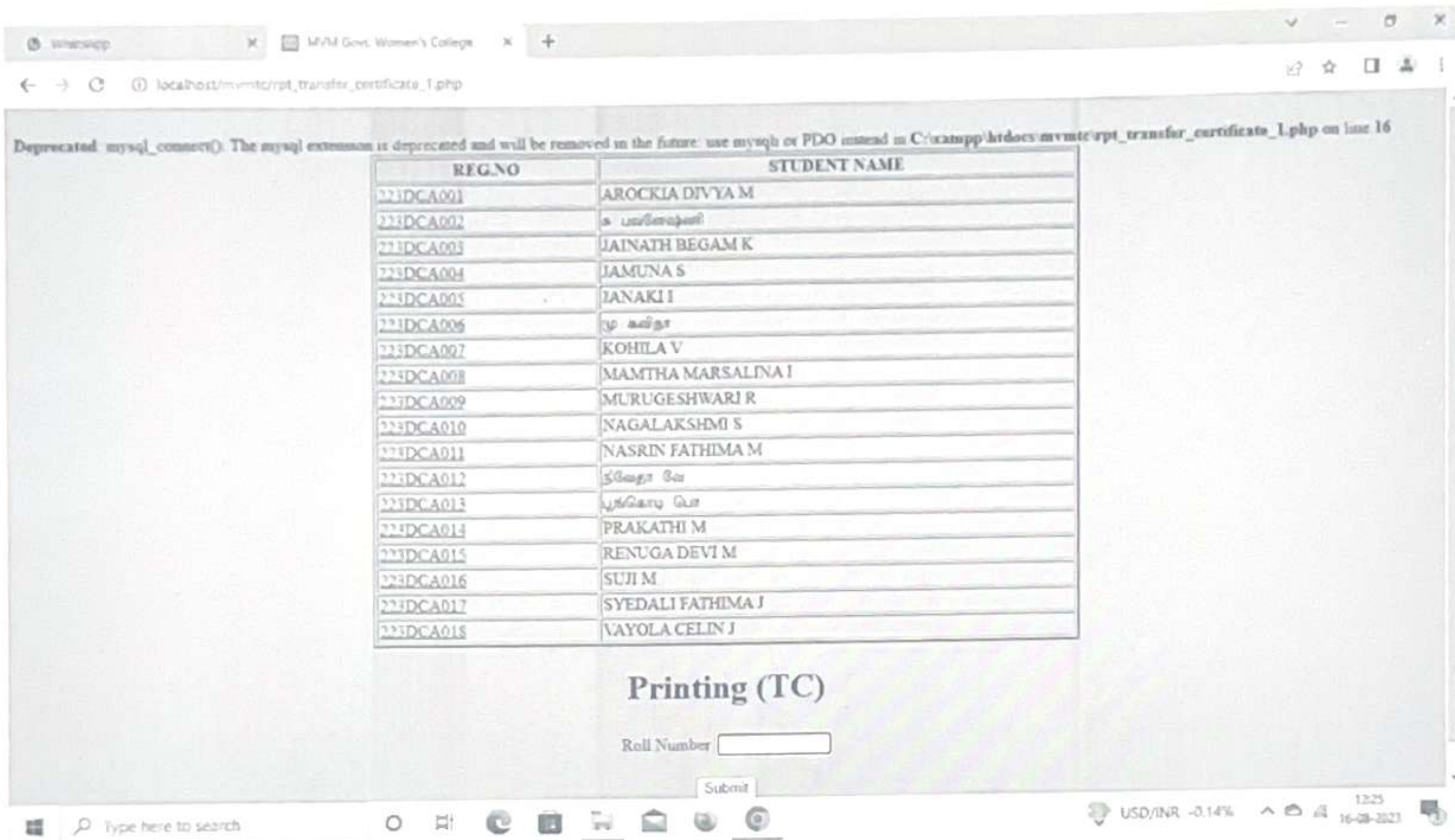Library Web Blog

Principal
M.V. Muthiah Govt.
Arts College (W)
Dindigul - 1.

