



# DARUL ULOOM ARABIC COLLEGE

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*Affiliated to the University of Calicut*

*Aided by Govt. of Kerala & Recognized by the UGC, New Delhi.*

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## POLICY DOCUMENT

### E GOVERNANCE

1. It is decided that e-governance should be adopted in maximum activities of the functioning of the college to implement a good system of governance within the institution.

2. This policy framework is drafted as we had resolved to implement e-governance in more aspects of the functioning of the institution, apart from the already existing e-governance systems in the library, accounts etc.

Areas in which e-governance is to be implemented: For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the college governing council reserves the right to implement e governance even in the areas not enlisted herewith.

1, Student Admission: The University of Calicut conducts admission through a Centralized Admission Process (CAP). Admission to UG programs and PG programs are conducted through UGCAP and PGCAP respectively. As an affiliated institution under the University of Calicut, Darul Uloom Arabic College has been using the digital platforms in the process of admission to all programs including graduate, postgraduate and Ph.D. programs.

2. Accounts: Institution is working for software for ease of maintaining accounts. Regular updates of the existing software and proper training to the existing staff should be provided with due importance.

3. Library: The KOHA software used for the internal affairs of the library needs to be updated timely. Also, for enabling the effective use of library resources by everyone associated with the institution, the OPAC system should be converted into a web based service. . In addition to this, newer e /earning resources like al Makthabah Shamela (Arabic), journals etc. should be identified and subscribed taking into account the recommendations of the library advisory committee Recommendations should be collected from the teachers and students and are to be incorporated while subscribing to these resources. Appropriate training should be provided to the staff and the students for using the e-learning resources.

4, Administration; Administration of the institution should be handed with the assistance of ICT based technology to make the process a hassle free, convenient and economically affordable one. The software Online College Management System should be implemented for the purpose and the proceedings of the administrative control should utilize the software effectively. The leave Management of employees, attendance of the students, internal marks of the students, etc. would turn online once facilities for each are provided in the software. Other services like online transfer certificates etc, will be provided as a Students support.

5. Examination: As per the directions of the University, it is mandatory to handle examination in online mode. Everything including Filling of forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination paper uploading of marks, etc. has to be done in the online manner.



  
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