



Avinashilingam Institute for Home Science and Higher Education for Women
Coimbatore - 641 043, Tamil Nadu, India
(Deemed to be University under Category 'A' by MHRD)
Re-accredited with 'A+' Grade by NAAC
Recognised by UGC under Section 12B

E-GOVERNANCE POLICY

Policy No: AU/P/05
Effective From: 10-12-2013
Revised: 23-07-2018

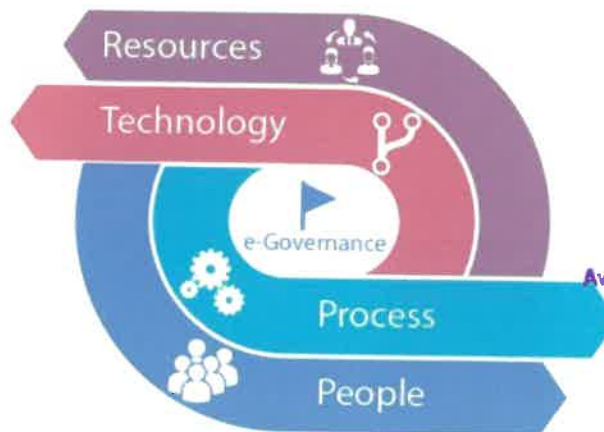
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Avinashilingam Institute for Home Science
and Higher Education for Women
(University Estd. U/s 3 of UGC Act, 1956,
Coimbatore - 641 043.

S. Kousalya

Approved in 108th BOM held on 23-07-2018 (Revised)-Item No.: 4.6

Contents

1. Preface
2. Objectives
3. E-Governance Policy
4. Website
5. Website Maintenance Procedures
6. Student Admissions
7. Finance and Accounts
8. Library
9. Administration
10. Examinations
11. Security
12. Computer Center



S. P. S. S. S.

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01

PREFACE

“

Governance is not about budget lines, personal issues and equipment approvals, It is about VALUES and VISION and STRATEGIC LEADERSHIP

John Carver”

E- Governance helps the Institution in improving transparency, quick information retrieval, dissemination and improving administrative efficiency and public services in all aspects of Education. E-governance solution in the field of educational sector has changed the way of administration , which is designed to make the system user-friendly, time saving and cost saving.

The E-Governance Policy at Avinashilingam Institute for Home Science and Higher Education for Women is an integrated solution that facilitates processing and maintaining large volumes of information related to Registration, Admission, Student facilities, Time table, Attendance, Library, Expenses, Examination, Hostels, Reports, Management, Staff details etc. The central goal of e-governance in our institution is to reach the beneficiary and to ensure that their service needs are readily met. This institute recognizes that achieving this goal maximizes its efficiency.

The best form of e-governance cuts down on the unwanted interference of too many layers while delivering its services. It depends on good infrastructural setup with the support of local processes and parameters for the Institutions to reach their Students, Staff and other stakeholders. A budget for planning, development, and growth can be derived from well laid out e-governance systems



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02

OBJECTIVES



- **Implementation of E-governance in various functioning of the institution**
- **Development and application of quality benchmarks for the various academic and administrative activities of the institution.**
- **Implementation of practices in all areas of functioning in the institution**
- **Achieving efficiency in the Institute functioning**
- **Promoting transparency and accountability**
- **Achieving paperless administration of the institution**
- **Facilitating online internal and external communication between various entities of the institution**
- **Providing easy access to information**
- **Making the institution visible globally**

S. K. Kousalya

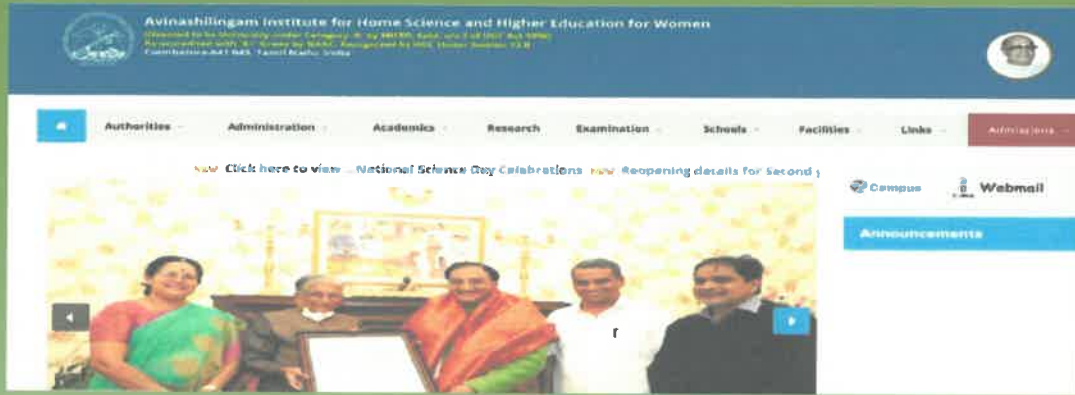
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E-GOVERNANCE POLICY

In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum number of institutional activities. The institution started with e-governance in some aspects of functioning like admissions and accounts etc. But, now it has evolved to implement e-governance in many more areas and with this aim in view, policy framework is drafted. The other areas in which e-governance policy is in effect are described in the following pages of this document.

