

NAZARETH COLLEGE OF ARTS AND SCIENCE

Affiliated to University of Madras, Re- Accredited by NAAC with 'B' Grade

E-GOVERNANCE POLICY



Doc No. NCAS/EGP/V.00

Dates: 14.02.2019




Principal

Nazareth College of Arts & Science
Kovilpathagai Main Road, Kannadapalayam,
Vellanoor Post, Avadi, Chennai-600062.

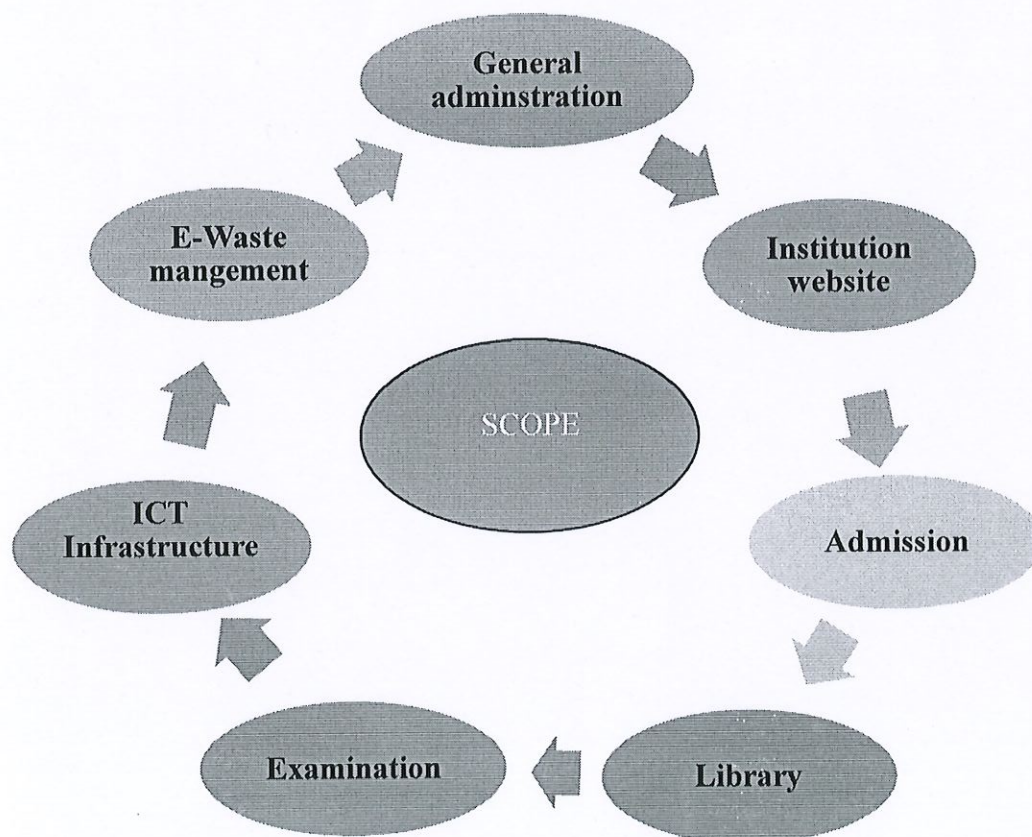
VISION: To build enriched socially responsible citizens and leaders through quality higher education

MISSION:

1. To provide the best resources to impart the highest quality education and to transform into a holistic multi-disciplined institution.
2. To provide opportunities to the students for practical exposure to meet the challenges of global competency & technology.
3. To provide value and outcome-based education for Nation building.
4. To provide creativity, leadership training and placement
5. To promote awareness and building human capacities with respect to UN Sustainable Goals.
6. To engage students productively in areas of community engagement and service

SCOPE:

The scope of E- Governance policy is a wide range of aspects connected to implementation and management of digital technologies. The key areas of implementation



General Administration:

Paperless institution administration offers a hassle-free, convenient and seamless experience. The institution implements a clear strategy for admissions process supported by a code of ethics and conduct. All aspects of



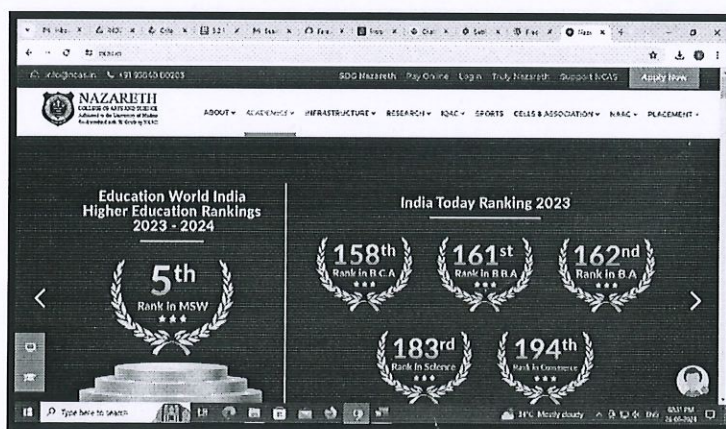
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the admission process, such as applications for each course, fee submissions, withdrawals, etc., are handled through the admission portal. The admission process is highlighted with the screenshots below.

The screenshot shows a web browser displaying the 'PG Application Form - 2024' for Nazareth College of Arts and Science. The form is titled 'PG Application Form - 2024' and includes a 'Choice of Program' section with a dropdown menu. Below this is a 'Personal Information' section with fields for Name, Address, Date of Birth, and a photo upload area. The form is set against a dark background with white text and a sidebar on the left.

