



## **THIAGARAJAR SCHOOL OF MANAGEMENT (AUTONOMOUS)**

**Accredited by NAAC with 'A' Grade  
PambanSwamy Nagar, Thirupparankundram,  
Madurai - 625005**



## **E-GOVERNANCE POLICY**

**Version Number: 1**

**Date: 01 July 2019**



---

### **Scope:**

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- E-waste Management

### **Objectives:**

- Implementation of E-governance in all functioning of the institution 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 campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Projectors, etc.
- To establish a fully automated Library.

### **Policy:**

- The college implemented e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.
- The policy is designed and framed to make every function transparent and accountable.



---

## **Website:**

The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. A Website Committee is formed for the administration of the college website. The Committee will look 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 strives to showcase its vibrant self and activeness through its website. All the important notifications must go live on the website as and when they are released.

## **Student Admission:**

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as prescribed by the Governing Board. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Coordinator.

## **Accounts:**

The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College also uses Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.



---

## **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 teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

- The Library to install fully automated ILMS software which should have an easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.
- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

## **Administration:**

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track attendance.
- Administrative Office use Advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.



---

### **Examination:**

The college has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any.

### **Alumni:**

To strengthen our alumni relationships, a separate alumni portal to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

### **E-Waste Management:**

TSM ensures that its usage of technology and generation of e waste does not impact the environment.

<b>Areas of governance</b>	<b>Year of implementation</b>
<b>Administration</b> Microsoft Office 365 Suite ERP (Serosoft)	2006 2017
<b>Finance &amp; Accounts</b> Payroll (Saral) Fee Management (ERP-Serosoft) Accounts (Tally)	2018 2017 2000
<b>Student Admission &amp; Support</b> ERP (Serosoft)	2017
<b>Examination</b> ERP(Serosoft)	2017



---

## 1.1 IT POLICY

### NOTICE TO ALL CAMPUS USERS (IT)

Thiagarajar School of Management IT infrastructure is provided to enhance the institution mission by supporting services to MBA, PGDSBA, PhD students for practical learning and research. The following IT policy applies to all TSM computers and IT infrastructure and its users. Individual labs may have additional policies as instructed by the faculties of course-in-charges. Please follow the given instructions:

- Avoid using the Computer Lab as a Chatting Room.
- Cell Phones and Eatable items are not permitted inside the Lab.
- Eating or chewing of any items inside the lab is prohibited.
- Systems should be properly switched on and shutdown.
- Fan, Lights and A/C must be switched off when it is not in use.
- Playing of computer games is strictly prohibited.
- No resources should be used for any unlawful activities and no pornographic contents are allowed in the computer labs.
- Misusing of computer Software: Students must not access another person's data or text files without proper permission.
- Misusing of computer Hardware: TSM is the owner of all the hardware equipment kept in the computer labs. Students must not damage or pilfer any hardware equipment.
- Equipment's and cables are to be moved only by authorized personnel.
- When leaving the laboratory, users are expected to clean work areas by removing papers, disks, books, and any other items of personal property.
- Students are responsible for missing of any items in the laboratory.
- Students using WIFI network must register their portable devices.
- Portable devices (Laptop/Tablet/Mobile Phone) are permitted only registered students for internet access.
- Social networking sites are available 24x7 Basis.

Note: Repeated or serious violations of Computer Lab Policies could result in the loss of computer lab privileges. Violations may also result in disciplinary action.



---

## 1.2 IT Policy for Internet users through WIFI

WIFI Technical Details:

Bandwidth : 450 Mbps (1:1) OFC Internet Leased Line

200 from BSNL Leased Line & 250 Mbps from AirTel

Number of APs: 114 nos.

Coverage Area: Main Building, Meenakshi Hostel, Skanda Hostel, Skandha Hostel Extension, Faculty Guest Houses, MD Residence, Student Cafe.

WIFI usage Policy:

1. Any attempt to circumvent system security, guess others' passwords, or in any way gain unauthorized access to local or network resources is forbidden.
2. Students should not use the TSM Wi-Fi network for any unlawful activities.
3. Users may not use another person's computing account, attempt to forge an account identity.
4. Setting up of unsecured Wi-Fi systems on the TSM network is prohibited.
5. Students are advised to install the original antivirus software in their devices.
6. Violations of above policy will be treated as academic misconduct or indiscipline and appropriate action will be initiated.

