



**BISHOP HEBER COLLEGE (AUTONOMOUS)**  
*Nationally Reaccredited with A Grade by NAAC with a CGPA of 3.58 out of 4*  
*Recognized by UGC as "College of Excellence"*  
**Tiruchirappalli – 620 017**

---

## **E-GOVERNANCE POLICY**

### **INTRODUCTION**

The integration of Information and Communication Technology (ICT) into education has been a tremendous benefit to academic institutions, enhancing the quality of education and improving the efficiency of governance systems. Effective governance requires the ability to embrace new changes and adapt to the current situation. As Bishop Heber College (Autonomous) has grown into a renowned institution of higher learning, the management recognizes the need for an e-governance system to manage the administration of the college. Adopting an e-governance system will facilitate the integration of all stakeholders and automate various functions of the institution. It will also bring an element of transparency into the system. The advantages of implementing an e-governance system include:

1. Rapid accessibility to data
2. Decreased dependency on human resources
3. Enhanced search capabilities
4. Boosted productivity
5. Improved quality
6. Enhanced predictability
7. Increased consistency
8. Real-time release of information

### **Objectives**

**The objectives of this policy are as follows:**

1. To establish e-governance across multiple administrative and academic functions of the institution.
2. To foster transparency in the institution's operations.
3. To enhance the efficiency of the teaching and learning process.
4. To encourage accountability among stakeholders.





**BISHOP HEBER COLLEGE (AUTONOMOUS)**  
*Nationally Reaccredited with A Grade by NAAC with a CGPA of 3.58 out of 4*  
*Recognized by UGC as "College of Excellence"*  
**Tiruchirappalli – 620 017**

5. To unite various stakeholders to work towards the institution's goals.

Areas in which e-governance is being implemented:

- Administration
- Finance and Accounts
- Student admission Support
- Attendance
- Examination Support
- Library
- Website & Social Media

#### Administration

For the holistic development of an institution, the governance should be carried out without any hitches; technology is a key element in this regard.

The e- governance system should take care of the following administrative aspects:

- Providing information to the stakeholders
- Maintenance of staff and student profiles/data
- Attendance marking and consolidation into reports
- Internal communication network
- Dispensing certificates, leave forms etc. to students

These areas are not exhaustive, and the college has the discretion to implement e-governance in other areas as well.

#### Website and Social Media:

The College will establish a website to serve as an information centre and showcase its activities, courses, and important notices. The website will be designed and maintained by a designated service provider or web designer. For this purpose, a separate service provider/web designer will be appointed by the college. The administrative and teaching staff will receive training on updating the website. A Website<sub>2</sub> Committee will be formed to ensure regular





**BISHOP HEBER COLLEGE (AUTONOMOUS)**  
*Nationally Reaccredited with A Grade by NAAC with a CGPA of 3.58 out of 4*  
*Recognized by UGC as "College of Excellence"*  
**Tiruchirappalli – 620 017**

maintenance and updates of the website, including necessary changes. The college aims to highlight its dynamic nature through its website and all important notifications will be posted promptly. Social media like Facebook, YouTube, Instagram, etc., will be used to highlight important achievements and information.

#### **Student Administration, Including Hostels:**

An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal. Students are required to submit a separate Online Application Form for taking admission to the college.

#### **Internal and External Examinations:**

The College will handle examinations in an online manner. This includes online forms for examination, revaluation, and photocopy requests, as well as online hall tickets, uploading of marks, and maintaining utmost confidentiality. The Controller of Examinations will supervise the entire process under the guidance of the Principal.

#### **Communication:**

The College will communicate regularly with parents and students on academic matters, fees, and other updates.

#### **Finance and Accounts:**

The college relies on Tally for its accounting needs, with a commitment to keeping the software updated to take advantage of its advanced features. Through Tally, the staff can efficiently generate financial records, profit and loss statements, balance sheets, and analysis reports. Confidentiality of transactions is paramount, with regular training and software updates necessary to ensure security. Additionally, the college utilizes multiple software programs, including the Public Financial Management System and Payroll Management





**BISHOP HEBER COLLEGE (AUTONOMOUS)**  
*Nationally Reaccredited with A Grade by NAAC with a CGPA of 3.58 out of 4*  
*Recognized by UGC as "College of Excellence"*  
**Tiruchirappalli – 620 017**

System, to manage funds received from the government, calculate salaries, disperse payments, and generate reports for staff members. Payments are processed online through various platforms such as NEFT, RTGS, and bank transfers.

### Library:

The library system will be automated for issuing and referencing books, and students and staff will have access to library resources both on and off-campus. 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 access to a fully automated software for plagiarism check.

### CONCLUSION

The e-governance policy of our college is a comprehensive framework that outlines the various areas of operation in which technology will be leveraged to enhance the functioning of the institution. With the implementation of this policy, we aim to achieve transparency, accountability, and efficiency in the administration of the college, while also promoting student engagement and innovation through activity-based learning. By leveraging technology in all aspects of our operations, we are confident in our ability to provide a high-quality educational experience to all stakeholders and achieve our mission of becoming a leading institute of higher learning.



  
**PRINCIPAL**

**PRINCIPAL**  
**BISHOP HEBER COLLEGE (AUTONOMOUS)**  
**TIRUCHIRAPPALLI- 620 017.**