



# JAMAL MOHAMED COLLEGE (Autonomous)

COLLEGE WITH POTENTIAL FOR EXCELLENCE  
Accredited (3<sup>rd</sup> Cycle) with 'A' Grade by NAAC  
DBT Star College Scheme & DST - FIST Funded  
(Affiliated to Bharathidasan University)

**No.7, RACE COURSE ROAD, KHAJANAGAR, TIRUCHIRAPPALLI - 620020.  
TAMILNADU, INDIA.**

Website : [www.jmc.edu](http://www.jmc.edu)

Email : [principaljmc@ymail.com](mailto:principaljmc@ymail.com) / [princi@jmc.edu](mailto:princi@jmc.edu)

## E-GOVERNANCE POLICY

The management of our College promotes E-governance for the transparency, accountability, efficiency, and effectiveness and inclusiveness in the governing process of the institution. It helps in terms of reliable access to the information in college administration, student admission and attendance, payment of fees, examination, account maintenance, finance mobilization, ICT infrastructure, library, job portal application and e-waste management for secure and smooth functioning of the institution. The policies are applicable to teaching and non-teaching staff, students, vendors and Alumni.

### Objectives

The policy is designed to achieve the following objectives,

- To increase effectiveness and efficiency
- To provide quick and timely services to stakeholders
- To have transparency by dissemination and publication of information on the web
- To access the information anytime, anywhere
- To inculcate User-centered ICT enabled services
- To Reduce cost and time
- To implement, monitor for effective service delivery
- To make the Automation of Administrative Process
- To enhance communication and coordination
- To reduce procedural delays in sending information and data across various levels at the same time.





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## Formulation of e-governance committee

The college management committee forms the e-governance committee to monitor the day to day activities. The e-governance committee includes governing body members, Principal, Vice Principal, Additional Vice Principal, Bursar, ERP coordinator, ERP-admin, Heads of the Departments, Controller of Examinations, Registrars of Attendance, Web admin and IT supporting staff.

## Website

Jamal Mohamed College has a website <https://www.jmc.edu/>. It acts as an information centre that reflects the details of various sources available in the college to academicians, students and visitors. The e-governance committee looks after the website by regularly updating, maintaining and working on it.

## Administration

Online official communication regarding planning and development is realized through emails, MIS and messages. With a vision, the College Management and the Principal have made much needed changes to deliver effective administration by adopting the modern technology from time to time.

- The circulars issued by the Union/State governments and college will reach faculties and students through institutional emails and other online platforms.
- All the faculty members are required to install Human Resource Application (HR App) on their mobile/system to apply for casual and medical leave and on other duties (OD) as per the rules and regulations of the college.
- Biometric attendance is mandatory for all teaching and non-teaching staff.
- The college enterprise resource planning (ERP) developed a CAMU application for staff and students support. The marking of students' attendance & subject







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based assignment-giving provisions, updating of teaching content and teaching plan must be managed through this app only.

- The college is equipped with Closed Circuit Television (CCTV) cameras installed in various places in and out of the campus wherever necessary, with the aim of safety to all stakeholders.
- Administrative office should use advanced excel and file management system tools to maintain an effective database.

## Finance and accounts

As per the instructions of the Government of India, our college management encourages cashless transactions for all kinds of financial requirements. In this regard, the college has been using an updated software version to maintain financial records effectively and efficiently and submit them on time to wherever required.

- The college practices Tally ERP 9.0, Tally-prime and licensed Microsoft Excel software for the secure and transparent functioning of the finance section of the college.
- The salaries of employees, examination/invited lectures remunerations, government and non-government scholarships, purchase of consumables and non-consumables, furniture and other welfare payments should be paid online through NEFT/RTGS and rarely by cheque.
- Aided College Provident Fund, Special Provident Fund, Contributory Pension Scheme, Income Tax Detection, Tax Deduction at Source, Dearness Allowance are managed through Integrated Financial & Human Resource Management System.





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- Our college uses the Public Financial Management System (PFMS) and Expenditure Advance Transfer (EAT) software to track and manage the research and other grants received from government agencies.
- The interest earned from short- and long-term government projects must be submitted to Bharatkhoosh, Government of India.
- Adequate server support shall be provided for data maintenance, privacy and protection.
- Training to the existing staff and updating the existing software are done regularly.

## Student admission and support

The institution has attracted students from all over the country for academic programmes. In recent years, our college has received more applications for entry-level admission to undergraduate and postgraduate courses. Hence, the management committee decided to maintain transparency in the student selection process and initiated an online admission system from 2019 onwards. Therefore, the online admission and supportive activities carried out through the following policy,

- Dissemination of programme brochures, admission rules/schedule/process should be done through the official website and in various authenticated social media.
- The online portal should be dynamic to accommodate the increasing number of student applications for academic programmes.
- The institution assigns qualified and skilled staff to the student's admission committee with utmost transparency on merits.
- IT infrastructure is provided for the admission, such as screening of candidates, online interviews and final selection.







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- The admission committee scrutinizes the online applications and selected students are intimated through short messaging service (SMS) and email alone.
- Verification of documents and other admission formalities should be done in offline.
- The college enterprise resource planning (ERP) developed a MYCAMU application (app) for student's support. The regular class schedule and timetable, assignment submission, examination notifications, online payment and receipts, attendance records and leave management should be managed through this app only.

## Examination

Planning, practical implementation, and stringent monitoring are essential for e-governance in the examination process. The college administration is committed to have an integrated examination system based on features of e-governance to bring reliability & efficiency to the design and eventually improve the quality of education.

- The institution shall move towards full-fledged automation system of all examination process.
- A fully computerized exam cell should conduct exams, maintain all records and publish results online for different courses/programmes.
- The question paper setting and valuation orders executed through emails for respective examiners.
- Optical Mark Recognition (OMR) based question paper and entry of valuated marks through OMR sheets are introduced for smooth conduct of the valuation process.





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- Compulsory Internal Assessment (CIA) assignment submission schedules, examination schedule, registration number, seat number, hall ticket generation and examination fees records are maintained through online system.
- The college has adopted an online system where the students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any.
- The printing of semester-wise/consolidated mark statements and provisional certificates have been automated.
- Transcript creation and online document verification system are made available for alumni and prospective employers.

## Alumni and placement portal

In order to strengthen our alumni relationship and placement of pursuing/outgone students, a separate web page link is created on the college website by providing facilities like registration, illustrious alumni of the college, feedback, campus recruitment, and many other aspects.

## Other facilities

- Our college is a Wi-Fi enabled campus and adequate number of desktops for student's literacy programmes.
- Computers, printers and scanners are made available in the administrative office and departments.
- Projectors and other multimedia devices are provided in the auditorium, classrooms, seminar halls, laboratories and interactive teaching/smart board.







Since 1951

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## E-waste management

Our institution has given the highest priority for the management of e-waste generated in the campus. The college management is committed to reduce the carbon footprint and ensure an ecofriendly environment.

- A well-planned process is implemented for the collection, segregation and disposal of e-waste in the campus.
- The institution maintains national standards in pertaining reducing, reusing and recycling of e-waste.
- A Memorandum of Understanding has been signed with an authorized agency for e-waste management.



  
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