



DON BOSCO COLLEGE OF ARTS AND SCIENCE, KEELA ERAL

Accredited with 'B' Grade by NAAC 1st Cycle

Affiliated to Manonmaniam Sundaranar University, Tirunelveli

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KEELA ERAL, THOOTHUKUDI (DT) – 628 908

ERP (ENTERPRISE RESOURCE PLANNING) DOCUMENTS

S.NO	E GOVERNANCE AREA	ERP
1.	ADMINISTRATION	HUNGRY MINDS FEES MANAGEMENT
2.	FINANCE AND ACCOUNTS	ACME ERP
3.	STUDENTS ADDMISSION AND SUPPORT	HUGRY MINDS WEB DEVELOPMENT
4.	EXAMINATION	HUNGRY MINDS WEB DEVELOPMENT
5.	LIBRARY	HUNGRY MINDS LIBRARY MANAGEMENT SYSTEM
6.	SCREENSHOTS	

E-GOVERNANCE POLICY

SCOPE

The following areas are covered by this policy:

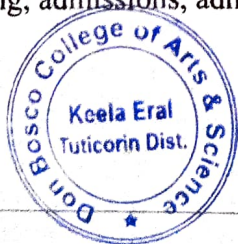
- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance

Objectives

- E-governance will be implemented throughout the institution's whole operation to provide a more straightforward and effective method of governance.
- To encourage openness and responsibility in all of the college's operations.
- To establish a paperless workplace at the college.
- To make it simple and quick to access information.
- To enable Wi-Fi on campus.
- To equip our classrooms with desktops, laptops, smart boards, projectors, and other ICT equipment.
- To create a library that is entirely automated.

Policy

E-governance will be used by the college in all areas of operation, including the library, accounting, admissions, administration, and teaching.




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The policy is constructed and structured to ensure accountability for each and every function.

The College resolves to adopt the following guidelines:

Website

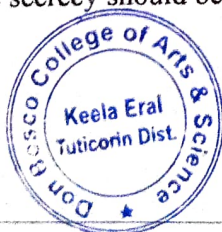
The website will serve as an information hub for the college, reflecting all of its activities, significant announcements, courses offered, etc. The college will choose a different service provider/web designer for this reason. The administrative and instructional personnel will receive training so they can make significant website updates. For the management of the college website, a Website Committee will be established. The Committee will be in charge of regularly updating, maintaining, and operating the website. The Committee will also search the website for additional adjustments that are necessary. Through its website, the College aims to demonstrate its active and energetic nature. The website must be live with all relevant notifications as and after their release.

Student Admission

A portal for admissions that will be used to manage college admissions. Only this Portal will be used to manage the number of students applying to each course, withdrawals, and payment submission. For college admission, students must submit a separate online application form, and the admission coordinator will use online for this purpose

Accounts

The office still keeps up its Tally account. Most recent software versions will be bought and used by the college. The team can maintain financial records successfully and efficiently thanks to advanced features. Only this programme is used to construct the balance sheet and profit and loss statements. Tally is also used to generate all of the analysis reports. The transactions secrecy should be maintained by using the proper security precautions. The majority




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of payments is made and received electronically using services like NEFT, RTGS, bank transfers, etc.

Library

The College keeps up its commitment to academic success by keeping its library well-stocked. For the advantage of the instructors and the students, the college will keep adding new online learning materials. The College should be routinely subscribing to fresh periodicals and books. The teachers and students who subscribe to the e-resources provide recommendations. To expand the body of knowledge, teachers can apply to get books from various writers on the subjects they are teaching.

Using the software's Online Public Access Catalogue module, library databases can be searched by inputting chosen terms for information retrieval.

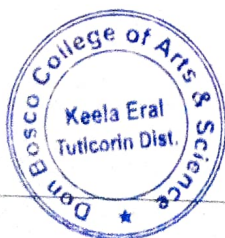
The software's circulation module ought to handle every aspect of circulation, including the creation of member records and the printing of notices for overdue books.

All database construction and maintenance procedures should be covered by the database maintenance module.

Administration

Administrative staff and teaching faculty will use attendance management software to record and track attendance, internal assessments, etc. The Internal Assessment marks for attendance should be automatically calculated and generated in monthly and semester-end reports.

