



RVS GROUP
Building Intellectual Capital

RATHNAVEL SUBRAMANIAM COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

(Affiliated to Bharathiar University and approved by AICTE, New Delhi)

(NAAC Re-accredited with "A" Grade, DST – FIST)

242, K.V.K.Thottam, Trichy Road, Sular, Coimbatore – 641 402.

Email: principalrvscas@rvsgroup.com, Website: www.rvscas.ac.in


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E-GOVERNANCE

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E-GOVERNANCE POLICY




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E-GOVERNANCE POLICY

Scope:

The scope of this policy extends to the following areas:

- General Administration
- Student Admission & Support
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

Objectives:

- E-governance is implemented in all the functioning of the Institution in order to provide simpler and efficient system of governance within the Institution.
- To promote transparency and accountability in all the functions of the College.
- To achieve and create a paperless environment in the College.
- To provide easy and quick access to information.
- To make a Wi-Fi enabled campus.
- To set up ICT enabled classrooms with Laptops, Smart boards, Projectors & N-Computing devices.


Policy:

The College implements e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each and every function transparent and accountable. The College decides to make the following policies and procedures:

➤ Website:

The website acts as an information Centre which will reflect about the college, all its activities, important notices, courses offered, etc. Training is given to the administrative and teaching staff to make important updates on the website. A Website Committee is constituted and headed by the Principal and faculty members from each Programme for the administration of the website. The Committee looks 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. The College activities and all the important notifications are released in the website.




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➤ **Student Admission and Support:**

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the Bharathiar University. The College brings out its brochure which is displayed on the website that has guidelines for the admission process. Admission portal is used to manage the admissions in the college. Students are required to submit a separate application form for taking admission in the college through the link given in the college website.

Apart from admissions, the teaching, learning and other support systems are integrated with ERP enabling the students to access the system easily. Remote access of e-learning materials is made available.

➤ **Library:**

The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the faculty and the students. The College continues to subscribe new e-journals/printed version of journals and books regularly. Recommendations are taken from the faculty and students while subscribing to the e-resources. Faculty can apply to get books of different authors for the courses that they are teaching to increase their knowledge database.

The Library is installed with automated software to use- Graphical User Interface to scan the ID of the User. The entry of the student and staff are counted and registered.

Our College also has "INFLIBNET" facility for Faculty Members, Students and Research Scholars. User access has been enabled and the Staff & Students are able to make use of this Repository.

Our College has also got an NDLi Club which is vibrant with students' activities. These facilities have created a good opportunity for our Staff and Students to have access to e-learning resources.

➤ **Administration:**

- The regular attendance of all the staff is monitored through the Bio-metric system & Manual Attendance Register.
- Administrative Office uses advanced Excel and File Management System Tools to maintain effective database & RAVES.
- To provide a hassle free, convenient and smooth process, administration of the college is made paperless.
- Students are able to obtain maximum services through online mode.




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- The college looks into opportunities to automate some of its functions related to administration.
- Admin Staff are provided with adequate training and development to keep them abreast with the new technology.
- The activities of students inside the campus are monitored through CCTV.
- The feedback mechanism is attained through the RAVES software.

➤ **Examination:**

The College uses RAVES Software to enter the students internal assessment marks at the end of each semester & the reports taken from them are circulated to Students. Since our institution is autonomous, all the documents related to examination are processed using automated software available at the Controller of Examinations.

➤ **Alumni:**

In order to strengthen our alumni relationships, a separate alumni page is created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association is consulted for regular updates and database management. The information regarding the Alumni meet will be posted through portal also.

➤ **ICT tools:**

- **Hardware Infrastructure:**

- ❖ The College has adequate number of desktops & computer laboratories for students and staff.
- ❖ The Computers and printers are made available in all departments, IQAC cell, COE office, Library and administrative office.
- ❖ Projectors and other multimedia devices are provided in all classrooms, auditorium, seminar halls and laboratories.
- ❖ The infrastructure is complemented by computer networking devices, scanners and interactive teaching board/smart board etc.
- ❖ The department laboratories are equipped with necessary software packages.
- ❖ The College maintains adequate configuration servers to allow fast transmission of data to the various computers.
- ❖ Office automation packages for desktops and laptops like MS-Office and Antivirus are purchased and updated regularly.
- ❖ The College provides access to licensed e-journals from the departments and digital Library.




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**IMPLEMENTATION OF
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Enterprise Resource Planning (ERP) Document


➤ Development of Software Tool-RAVES:

The Goal of RVS Educational Institutions is "EDUCATION FOR DIGITAL ERA". Accordingly the dream of our esteemed **Managing Trustee Dr.K.Senthil Ganesh** in converting the RVSCAS into a 'Digital Campus' started since 2007. Under his able guidance an ERP Software **RAVES** was developed by **RVS Infotech Team** and the **Version 1.0** was released in the year **2012**. From then, RAVES Modules were used for all Academic & Administrative purposes.