S. Ramesh Babu

Principal
Avinashilingam Institute for Women Science
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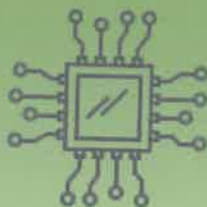
04 WEBSITE

The website of the Institute to be revamped taking into account the new changes. The website should act as a mirror of the Institute's activities, and information about all activities, important notices, etc should be made easily available to the outsiders. Website should be designed in such a way that it is user friendly for the blind and partially sighted also. The website needs to be dynamic in nature. Training is imparted to the existing staff and should be identified to undertake the responsibility of website administration and updating at the Institute level.

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05

WEBSITE MAINTENANCE PROCEDURES



All requests for web updates should be sent to the website contact, email address: aduweb@avinuty.ac.in. The website team will assume that all content received has been through a quality check and the approval process will be initiated from their work unit or team.

The turnaround time for the website team to update information provided is 48 hours from the time the content is received. For any large quantities of work, this time may increase to one week depending on the nature of the content requested. The content owner will take responsibilities for the accuracy of the information, and ensuring that deadlines are met. The content owner is to inform the web team to remove or archive any outdated information. All relevant recent information is updated in the institute website.



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STUDENT ADMISSIONS

The Institute processes all admissions in regular mode. The admission process covers admissions to all undergraduate, post graduate, Ph. D and diploma courses. The admission starts with applying for the selected course. The application forms can be downloaded along with the prospectus from the institute website. The application deadlines, entrance tests dates and any other admission related information is shared on the website, making the whole process of admissions transparent and clearly understandable. There are admission counselors available from every department at the admission time to help students and parents make wise and effective choices. All payments are accepted in online mode making the whole process digitized and paperless. The institute has an agreement with The Indian Bank which has a branch at the campus for online payment gateway facilities. During the academic admissions of 2020-2021, due to the COVID 19 pandemic, the whole process of admission was completely online.

UG PROGRAMMES		PG PROGRAMMES	
UG PROGRAMMES OFFERED A.D.R.A. Tamil Music Economics English Functional Hindi Sanskrit B.A. Interior Design & Resource Management Human Development Food Service Management & Dietetics Food Science & Nutrition Textiles & Fashion Apparel Physics Mathematics Chemistry Zoology Botany Psychology Computer Science Visual Communication Physical Education Biotechnology & Biotechnology Rural Development & Sociology Special Education & Mathematics B.Com. B.Com. Professional Accounting B.S.A. Insurance B.Tec. Food Processing & Engineering Medical Equipment Technology Textile Dyeing and Finishing Artificial Intelligence and Machine Learning SELF FINANCED B.Sc. Information Technology B.Com. Computer Applications B.A. B.Sc. Computer Science B.Sc. Psychology B.Sc. Pradhan Mantri (4 year course) B.A. English B.Sc. Mathematics B.Com. B.Com. Professional Accounting B.E. Biomedical Instrumentation Engineering Civil Engineering Electrical & Communication Engineering Computer Science & Engineering Food Processing & Preservation Technology Printing Technology		PG PROGRAMMES OFFERED TRIPPLI Interior Design & Resource Management Food Service Management & Dietetics Food Science & Nutrition Textiles & Fashion Apparel Human Development Extension & Communication Bio-technology M.Sc. Biochemistry Mathematics Botany Zoology Computer Science Chemistry Bioinformatics Tamil English Hindi & Journalism Music Economics Political Science M.A. M.B.A.	
		SELF FINANCED M.A. Women's Studies & Entrepreneurship M.Sc. Mathematics M.Sc. Physics M.Sc. Biotechnology M.A. English M.Sc. Applied Psychology M.Sc. Information Technology M.Com. M.Sc. M.Com. Computer Applications M.B.A. IT M.B.A. Tourism & Travel Management M.E. Computer Science & Engineering M.E. Food Technology M.E. Medical Electronics M.E. VLSI Design DIPLOMA PROGRAMMES Animation & Graphics Apparel Designing French Public Health Nutrition Artificial Intelligence	

S. K. Srinivasulu

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07

FINANCE AND ACCOUNTS

For ease of maintaining accounts, the institute uses Tally software. But, with new accounting methods and compliance, it has become necessary to procure other software as well. Accordingly, requirements should be analyzed with the help of Accountant and other accounting staff and appropriate software may be purchased. Appropriate security measures are to be taken for maintaining confidentiality of the transactions. The PFMS software facilities directly transfer fund to beneficiary's bank account. Training to the existing staff and updating of the existing software must be done on a timely basis.



