# NASRA COLLEGE OF ARTS & SCIENCE

Affiliated to University of Calicut (Order No: GAL/G2/8634/2011)

Ref                                                                                       Date:...............................

## E-Governance Policy.

Nasra College of Arts and Science is committed to positive change and ensuring that the campus and administration is technologically up-to-date. The administration has decided as the result of feedback analysis and closely observing trends in educational institutions to provide full support in the implementation of E-governance softwares in the institution at various levels. The institution firmly believes that the implementation of E-governance softwares will enable smooth functioning of the institution.

The welfare of our students and faculty is of utmost importance to the institution, hence we ensure that the implementation of e-governance is as per the need of these stakeholders and their ability to seamlessly incorporate them into the functioning of the college.

The Following E-governance softwares are implemented in the college-

## UNIVERSITY PORTAL
The college administrative staff must utilize the University of Calicut's online portal for all matters as prescribed by the university. Special attention must be given to

### 1.Student Admission support
The college administrative staff must only use the Calicut University Admission Portal to communicate matters of student admission. The College admission process shall remain offline through application and transfer forms available at the office for the convenience of students and parents.

### 2. Academic Progress
All grades and information regarding internal examination, exam registration, external exam details must be handled only through the university portal through the Chief examination superintendent and other university authorized authority.

### 3. Faculty Information
Details of faculty joining and leaving, department credentials, centralized valuation details must be carried out in a timely manner through the university portal.

## 4. Student Extra-Curricular Support

All statutory cell and club in-charges must be authorized by the University and the cell functioning ensured through timely updation of annual reports and student details. The administration staff must provide all technical support to faculties in-charge to efficiently be in compliance with university requirements.

## TOTAL CAMPUS SOLUTIONS

Total Campus Solutions (TCS) is implemented in the institution for the benefit of the students, faculty and staff to ensure timely and efficient functioning of academic matters. All departments are advised to slowly incorporate and utilize the app to ensure proper documentation and timely conduct of academic activities. The strict implementation of TCS app shall be informed after the feedback from its implementation from select departments.

## KOHA LIBRARY AUTOMATION

Library automation and access to online library resources is the need of our times and beneficial for our students and faculty. The college has successfully cataloged our hard-copy collection and provided access to INFLIBNET to widen the horizon of accessible information and knowledge. All students and staff must comply with library rules and scan their ID to record IN and OUT register.

## TALLY

The accountant is instructed to keep physical receipts, ledger and vouchers along with their tally entries till the completion of annual audit. The tally software is important for ensuring transparency in fund mobilization and distribution.

## BIOMETRIC SCANNING

All staff must comply with biometric scanning policy to ensure transparency in attendance. This encourages staff morale and avoids conflicts in the workplace thus ensuring smooth governance.

**Dr. P. Zubair**
Principal
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Tirurkad