To maintain an efficient database, the administrative office should use advanced Excel and file management system tools.




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The college's administration will go paperless in order to create a simple, practical, and efficient approach.

Students must have access to the widest range of services online.

The college will investigate opportunities to automate some of its administrative tasks.

Adequate training and development for the administrative staff to keep them up to date with new technology.

Examination:

At the end of each semester, the institution has implemented an online system that allows students to examine their overall internal evaluation marks and report any anomalies. The University controls the examination process; hence in this case the University's e-governance policy should be used.

Hardware Infrastructure

The college will make sure that there are enough desktops and laptops for both staff and students

Printers and computers will be installed in the administration block.


Projectors and other multimedia equipment will be available in the Audio Visual Hall, conference Hall, lab, and classrooms.

Computer networking tools, scanners, interactive teaching boards/smart boards, etc. will be added to the infrastructure.

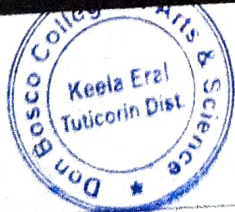
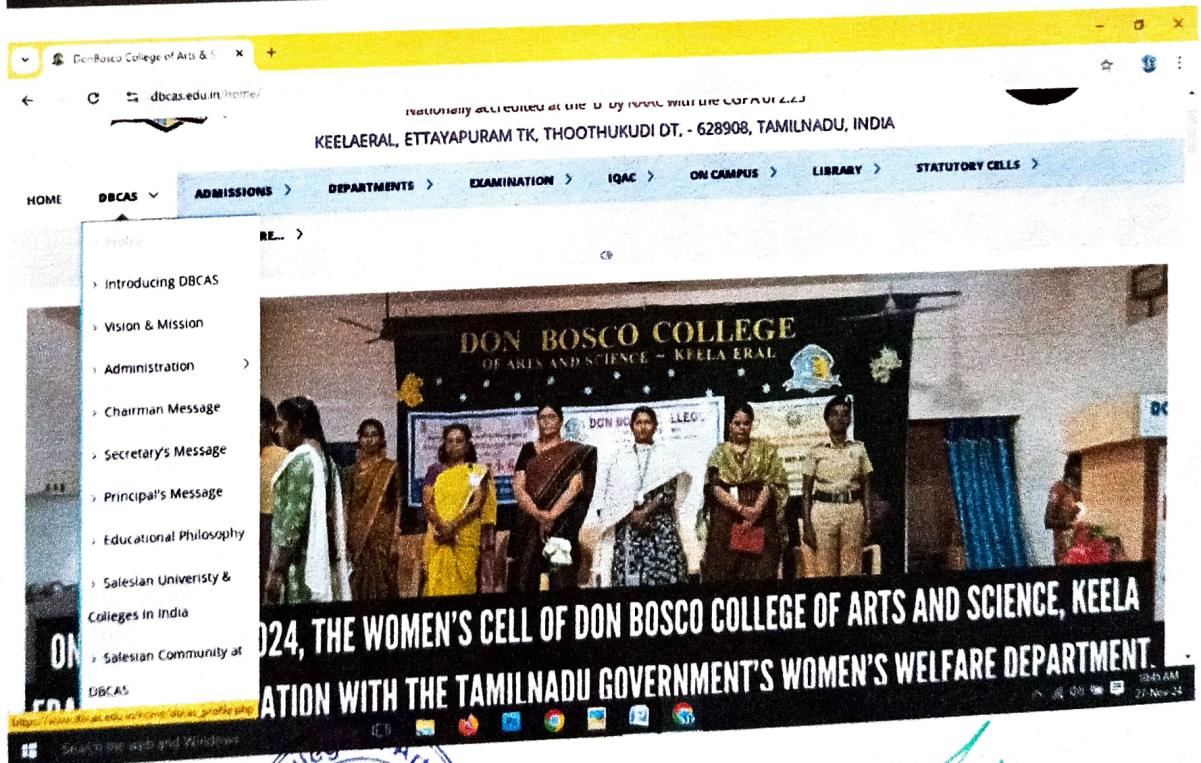
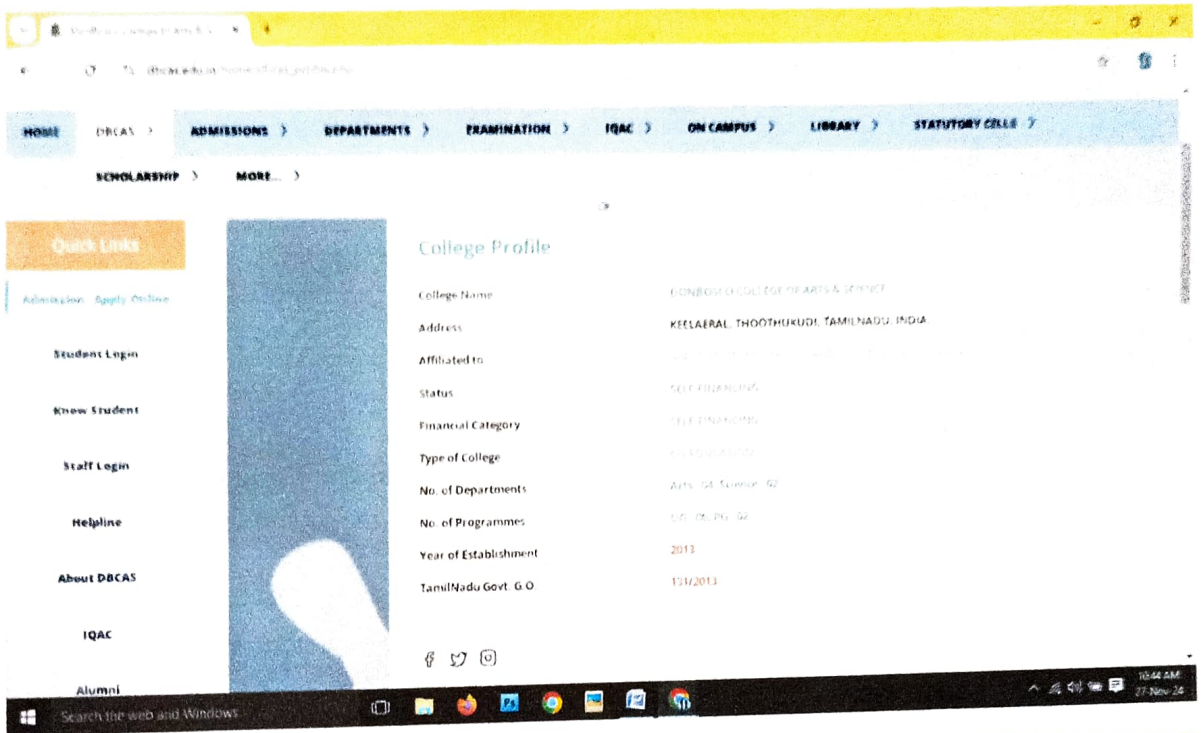
Software Infrastructure