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Criterion: VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT
Metric   : 6.3.2 - Implementation of e - governance in areas of operation
Period   : 2018 - 2023

E – CIRCULAR (E-mail: allstaffs@mvmwgacdgl.ac.in)

E – Circular - Sample

Principal
M.V. Muthiah Govt.
Arts College (W)
Dindigul - 1.

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Criterion: VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT
Metric : 6.3.2 - Implementation of e - governance in areas of operation
Period : 2018 - 2023

E – Circular - Sample

COLLEGE WEBSITE (www.mvmwgacdgl.ac.in)

Principal
M.V. Muthiah Govt.
Arts College (W)
Dindigul - 1.

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Criterion: VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT
Metric   : 6.3.2 - Implementation of e - governance in areas of operation
Period   : 2018 - 2023

Admin Login Page

Administrator Page

Principal
M.V. Muthiah Govt.
Arts College (W)
Dindigul - 1.

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Criterion: VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT
Metric : 6.3.2 - Implementation of e - governance in areas of operation
Period : 2018 - 2023

EXAMINATIONS (University Website: https://www.motherteresawomenuniv.ac.in/)

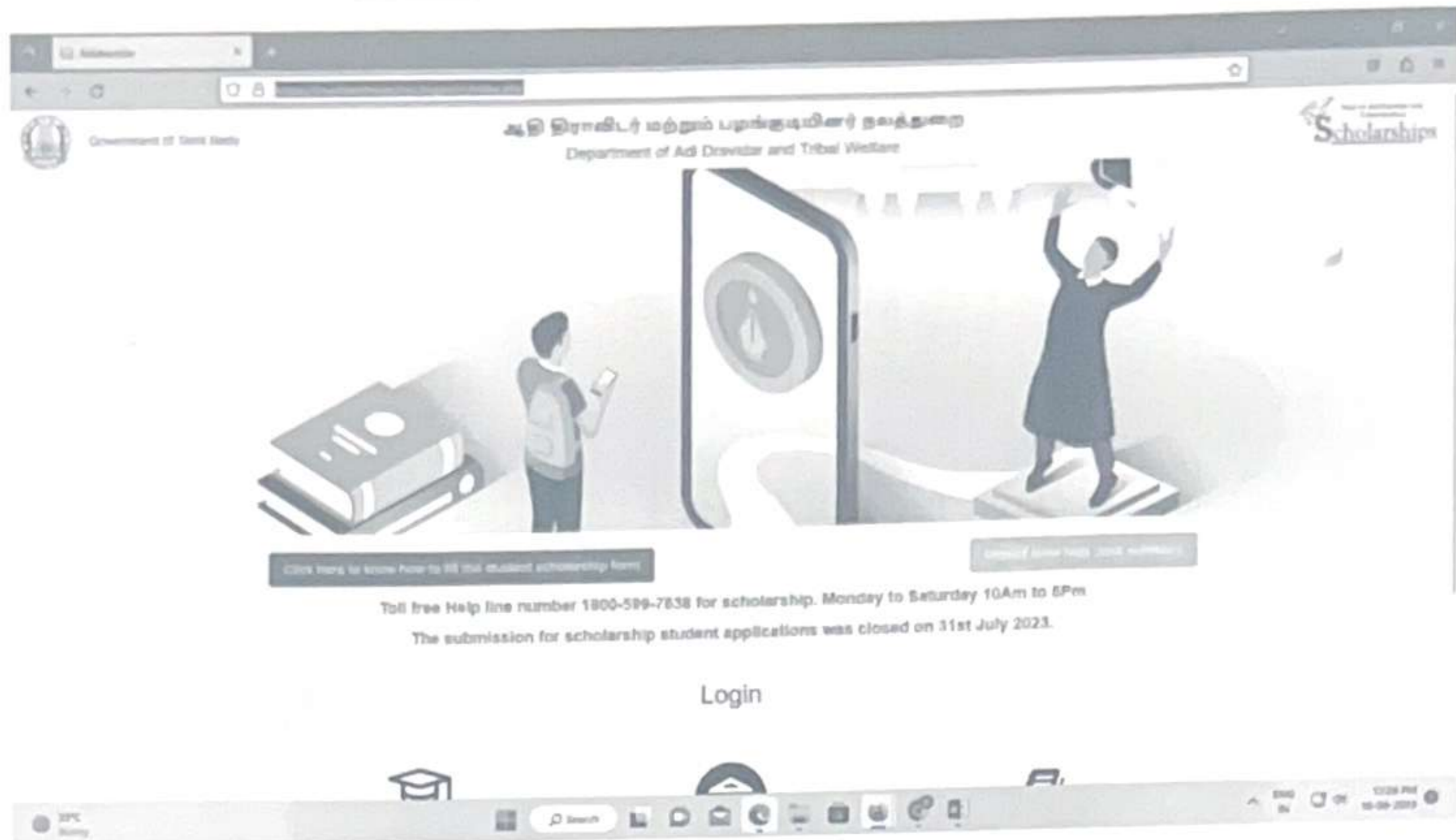**University Website Home Page**

Controller of Examination Page

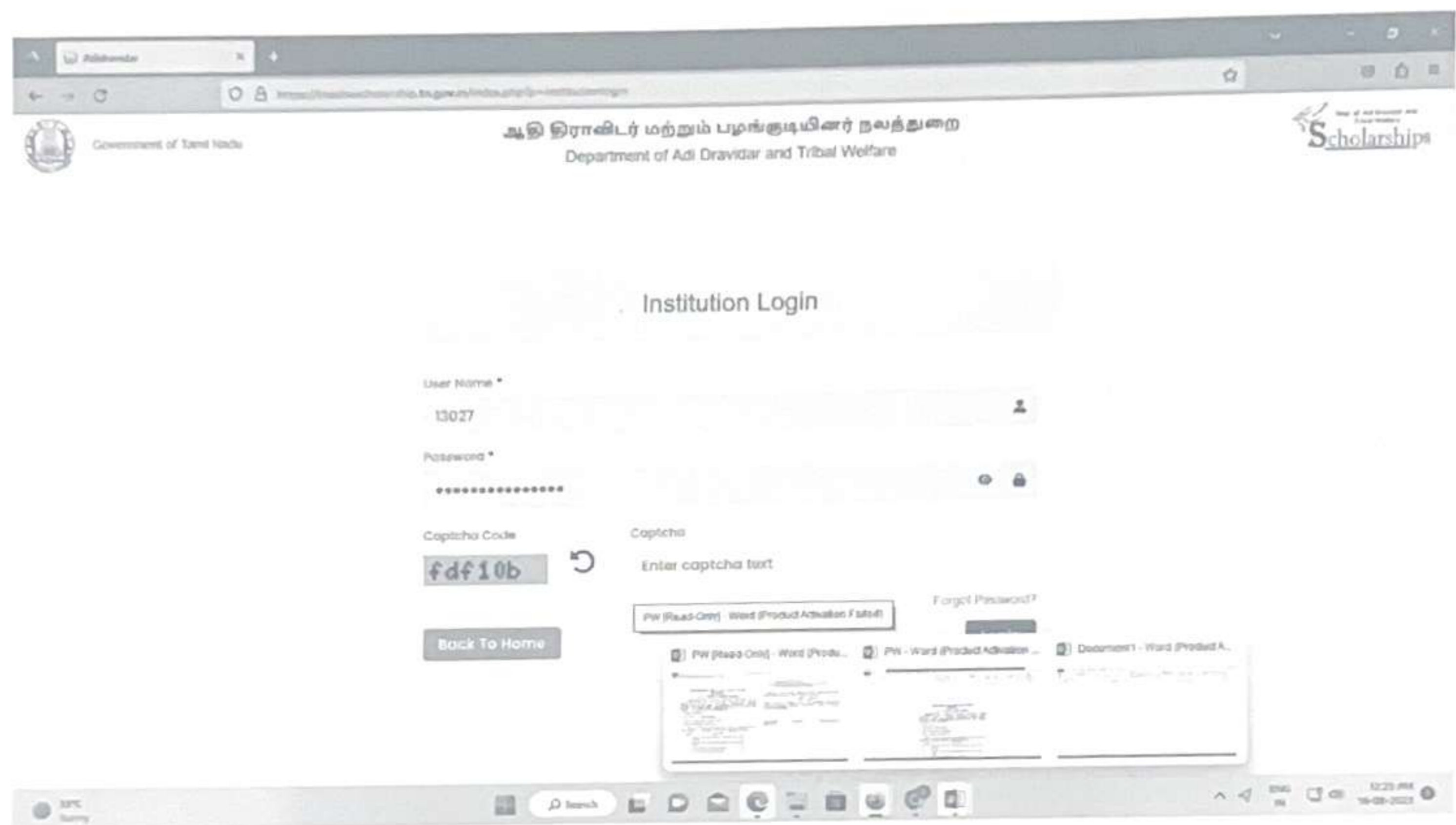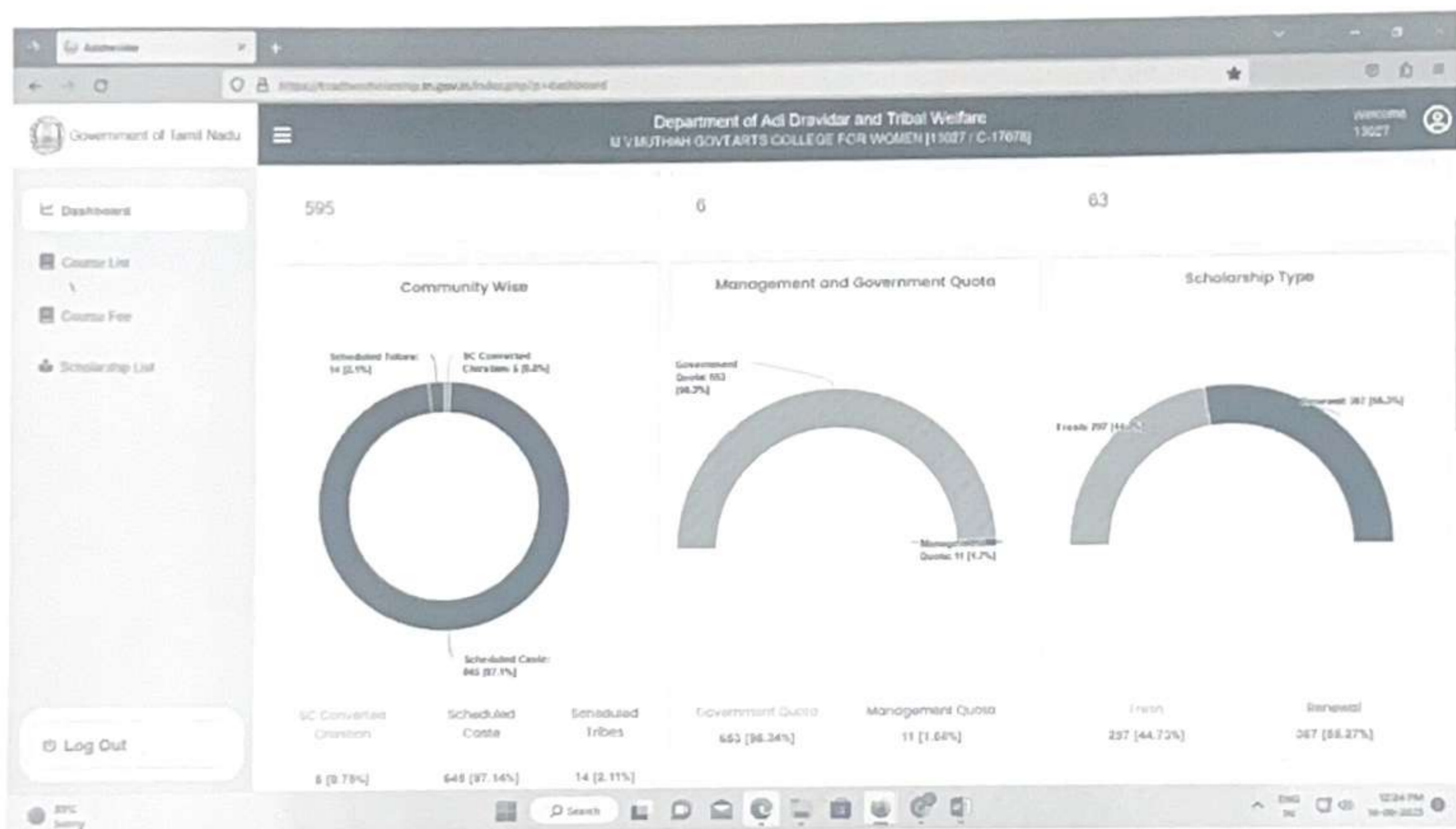Principal
M.V. Muthiah Govt.
Arts College (W)
Dindigul - 1.

