



அரசு கலை மற்றும் அறிவியல் கல்லூரி  
சக்தியமங்கலம் - 638 401, ஈரோடு மாவட்டம், தமிழ் நாடு.  
**GOVERNMENT ARTS AND SCIENCE COLLEGE**  
(Recognized u/s 2(f) & 12 (B) of the UGC Act, 1956. A Co-educational institution affiliated to Bharathiar University, Coimbatore)  
SATHYAMANGALAM - 638 401, ERODE DISTRICT, TAMIL NADU.  
www.gascathy.ac.in e-Mail: gascathy@gmail.com Phone : 04295-297141

*Criterion : VI - Governance, Leadership and Management*

*Year : 2018-2019 to 2022 - 2023*

*Metric :6.2.2 Strategy Development and Deployment*

*Organisational structure of the institution including governing body administrative setup and functions of the various bodies*

**IMPLEMENTATION OF E-GOVERNANCE**

**E-Governance Policy**

**Scope:**

The scope of E-Governance extends to the following areas:

- ❖ General Administration
- ❖ Admission of Students
- ❖ Examination
- ❖ Library
- ❖ Accounts and Finance
- ❖ ICT Infrastructure

**Objectives:**

E-Governance is implemented in all functioning's of the College in order to provide efficient system of governance within the college campus.

- ❖ To assure transparency and reliability in all the functions of the College.
- ❖ To achieve and create a paperless environment in the College.
- ❖ To provide Quick access to information.
- ❖ To enable Wi-fi facility inside the campus.
- ❖ To make the classroom ICT enabled with resources such as desktop,laptop,smartboard,projectors.etc.
- ❖ To establish automated library using available freeware.



  
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## Policy:

The institution will implement E-Governance in all areas of functions like library, accounts, admissions, teaching, etc. The motive of this policy is to make each and every function transparent and accountable. E-Governance is the integration of information and communication technology in all the activities with the goal of improving the institutions ability to address the grievance of the students, faculty members, Government and general public. The basic purpose of E-Governance is to make the process of delivering and exchanging information, communication transactions, integration of various computer systems and services with speed and reliability.

The E-Governance Service is made available to four main target groups namely management, government faculty members, non-teaching staff members and student community. It provides information in a friendly, efficient and transparent manner

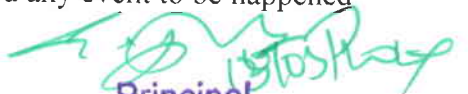
## Benefits of E-Governance:

- ❖ Increased transparency in administration
- ❖ Cost reduction and revenue growth
- ❖ Restructuring of administrative process
- ❖ Improved relation between administration and workers
- ❖ Most efficient government management

## Areas of E-Governance

- ❖ All important administrative information including notices is regularly updated on the website [www.gascathy.ac.in](http://www.gascathy.ac.in)
- ❖ To achieve the goal of paperless communication use of WhatsApp and E-mail are being implemented.
- ❖ The college website provides various form such as leaf form, OD form, medical leave form, bonafide certificate application form, etc.
- ❖ The college campus is equipped with CCTV cameras installed at various places of need.
- ❖ WhatsApp groups helps to circulate the brief notices regard any event to be happened on college.



  
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## PLANNING AND DEVELOPMENT (ACCOUNT MAINTENANCE):

### IFHRMS:

IFHRMS portals often automate routine HR and financial processes reducing manual work and streamlining task such as payroll processing, leave management and expense tracking with real time access to accurate data, decision makers can make informed choices related to workforce management, budgeting and strategic planning. It typically has security measures in place to protect sensitive and financial information. Access controls ensure that only authorised personnel can view or modify specific data

Portal name	IFHRMS Karuvoolam
State	Tamilnadu
Authority	Government of Tamilnadu
Department	Finance department like Treasury and Accounts departments
Services	Payslip download , NOC , Loan, Medical services, etc.,
Service for	Government employee of Tamilnadu
Official Website	<a href="https://www.karuvoolam.tn.gov.in/web/tnta/home">https://www.karuvoolam.tn.gov.in/web/tnta/home</a>

### Steps to login to IFHRMS:

- ❖ Step 1 : Go to the <https://www.karuvoolam.tn.gov.in/web/tnta/home> of the Integrated Financial and Human Resources Management System ( IFHRMS)
- ❖ Step 2 : Click on the login option in the top left corner. As such as click on it, a new window will open.
- ❖ Step 3 : Choose your user type which is employee or pensioners.
- ❖ Step 4: Enter the user ID and Password
- ❖ Step 5 : Click on the sign in and open
- ❖ Login to your account.



  
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Any government employee work under the Government of Tamilnadu can download His/her salary slip or payslip by visiting the official website of karuoolam.tn.gov.in by following steps.