## 1.3 - Entry & Exit IT Policy-Faculty & Staff

- TSM Mail ID

<http://mail.tsm.ac.in>

- New E-mail ID will be created at the time of joining
  - The newly created E-mail ID will be attached to the group (faculty@tsm.ac.in;staff@tsm.ac.in)
  - The backup (E-mail content- Inbox & Sent folders) will be taken when an employee resigned the job, E-mail ID is removed from the group
  - A circular mail will be sent to all to announce the mail id is blocked
-



- 
- The E-mail ID is kept for 6 months (31 DECEMBER), after that the ID will be deleted.
  - Microsoft office 365,1 TB cloud Storage
  - 
  - Biometric Punch - Biometric punch will be created for all the new faculty & staff at the time of joining
  - Moodle Account
    - <http://moodle.tsm.ac.in>
    - Moodle account is created at the time of joining
    - When a faculty member is relieved, the account is kept for 90 days (3 months), after that the ID will be blocked.
  - ERP
    - <https://erp.tsm.ac.in/>
    - ERP account is created at the time of joining
    - When a faculty member is relieved, the account is kept for 90 days (3 months), after that the ID will be blocked.
  - Turnitin
    - Turnitin account is created at the time of joining
    - When a faculty member is relieved, the account is kept for 90 days (3 months), after that the ID will be blocked.
  - WIFI Credentials
    - Login Credentials provide at time of joining.
  - Backup Provisions
    - QNAP backup will be taken and uploaded to One Drive (Microsoft)
    - QNAP Storage will be deleted after 90 days (3 months)
  - Digital Archive
    - Login Credentials provide at time of joining.
- ERP and ERP HR account
- h. The account is kept for 90 days (3 months), after that the ID will be blocked.
-





<b>IT INFRASTRUCTURE DETAILS</b>			
<b>IT INFRASTRUCTURE – Desktop, Laptop Location Details</b>			
<b>#</b>	<b>Locations</b>	<b>No. of Desktops</b>	<b>No. of Laptops</b>
1	Administration Office	5	4
2	Server Room	11	5
3	Main Gate, Kitchen Store	3	--
4	Computer Lab	60	--
5	All Class Rooms	9	--
6	MDP Hall, A/C Seminar Hall 1& 2, Auditorium, Exam Hall	5	--
7	Library & Journal	7	1
8	Director office	2	1
9	IQAC Cell	1	--
10	Faculty Room1	5	7
11	Faculty Room2	3	10
12	Dean office	--	3
13	Principal office	2	1
14	Controller of Examination	4	1
15	Placement office	4	2
16	Research cell	3	1
17	Alumni Cell	1	--
18	Admission Cell / Studio room	7	3
19	Health Centre	1	--
20	EB Room	1	--
21	Hostel Warden Room (Boys & Girls)	2	--
22	GYM Room	1	--
		<b>137</b>	<b>39</b>
	<b>Total number of Computers</b>	<b>176</b>	



<b>Printer Purchase &amp; Location Details</b>				
<b>#</b>	<b>Date of Purchase</b>	<b>Printer Model Name</b>	<b>Qty</b>	<b>Locations</b>
1	9.6.2010	HP 1007 Laser Printer	1	Cashier
2	26.6.2013	Canon MF 4890 DW All in one printer	1	Ph.D
3	7.1.2014	HP 1020 Laser Printer	1	Director Room (PA)
4	29.1.2015	Citizen CL-S621 Barcode printer	1	Library (Barcode)
5	29.1.2015	HP 4515 Inkjet Printer	1	Library
6	5.4.2016	Canon 2900 Laser Printer	1	Server Room
7	16.5.2017	Canon 6230DN Laser Printer	1	Admin Office
8	24.10.2017	Canon MF 249 DW All in one printer	1	COE
9	22.2.2018	Canon MF 635CX All in one Colour Laser printer	1	Director office
10	15.10.2018	Canon IR C3020 Colour Laser Printer	1	COE
11	16.2.2019	HP 1005 All in one printer	1	Kitchen Store
12	16.10.2019	Canon MF 244 DW All in one printer	3	Admin Office/Admission Cell /Principal Office
13	15.10.2020	Canon MF 244 DW All in one printer	2	MBA Office/Librarian
14	27.2.2021	Canon MF 244 DW All in one printer	1	Placement office
15	26.8.2021	Canon MF 244 DW All in one printer	1	Office
		<b>Total no of Printer</b>	<b>18</b>	



