






# RAAK

## ARTS AND SCIENCE COLLEGE


### E-GOVERNANCE POLICY


POLICY NO.	ISSUE/REVISION NO.	DATE OF REVISION	NEXT REVISION
RASC/IQAC/POLICY/010	02/01	13/05/2022	2025


PREPARED BY	VERIFIED BY	APPROVED BY
		
ADMINISTRATIVE OFFICER	IQAC COORDINATOR	PRINCIPAL


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# RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Annamalai University, Chidambaram || An ISO 9001:2015 Certified Institution  
Recognized under section 2(f) of the UGC Act, 1956.

## E-GOVERNANCE POLICY

### THE SCOPE OF THIS POLICY EXTENDS TO THE FOLLOWING AREAS:

- Administration
- Finance and Accounts
- Student Admission and Support
- Examination

### OBJECTIVES:

- Implement e-governance across all institutional functions to ensure a more straightforward and efficient governance system.
- Promote transparency and accountability in every aspect of the college's operations.
- Strive to create and maintain a paperless environment within the college.
- Provide quick and easy access to information.

### WEBSITE:

The college website, RAAK Arts and Science College, will serve as an information hub, reflecting details about the college, its activities, important notices, courses offered, and more. The college aims to showcase its vibrant and active environment through the website, ensuring all important notifications are promptly published.

### ADMINISTRATION:

- Implementing a paperless administration to ensure a hassle-free, convenient, and smooth process.
- Ensuring students have access to maximum services online.
- Exploring opportunities to automate administrative functions.
- Providing comprehensive training and development to administrative staff to keep them updated with new technologies.







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- Foster a culture of continuous improvement and innovation in administrative processes to enhance efficiency and service delivery.

## **FINANCE AND ACCOUNTS:**

The college ensures the use of the latest versions of the software to leverage advanced features for effective and efficient financial record management. Profit and loss statements, as well as Balance Sheets, are generated exclusively which also produces all analysis reports. Appropriate security measures are implemented to maintain transaction confidentiality. Regular training and software updates are conducted for existing staff members.

The college also utilizes software for its Payroll Management System, automating salary calculations, generating salary slips, and facilitating salary disbursement to bank accounts. This system manages deductions like TDS, Provident Fund, and allowances, with detailed reports available for all staff members. Payments are processed through online modes.

## **STUDENT ADMISSION:**

The college follows an open and transparent strategy for the admission process, reinforced by ethical practices and regulations as prescribed by Annamalai University. A comprehensive Admission Brochure is published on the college website, outlining guidelines for the admission process. An Admission Portal is utilized to manage all aspects of admissions, including student applications, withdrawals, and fee submissions. Students have the option to apply online using dedicated software managed by the Online Admission Coordinator.

## **EXAMINATION:**

The examination process is regulated in accordance with the Annamalai University e-governance policy, which ensures transparency and efficiency. This policy is adopted to streamline and standardize the assessment procedures across the University. This system enables faculty members to input, calculate, and analyze assessment data efficiently, facilitating accurate grading and feedback processes.