Criterion: VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT
Metric : 6.3.2 - Implementation of e - governance in areas of operation
Period : 2018 - 2023

அன்னை தெரசா மகளிர் பல்கலைக்கழகம், கொடைக்கானல்
Mother Teresa Women's University, Kodaikanal

Result
Available
New

Enter Your Register Number [＿＿＿＿＿]

submit   Reset

Result Login Page

END SEMESTER EXAMINATIONS RESULTS

Register Number : 20326ER001

Name of the Student : AAFRIN A

Name of the Course : COMPUTER SCIENCE

Exam Name : APRIL 2023

Semester Name : VI SEMESTER

Paper Code	Paper Title	Internal	External	Total	Result	Grade Point	Grade
UCSE64	MINI PROJECT	25	75	100	Y	10	O
UCSP63	JAVA AND INTERNET PROGRAMMING - LAB	25	75	100	Y	10	O
UCSP64	WEB TECHONOLOGY LAB	24	72	96	Y	9.6	O
UCST61	JAVA AND INTERNET PROGRAMMING	24	30	54	Y	5.4	B
UCST62	WEB TECHNOLOGY	22	49	71	Y	7.1	A+
UCST63	COMPUTER GRAPHICS	24	37	61	Y	6.1	A
UEAS61	EXTENSION ACTIVITY	0	100	100	Y	10	O

Note: Result Y = PASS, N = FAIL, W = RESULT WITHHELD AAA = Absent

Print Back

Sample – Result Copy

Principal
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Arts College (W)
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Criterion: VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT
Metric : 6.3.2 - Implementation of e - governance in areas of operation
Period : 2018 - 2023

STUDENT TC SOFTWARE (https://localhost://mvmtc/)

TC Software Home Page

Student Entry Page

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Criterion: VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT
Metric : 6.3.2 - Implementation of e - governance in areas of operation
Period : 2018 - 2023

Edit Records (Department wise)

REG.NO	STUDENT NAME
223DCA001	AROCKIA DIVYA M
223DCA002	அ பாலேஷ்வரி
223DCA003	JAINATH BEGAM K
223DCA004	JAMUNA S
223DCA005	JANAKI I
223DCA006	ஜ கவிதா
223DCA007	KOHILA V
223DCA008	MAMTHA MARSALINA I
223DCA009	MURUGESHWARI R
223DCA010	NAGALAKSHMI S
223DCA011	NASRIN FATHIMA M
223DCA012	நிவேதா தேவி
223DCA013	புஸ்பேஸ்வரி பூயா
223DCA014	PRAKATHI M
223DCA015	RENUGA DEVI M
223DCA016	SUJI M
223DCA017	SYEDALI FATHIMA J
223DCA018	VAYOLA CELIN J

Printing (TC)

Roll Number [   ]

Submit

Department wise Student TC List

Principal
M.V. Muthiah Govt.
Arts College (W)
Dindigul - 1.

