



Ready for
Every Good Work

SACRED HEART COLLEGE (AUTONOMOUS)

Tirupattur – 635 601, Tamil Nadu, S.India

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A Don Bosco Institution of Higher Education, Founded in 1951 * Affiliated to Thiruvalluvar University, Vellore * Autonomous since 1987

Accredited by NAAC (4th Cycle – under RAF) with CGPA of 3.31 / 4 at 'A+' Grade

6.2.2 E-Governance Policy



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E – GOVERNANCE POLICY

Approved by: Internal Quality Assurance Cell

Date: 16.03.2020



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FOREWORD

Sacred Heart College is an affiliated First Grade College of Thiruvalluvar University. It is a minority institution, established and administered by the Salesians of Don Bosco (SDB). The first care of the management is to give Higher Education to the Catholic youth in a Christian atmosphere of peace, justice and social responsibility with a preferential option for the poor among them. The College is also open to students of all castes and creeds other than Catholics. Their religious beliefs are respected in this institution.

In order to sustain its focus of global excellence and nurture continual improvement, Sacred Heart College acknowledges the need for proper waste handling and disposal. Wastes in any form are a growing problem in today's society and poses many health and environmental problems if disposed improperly due to the hazardous materials it contains.

To meet the strategic interests of the college and its global vision, this waste management policy is drawn to minimize generation of wastes, prevent and control wastes, provide guidelines for waste management and in so doing protect health, environment and improve quality of life.

It is my sincere hope that Sacred Heart College and all the stakeholders will strive at all times to uphold the standards highlighted in this waste management policy. My sincere appreciation goes to the team that was involved in the development and improvement of this policy, including the IQAC Members, the Deans and various support staff.

**Rev. Dr. D. Maria Antony Raj SDB,
Principal, Sacred Heart College (Autonomous)**



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Vision:

To create an integrated and seamless digital environment that supports effective governance, transparency, and innovation within Sacred Heart College, Tirupattur recognizing the need for efficient and transparent governance through the effective utilization of technology.

Scope and Applicability:

This policy applies to all departments and stakeholders within Sacred Heart College, Tirupattur. This policy encompasses all inbuilt requirements within the institution, covering Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination, Staff Portal, Mobile App, Inventory, and Fees Collection.

1. Planning and Development:

- The institution shall establish a dedicated IT planning and development team.
- New technology implementations and updates shall adhere to a structured approval process.
- Inbuilt planning tools and systems will be employed to facilitate strategic decision-making.

2. Administration:

- Inbuilt administrative features will define and delegate roles and responsibilities.
- Data security measures will leverage the institution's inbuilt protocols for user access and confidentiality.

3. Finance and Accounts (ERP Package - AcME):

- The institution utilizes the ERP Package - AcEME for financial transactions, budgeting, and reporting.
- Financial data shall be regularly audited to ensure accuracy and compliance.

4. Student Admission and Support:

- Inbuilt online admission processes will be implemented for a streamlined and user-friendly experience.



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- Inbuilt support services will provide students with counseling and academic guidance.

5. Examination:

- Inbuilt examination systems will be used to conduct online exams securely.
- Features for plagiarism detection and result processing will be integrated within the existing framework.
- Implementation of online valuation.

6. Staff Portal:

- The institution's inbuilt Staff Portal will serve as a centralized platform for faculty and administrative staff.
- Features will include attendance tracking, communication tools, and resource sharing.

7. Mobile App:

- The institution shall develop and maintain a mobile app for seamless communication and access to information.
- Security measures will be implemented to protect user data and privacy.

8. Inventory:

- Inbuilt inventory management systems will be employed for efficient tracking and management.
- Procurement and distribution processes will seamlessly integrate with the institution's inbuilt systems.

9. Fees Collection:

- Online fees collection processes will be established for transparency and convenience.
- Secure payment gateways will be integrated to safeguard financial transactions.

10. Data Security and Privacy:

- Stringent measures will be in place to protect sensitive data, including personal information and financial records.



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- Regular assessments and audits will be conducted to maintain the integrity of the inbuilt security framework.

11. Compliance and Legal Considerations:

- The institution's inbuilt systems will comply with all relevant laws and regulations.
- Legal considerations related to data management and privacy will be embedded within the inbuilt framework.

12. Training and Capacity Building:

- Training programs will focus on maximizing the utilization of inbuilt tools and systems.
- Continuous learning opportunities will be provided to adapt to technological updates within the institution.

13. Monitoring and Evaluation:

- Regular monitoring will be conducted to assess the performance of inbuilt systems.
- Feedback channels will be established for users to report issues and suggest improvements.

14. Communication Plan:

- Stakeholders will be informed about the institution's commitment to inbuilt E-Governance through regular communication channels.
- A communication strategy will be implemented to keep all stakeholders informed about updates and changes.



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Review and Revision:

- The inbuilt E-Governance policy will undergo periodic reviews to ensure it remains aligned with institutional goals.
- Revisions will be made as needed to accommodate changes in technology and the institution's evolving requirements.

Conclusion:

Sacred Heart College, Tirupattur is dedicated to harnessing the power of inbuilt technology for efficient governance and the provision of quality education. This policy reflects our commitment to fostering a digitally integrated environment that benefits all stakeholders.



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Advisory Committee

The institution shall constitute a committee that shall

- i. Administer the implementation of the e - governance policy
- ii. Framework the procedures to handle the requirements
- iii. Attain the opinions from the stake holders
- iv. Review and revise the policy according the current need

S.No	Name	Designation
1.	Rev. Dr. D. Maria Antony Raj	Principal
2.	Rev. Dr. K.A. Maria Arokiaraj	Addl. Principal
3.	Rev. Dr. Praveen Peter	Vice Principal Administration-Shift I
4.	Rev. Dr.G.Theophil Anand	Vice Principal Administration-Shift II
5.	Dr.S.R Xavier Raja Rathinam	Vice Principal Academics- Shift I
6.	Mrs. A. Josephine Sahaya Mala	Vice Principal Academics- Shift II
7.	Dr.S.Sahayaraj	IQAC Coordinator


Principal 16/03/20

Sacred Heart College (Autonomous)
Tirupattur-635 601, Tirupattur - Dist