S. Kowaleya

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08

LIBRARY

The Library apart from having a huge repository of books and journals has additionally e-learning resources for the benefit of the teachers and students. The Library is equipped with RFID books. Newer e-learning resources like journals and periodicals are identified and subscribed taking into account the recommendations of the Library Advisory Committee. Recommendations of the teachers and students are also considered while subscribing. Appropriate training is provided to make use of the e-learning materials to the staff, research scholars and students. Remote access to library subscribed online resources (**American Chemical Society, American Institute of Physics, American Physical Society (APS), Annual Reviews, EBSCO, IEEE Xplore, Oxford University Press, Project Muse, Scopus (Elsevier), Springer Link, Taylor and Francis, Web of Science**) is made available to users with valid user identity and passwords issued by the Library. The Library also makes available licensed plagiarism checking software such as Turnitin and Urkund and also other software such as Grammarly, Scifinder database etc. The students and staff are encouraged to use all the above services.

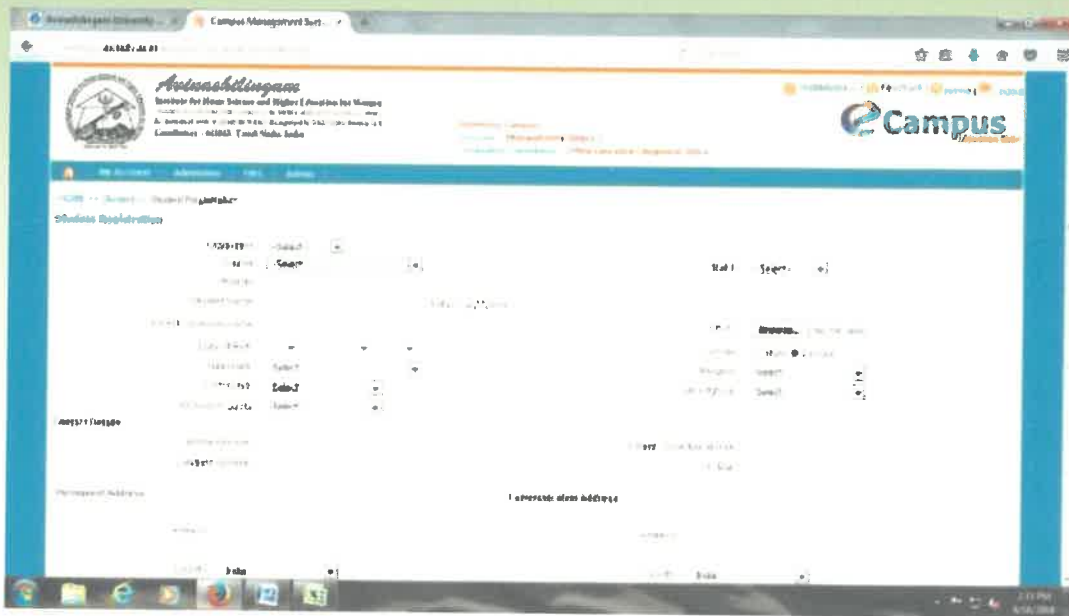


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ADMINISTRATION

To provide an easy, hassle free and efficient process, most of the administration work is carried out with the help of e campus software. The e campus software helps in generating Identity cum RFID cards for students. Students can pay fees using the e campus, apply for convocation or transfer certificates, all using the register number given to them. Students can access class materials put by their respective subjective teachers through the learning management system. They can also get access to any question banks, videos or other ICT enabled materials used by the teachers in the teaching-learning process. The students also give their feedback using the student feedback available to them for all subjects regularly.



S. Gowdalu

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12

COMPUTER CENTER

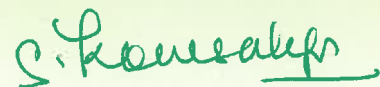
To avail the Wi-Fi facility of the campus, the computer center provides the user ID and password to staff, students and guests. When students or staff avail long term leave, their accounts are deactivated. Some changes like, change of name, spelling of name, e mail ID etc are entertained with requisite proof and authorized by the authorities in the concerned departments. Transfer Certificates and other documents are issues after prior verification of pending fees are done.

S#	Batch Year	Batch Name	Academic Year	Admission Year	Status	Action
1	2021	2021	No	No	Active	
2	2020	2020	Yes	Yes	Active	
3	2019	2019	No	No	Active	
4	2018	2018	No	No	Active	
5	2017	2017	No	No	Active	
6	2016	2016	No	No	Active	
7	2015	2015	No	No	Active	
8	2014	2014	No	No	Active	
9	2013	2013	No	No	Active	
10	2012	2012	No	No	Active	

S. Anandakrishnan

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Thus the whole system of e-governance is micro managed to attain maximum benefits for the staff and students and to aid and improve the teaching-learning process. The concept of e-governance is still growing and improving. Adequate research is done to constantly improve and fine tune the process as per the feedback received from the staff and students.



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