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Criterion: VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT
Metric : 6.3.2 - Implementation of e - governance in areas of operation
Period : 2018 - 2023

Modification/ Editing Page

Sample Student TC

Principal
M.V. Muthiah Govt.
Arts College (W)
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Criterion: VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT
Metric   : 6.3.2 - Implementation of e - governance in areas of operation
Period   : 2018 - 2023

STUDENT SCHOLARSHIP WEB POTRAL
(https://tnadtwscholarship.tn.gov.in/index.php)

Login

Main Page

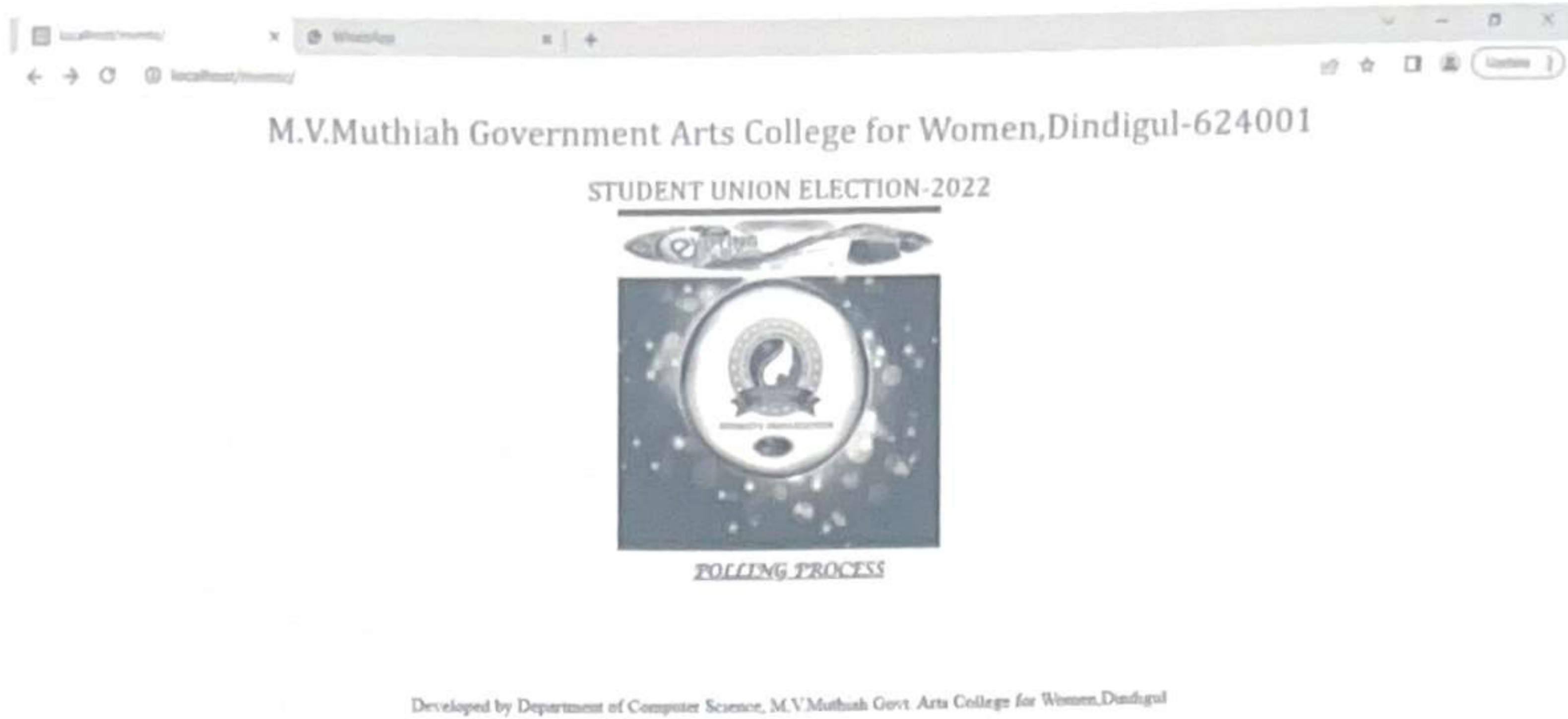**Institution Login Page**

D. La...
Principal
M.V. Muthiah Govt.
Arts College (W)
Dindigul - 1.

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Criterion: VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT
Metric : 6.3.2 - Implementation of e - governance in areas of operation
Period : 2018 - 2023

Application Status Page

Application Status Page

Principal
M.V. Muthiah Govt.
Arts College (W)
Dindigul - 1.