- Visit the website <https://www.karuoolam.tn.gov.in/web/tnta/home> of the Integrated Financial and Human Resources Management System ( IFHRMS)
- The home page of IFHRMS will appear click on the login option in the top left corner. Another page will open
- Login to your account by entering your user id and password.
- After logging in a dashboard will appear.
- Click on the finance option
- A new page will open. Click on the payroll option.
- Click on the results option. Open payroll results in the IFHRMS dashboard.
- Select the period for which you want to download the salary slip.
- Enter your regular salary and find the pay bill group.
- After this, a pay slip download option will come
- Click on it and download your salary / Payslip in pdf form.

The following information can be found on your payslip.

- Name of the Employee
- Post of the Employee
- Employee number
- Office name of the employee
- GPI number and CPS number.
- Information like duty pay, HRA, Medical allowance, DA, Gross salary and net pay credit.



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The college also uses multiple software like public financial Management system (PFMS) which is used to manage the funds received from the Government, payroll financial management systems (PFMS) which is used to manage the funds received from the government, payroll management system, which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts TDS, Provident fund, Allowances etc., all are managed by this system. Reports can be generated for all staff members payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfer, etc.,

**The college council decides to make the following policies and procedures: -  
College Website:**

The website [www.gascathy.ac.in](http://www.gascathy.ac.in) will act as an information centre which will reflect about the college, all its activities, important notices; courses offered etc., for this purpose, as separate service provider/ web designer will be appointed by the college through the AMC.

Training will be given to the administrative and teaching staff to make important updates on the website. A website committee has to be formed for the administration of the college website. The committee will look after the process of updating, maintaining and working of the website on a regular basis. The committee will also look for other changes that are required on the website. All the important notifications have to go live on the website as and when they are released.

**Students Admission:**

A transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations employed by Tamilnadu Higher Educational Department. The guidelines for the admission process are available in the website [www.tngasa.org](http://www.tngasa.org).



  
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Admission portal is used to manage the admissions in all the Government Arts and Science Colleges in Tamilnadu. 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 each five colleges and for this purpose and online software to be used by the directorate of collegiate education.

### Student Transfer Certificate [TC Software]:

From the academic year 2018-19 onwards our college issue the printed transfer certificate to all the qualified students through the TC Software developed by SWAS Technologies, Gobichettipalayam, Erode District, Tamilnadu, India.

### Scholarship Portal:

The Government and Private trust are striving to provide scholarship for further studies, of economically weak students. The different social welfare department scholarship is announced under Government scholarship. The students are informed about the available scholarships through Tamil Nadu Government Scholarship official portal website: <http://www.tngov.in/scheme/departmentwise>

### Library:

The college strives to maintain its academic excellence through maintaining a well furnished library. The college will include more E-learning resources for the benefit of the teachers and the students. The college should continue to subscribe to new journals and books regularly. Recommendations are taken into account from the faculty members and students. While subscribing to the E-Resources. Teachers can apply to get books of different authors for the subject they are teaching in order to increase the knowledge database. Our faculty members and students have access to inflienet facility.



  
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Administrative office should use advanced excel and file management system tools to maintain effective database.

- ❖ Students must be able to obtain maximum service in online mode.
- ❖ The college will look into opportunities to automate some of its function related to administration.

### Examination:

Bharathiar University has adopted an online system where students can view their total internal and external assessment marks at the end of each semester and can report discrepancies, if any the examination process is regulated by the university and thus E-Governance policy of the university to adopt in this regard.

### Alumni:

Our college has old student association and it provides facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association is to be consulted for regular updates and database management.

### ICT Tools:

### Hardware Infrastructure:

- ❖ The college is to ensure that it has adequate number of desktops and laptops for students and staff members.
- ❖ Computers and printers to be available in the administrative office.
- ❖ Projectors and other multimedia devices are to be provided in the auditorium, classrooms, seminar halls and laboratories.
- ❖ The infrastructure is to be complimented by computer networking devices, scanners and interactive teaching boards, smart board, etc.



  
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### Software Infrastructure:

- ❖ The college is to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- ❖ Office automation packages for desktops and laptops like MS Office, Antivirus are to be purchased and updated regularly.

Areas of E-Governance	Name of the Vendor with contact details
Administration	All administrative and academic related circulars are sent through hard copy and e-mail with college domain.
Finance and Accounts	As our college is a government institution, the salary of faculty members is managed in TN Government portal <a href="http://www.karuvoolam.tn.gov.in">http://www.karuvoolam.tn.gov.in</a>
Student admission and support	As per the instructions received from DCE, all admission related work and circulars are managed via emails. Students admission procedures are done through web portal. Scholarship forms are uploaded in TN Government portal Admission: <a href="http://www.tngasa.org">www.tngasa.org</a> Scholarship: <a href="http://www.tn.gov.in/scheme/department-wise/4">http://www.tn.gov.in/scheme/department-wise/4</a>
Examination	Bharathiar University maintains a portal for examination related communications. The college uploads for all the necessary data including students profile and other examination related details Examination portal: <a href="https://www.b-u.ac.in">https://www.b-u.ac.in</a>



  
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