VLB Janakiammal
College of Arts & Science

Ph : 91 422 2605162 / 63
Kovaipudur, Coimbatore 641 042.

E-mail : principal@vlbjcas.ac.in
Web : www.vlbjcas.ac.in

GUIDELINES FOR E-GOVERNANCE

E-Governance is to be implemented in various areas of operations in order to provide simpler and efficient system of governance within the Institution. The Guidelines is divided into following areas of

- **Website**

The website should act as mirror of the mirror of the college activities and information about all activities, important notices, etc should be made easily available to the outsiders.

- **Administration**

To provide a hassle free, convenient and cheap process, maximum of the administration of the Institution should be handled with ICT based technology. Facilities should be provide for online leave management of employees, Database management, etc . Students also must be able to obtain maximum services like transfer certificates, bonafide certificates, etc. in online mode.

- **Accounts**

For ease of maintaining accounts, Tally ERP is used for multiple features like Accounting, Inventory, Statutory & Taxation job Work, Income Tax, New Rupee Symbol Banking , Receipts and Payment , Bill Settlements which are the basic business requirements and maintaining accounts through tailor made software.

- **Student admission**

Maintaining students admission database through tailor made software. This will cover admissions procedure to all courses whether graduate, post graduate, Ph.D., courses by maintain students record

VLB Janakiammal
College of Arts & Science

Ph : 91 422 2605162 / 63
Kovaipudur, Coimbatore 641 042.

E-mail : principal@vlbjcas.ac.in
Web : www.vlbjcas.ac.in

- **Examination**

In the Controller of Examination cell filling of students data for examination revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc., everything will be done through the software. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done with utmost care and caution.

- **Library**

To continue with this legacy, we need to add more and more e-learning resources for the benefit of the teachers and students. Library is presently using AUTOLIB software for its internal working. It needs to be updated timely. Also the OPAC system should be converted into a web based service for others to utilize the library resources and effectively.

PRINCIPAL
V.L.B. JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE
(AUTONOMOUS)
KOVAIPUDUR, COIMBATORE-641 042.