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Criterion: VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT
Metric   : 6.3.2 - Implementation of e - governance in areas of operation
Period   : 2018 - 2023

Course Detail Page

Course Fee Entry Page

Principal
M.V. Muthiah Govt.
Arts College (W)
Dindigul - 1.

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Criterion: VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT
Metric : 6.3.2 - Implementation of e - governance in areas of operation
Period : 2018 - 2023

Scholarship Student List

Scholarship Student Login
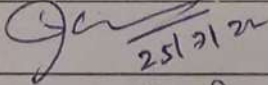
D. Laky
Principal
M.V. Muthiah Govt.
Arts College (W)
Dindigul - 1.

Criterion: VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT
Metric : 6.3.2 - Implementation of e - governance in areas of operation
Period : 2018 - 2023

STUDENT UNION ELECTION (http://localhost//election)

M.V.Muthiah Government Arts College for Women,Dindigul-624001

STUDENT UNION ELECTION-2022

POLLING PROCESS

Developed by Department of Computer Science, M.V Muthiah Govt. Arts College for Women, Dindigul

Student Union Election Home Page

SELECT THE CANDIDATE FOR PRESIDENT

PRESIDENT	○ 20323ER026 RIHANA FATHIMA J III B.SC CHE	○ 20322ER013 MAHEMA S III B.SC PHY	○ 20321ER015 LOSHINI T III B.SC MAT

←—SAVE—→

Union Election Result Page

D.Laku
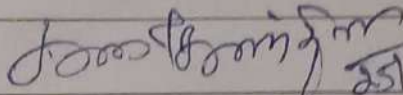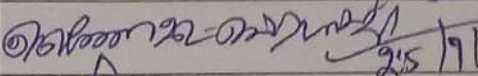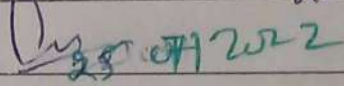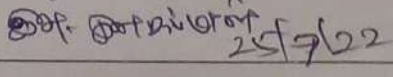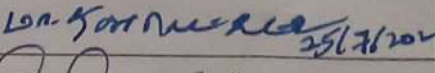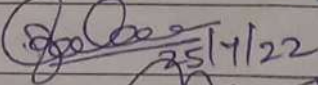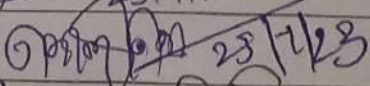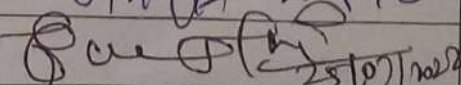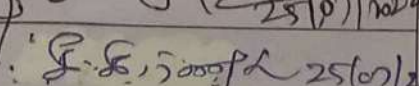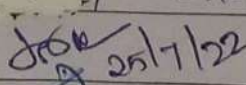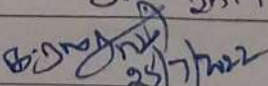
Principal
M.V. Muthiah Govt.
Arts College (W)
Dindigul - 1.

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Governing Council Approval

ERP Governance Report 2022-2023

The e- Governance report has been drafted for the implementation academic year 2022-2023. The provisional expenditure statement can be approved to meet out the expenses for the ERP policy. The E-Governance report has been recommended and approved by the Council Members to be implemented and to be used for IT Governance.

S.No.	Department	Signature
1	Tamil	
2	English	
3	History	
4	Economics	
5	Mathematics	
6	Commerce	
7	Physics	
8	Chemistry	
9	Zoology	
10	Botany	
11	Geography	
12	Computer Science	
13	Business Administration	
14	Central Library	

D. Laks

PRINCIPAL

Principal
M.V. Muthiah Govt.
Arts College (W)
Dindigul - 1.