---

1	16.5.2017	Cannon LIDE 220 Scanner only	1	Admin Office
---	-----------	------------------------------	---	--------------

### CCTV Cameras

#	Locations	Quantity
1	Main Gate Front Side	6
2	Civil Gate Front Side	1
3	Café Front Side	1
4	Café Left Side	1
5	Main building Corridor	2
6	Faculty Room Entrance	1
7	Admin Office	1
8	Exam Hall	6
9	Dining Hall	3
10	Staff Quarters	2
11	Skandha Hostel	44
12	Meenakshi Hostel	6
13	Computer Lab-2	2
15	Library	5
16	Journal	2
17	Server Room	0
18	MD House	4
19	Student Kitchen	6
20	Gym Room	0
	<b>Total Cameras</b>	<b>93</b>



---

**WIFI AP purchase & Location details:**

<b>#</b>	<b>Purchase Date</b>	<b>Make</b>	<b>Quantity</b>	<b>Model No</b>	<b>Vendor</b>
1	16.05.2011	Aruba	16	AP 93	RansysBios
2	14.08.2012	Aruba	10	AP 93	RansysBios
3	18.07.2013	Aruba	5	AP 93	RansysBios
4	06.11.2013	Aruba	1	IAP 93	RansysBios
5	23.12.2014	Aruba	10	AP 205	A&T Network
6	31.07.2015	Aruba	13	IAP 205	A&T Network
7	28.07.2016	Aruba	20	IAP 205	Raksha Technology
8	13.2.2019	Aruba	15	IAP 207	Vegatech Solutions
9	24.4.2022	Aruba	18	Instant AP 22	KJ Systems
<b>Total no of WIFI AP's</b>			<b>108</b>		



## Software details:

#	Software Description		
	Licensed Softwares	Open Source	
1	Personal Oracle 7	1	Moodle 3.0 (Open Source)
2	Oracle 8i	2	R & Rstudio
3	Red Hat Linux 7.0	3	Tableau public
4	MS Visual Studio - Enterprise Edition	4	GRETL
5	MS Windows NT Workstation	5	Open Kart
6	MS Windows 2000 Server with cal license - 30 users	6	Weka
7	MS Windows XP Professional - 5 Users	7	Miktex Latex
8	MS Office 2003 Professional	8	Pentaho
9	Dream Weaver MX	9	Neo4j Desktop
10	Adope Photoshop with CS		
11	UML Multimedia Cyber Class Room		
12	Visio Professional 2003		
13	Star Office 7		
14	Microsoft Visual studio 2005 + DVD MSDN PACK		
15	MS Windows 2000		
16	Microsoft Axapta 3.0		
17	Navision 4.0		
18	IBM DB2		
19	IBM WSAD		
20	Microsoft Dynamics AX 4.0		
21	Prowess IQ (CMIE Database) -- Cloud Server license		
22	Tally ERP 9.0 Multi User		



23	Symantec Endpoint Protection 12.0 Anti Virus Software with 3 year license 200 users		
24	Windows Server 2008 with cal license 5 user )		
25	SPSS 22.0 ( 10 user license )		
26	Fortinet 200D Log Analyzer ( One Year)		
27	Fortinet 300D Firewall (One Year)		
28	Operating System - Windows7 / Windows 8.1 Pro / Windows 10.1 Pro - 100 licenses		
29	Globarena English Language Lab - Server / clients - 31 users		
30	Turnitin - AntiPlagiarism Software		
31	E-Views 9.5 Enterprise edition - Academic (statistical package for Windows) - 3 licenses		
32	TSM ERP		
33	Windows Server 2016 Standard Edition - single user ( ERP server)		
34	Reculta Placement ERP software ( Cloud based )		
35	SmartPLS ( single user license )		
36	NVivo (single user license)		
37	JMP Analytical software (Unlimited License)		