



SULLAMUSSALAM ARABIC COLLEGE, AREACODE

Areacode P.O- 673 639 Malappuram Dist, Kerala, India. Ph: 0483-2850236

Recognized and Aided by the Govt. of Kerala

(Affiliated to the University of Calicut)

(A College included under section 2 (f) 12 (B) of the UGC, New Delhi)

POLICY DOCUMENT

Ref. A1_124/2015

E-GOVERNANCE

Date: 08-07-2015

1. It is decided that e-governance should be adopted in maximum activities of the functioning of the college to implement a good system of governance within the institution

2. This policy framework is drafted as we had resolved to implement e-governance in more aspects of the functioning of the institution, apart from the already existing e-governance systems in the library, accounts etc.

Areas in which e-governance is to be implemented: For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the college governing council reserves the right to implement e-governance even in the areas not enlisted herewith.

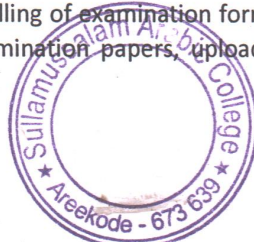
1. Student Admission: The University of Calicut conducts admission through a Centralised Admission Process (CAP). Admission to UG programmes and PG programmes are conducted through UGCAP and PGCAP respectively. As an affiliated institution under the University of Calicut, Sullamussalam Arabic College has been using the digital platforms in the process of admission to all programmes including graduate, postgraduate and Ph.D. programmes.

2. Accounts: Institution is using Tally software for ease of maintaining accounts. Regular updates of the existing software and proper training to the existing staff should be provided with due importance.

3. Library: The KOHA software used for the internal affairs of the library needs to be updated timely. Also, for enabling the effective use of library resources by everyone associated with the institution, the OPAC system should be converted into a web based service. The Library has a Digital Collection Repository of 500 e-question papers. In addition to this, the library subscribes to INFLIBNET N-LIST and it has access to 31,35,000+ e-books and 6000+ e-journals through the N-LIST. Similarly newer e-learning resources like al- Makthabah Shamela (Arabic), journals etc. should be identified and subscribed taking into account the recommendations of the library advisory committee. Recommendations should be collected from the teachers and students and are to be incorporated while subscribing to these resources. Appropriate training should be provided to the staff and the students for using the e-learning resources.

4. Administration: Administration of the institution should be handled with the assistance of ICT based technology to make the process a hassle free, convenient and economically affordable one. The software Total Campus Solutions (TCS) and its mobile App should be implemented for the purpose and the proceedings of the administrative control should utilize the software effectively. The leave management of employees, attendance of the students, internal marks of the students, etc. would turn online once facilities for each are provided in the software. Other services like online transfer certificates etc. will be provided as a Students support.

5. Examination: As per the directions of the University, it is mandatory to handle examination in online mode. Everything including Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. has to be done in the online manner.



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