It consists following Modules:

- Calendar
 - Curriculum
 - Human Resource Management
 - Internal Marks Assessment
 - Lesson Plan
 - Research Consultancy and Extension
 - Strategic Plan
 - Student Support and Progression
 - Syllabus
- Under the 'Calendar Module', the RVS Infotech Team sets the Academic Calendar with Day Orders.
 - Under the 'Curriculum Module', the Workload and Staff Allocation details are entered. Subject mapping is also done here. Staff Attendance can also be entered here.
 - Under the 'Syllabus Module', Syllabus for each Course is entered with number of hours for each Unit. Topics & Sub-topics are also entered here.
 - Under the 'Lesson Plan Module', Lesson Plan for each Course is generated and the same is used for Teaching purpose.
 - Under the 'Student Support and Progression', Students Attendance & Activities details are entered. Finally Students Attendance Proforma is also generated.
 - Under the 'Internal Marks Assessment', Internal Marks for each Course are entered.
 - Under 'Research Consultancy and Extension Module', all the details of Research Guides, Scholars and activities are entered.




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From the Administrator Module, the Top Management Authorities can view Reports of the various Modules, which helps them to monitor and audit the academic functions of the various Departments.

The RAVES ERP is not only designed for academic but also to manage the various **Accounting operations** of our Accounts Department, like Fees Collections, Students Fees payment etc. In fact, the RAVES Software is used by our **College Office** to enter the complete details of our Students until he completes his Degree and gets his Transfer Certificate.

This RAVES Software has helped the Institution in the following ways:

- Effective Management by Heads at various levels
- Reduced clerical work to a large extent
- Has minimized the usage of papers & wastages
- Increased better communication between Departments
- Enough security for the Data

➤ **RVSCAS-Website – www.rvscas.ac.in**


- Our College has an exclusive website with the URL: <https://www.rvscas.ac.in>.
- The Website has the complete information of the various Departments, Faculty Details, College & Department Activities, and Events etc.
- **Online payment of Tuition Fees & Examination Fees** has been enabled in the Website, which helps the students to make payments from their convenient place of stay.
- Examination results are also published through our college website every Semester and Students can view their Marks Online.
- Important NAAC documents and AICTE documents are also uploaded in the college website.

This Website is also maintained by our RVS Infotech Team and is updated immediately, which helps the Institution for **Admission Process** largely.

➤ **RVSCAS-Group Mail IDs:**

- The RVS Infotech Team also creates an **official email ID** for every **Teaching & Non-Teaching Employee** of RVSCAS and the communications are sent through these email IDs.
- This method helps us in saving time and fast communication.
- Sharing of documents is easily done using these official mail IDs.




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❖ Microsoft 'Office 365' for Document Maintenance & Audits:

- Our College has implemented the usage of **Office 365** for the following purposes:
 - ❖ For entering Lesson Plan & Work Done for each course
 - ❖ For entering Assignment Plan & Execution details
 - ❖ For entering Students Attendance details (Month-wise & Consolidated)
 - ❖ For entering Staff FDP details (Participation & Presentation)
 - ❖ For entering Department activities
- This helps every Department to store their Data safely and can be reviewed & Reports can be obtained.

❖ Usage of Google Classroom, Google Meet & Zoom for Teaching, Evaluation & Meeting :

- In the recent past, during the period of **COVID'19 Lockdown**, our College transformed its Teaching-Learning method through Online with the help of Tools such as **Google Classroom, Google Meet & Zoom**.
- All the Faculty members created a **Google Classroom** for each **course**. Sharing of study materials, assignment submission and conduct of **Internals & Semester Examinations** were done through this platform. This was very much useful for both faculty members & students & is being continued till date.
- Faculty Members conducted their classes through online platforms like **Google Meet & Zoom**.

❖ Official Social Media Pages :

- Our College has also got the following **Social Media Sites** to showcase the Talents of Young Minds of **RVSCAS**

❖ Facebook -

<https://www.facebook.com/casrvs/?ti=as>

❖ Instagram -

<https://instagram.com/rvscas?igshid=YmMyMTA2M2Y=>

❖ YouTube -

<https://youtube.com/c/RVSCASSulurCoimbatore>




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- **RVS IMSR**

- ❖ Facebook -

<https://www.facebook.com/imsrrvs/?ti=as>

- ❖ Instagram -

<https://instagram.com/rvs.imsr?igshid=YmMyMTA2M2Y=>

- ❖ YouTube -

<https://youtube.com/c/RVSIMSR>

- ❖ LinkedIn -

<https://www.linkedin.com/school/rvs-institute-of-management-studies-&-research/>

- ❖ Telegram -

<https://t.me/rvsimsr22>

- ❖ Quora -

https://www.quora.com/profile/RVS-IMSR-1?ch=3&oid=1714902602&share=0ef5e9af&srid=hnoMPs&target_type=user

- ❖ Snapchat -

https://www.snapchat.com/add/rvsimsr?share_id=d8yz6Jg5GKg&locale=en-US

➤ **Creation of Whatsapp Groups :**

- Last but not the least, our College has different **Whatsapp Groups** for **Faculty members** and **Students** through which short messages and important events are communicated and shared with the Group members.
- This Group is mainly used to share the Academic information & other related events.




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