Institution website:

The institution website will serve as a central hub of information, showcasing details about the institution, its events, important announcements and available courses. To facilitate this, the institution will engage a dedicated service provider or web designer. Training sessions will be organised for administrative and teaching staff members to ensure that they can efficiently update the website with crucial information. A Website Committee will be established to oversee the regular maintenance, updation and functioning of the website. This committee will also identify and implement necessary improvements to enhance the website's effectiveness. The institution aims to highlight its dynamic character and active engagement through its website, ensuring all significant announcements are promptly published online.

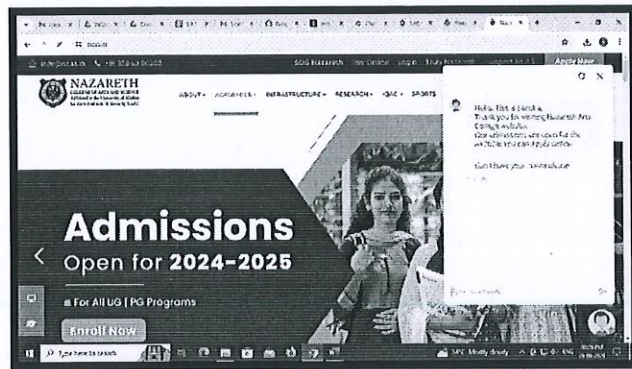


Admission:

The institution adheres to an open and transparent admission strategy, reinforced by ethical practices and regulations of University of Madras. The Institution creates a brochure outlining the admission guidelines, available on its website. An Admission Portal will facilitate the management of admissions, handling applications, withdrawals and fee submissions for each course. Students must submit a separate Online Application Form for admission, facilitated by an online software managed by the Admission Coordinator.

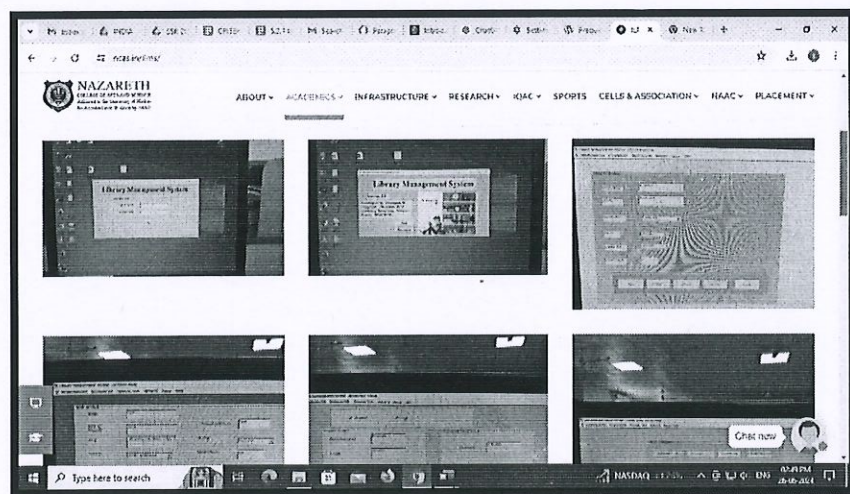



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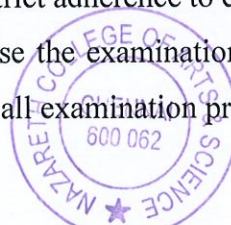
Library:

The Institution will uphold its academic excellence by maintaining a comprehensive library. It will be fully air-conditioned and digitally computerized. The library will maintain a separate online catalogue of books to ensure transparency and efficiency. Plans include expanding e-learning resources for both teachers and students. Regular subscriptions to new journals and books will be prioritized, with input sought from teachers and students for e-resource selection. Faculty will be encouraged to request books by various authors relevant to their subjects, enriching the knowledge base. The institution will enhance its resources by adding e-learning materials for the benefit of both teachers and students. Recommendations from faculty and students will guide the selection of these e-resources.



Examinations:

The institution utilizes an online system namely google classroom, MYOS allowing students to access their total internal assessment marks at the conclusion of each semester and report any discrepancies, if identified. The examination process adheres to University of Madras regulations, incorporating the University's e-governance policy for governance in this area. In accordance with University of Madras regulations, all procedures such as examination applications, revaluation requests, hall ticket acquisition, and mark uploads must be completed exclusively online. Regular updates on students' internal performance will be maintained and communicated to parents. The University mandates that examinations be conducted online, with strict adherence to confidentiality and security protocols. The institution chief superindent will supervise the examination process under the principal's guidance, ensuring meticulous attention and care in all examination process.



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IT Infrastructure:

The College guarantees sufficient desktops and laptops for both students and staff members. Computers and printers will be accessible in the administrative block. Projectors and other multimedia devices will be installed in the auditorium, classrooms, seminar hall and laboratories. Adequate configuration servers are maintained by the institution to ensure swift data transmission to computers. Office automation packages such as Open Office, MS Office and antivirus software will be procured and kept up-to-date for desktops and laptops.

E-Waste Management:

The institute consistently strives to foster a sustainable and healthy environment for all stakeholders and society at large. Embracing technology is essential in today's world, yet maintaining a harmonious balance between technological advancement and environmental conservation remains a critical challenge. Therefore, the institute is committed to ensure that all technology usage and e-waste generation have minimal environmental impact. Plans are in place for effective e-waste management through partnerships with external entities under a memorandum of understanding. The E-Waste Management Awareness Program, coupled with the practical demonstration and collaboration with Virogreen India Pvt Ltd, marks a significant step towards promoting responsible e-waste disposal practices within the college community and beyond. The successful execution of this initiative sets a precedent for future sustainability efforts within the institution.




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