Office automation programmes like MS Office, and antivirus should be acquired and updated on a regular basis for desktops.

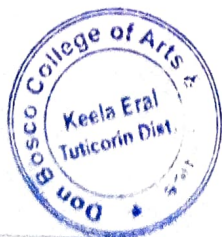
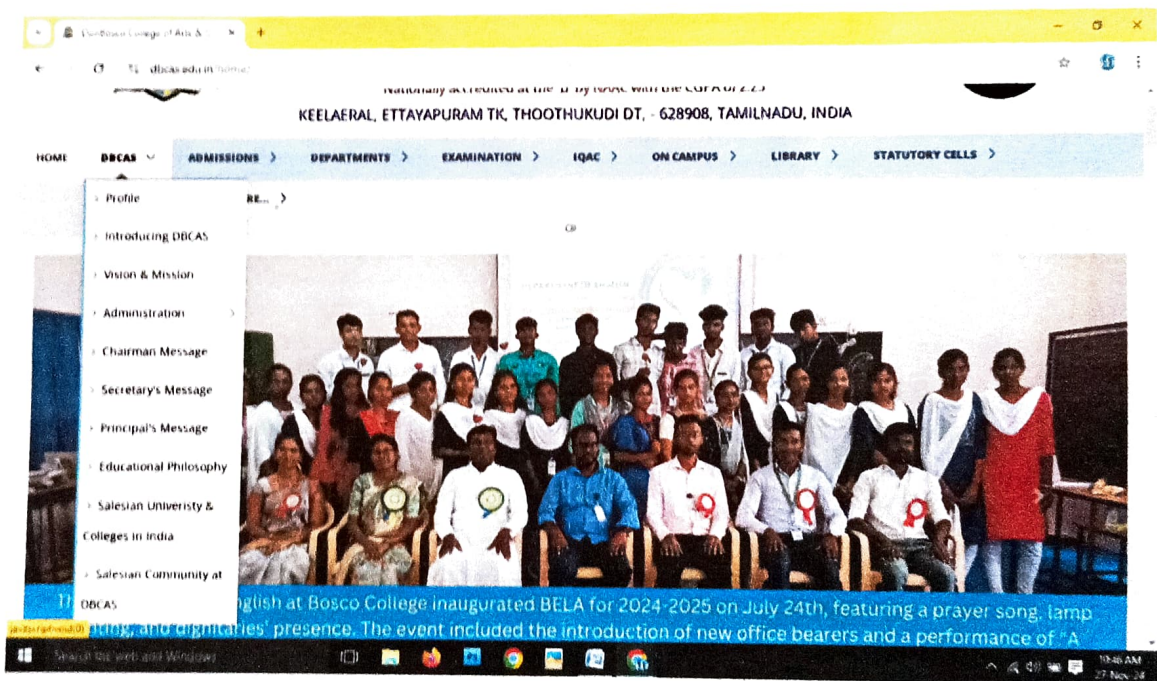
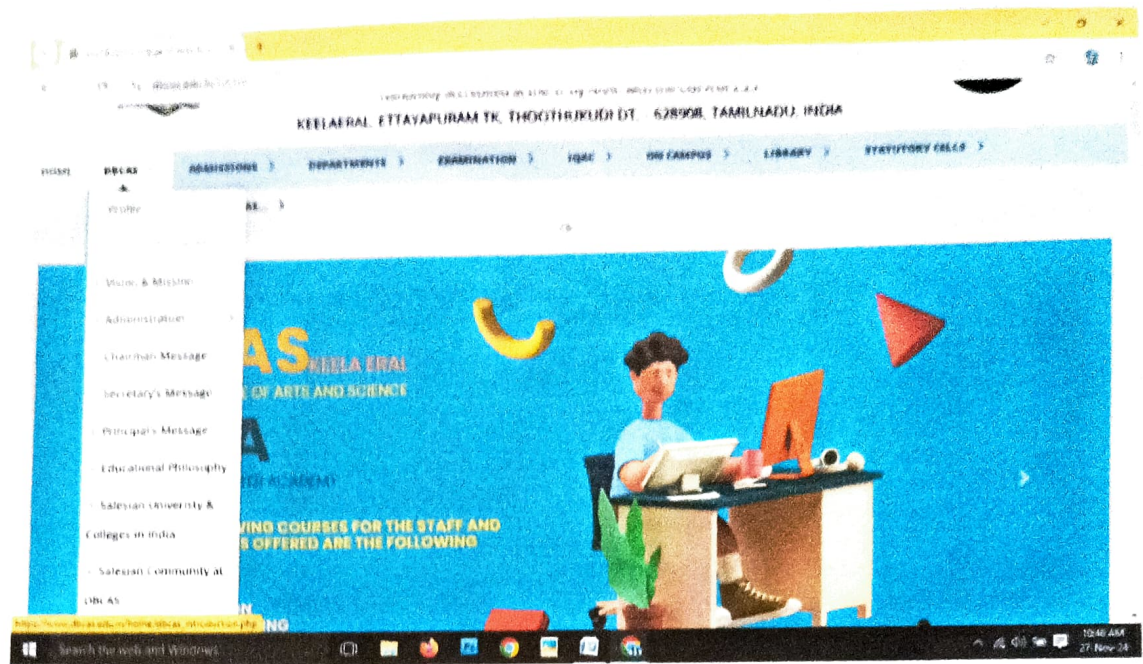



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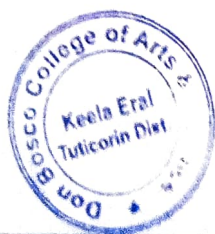
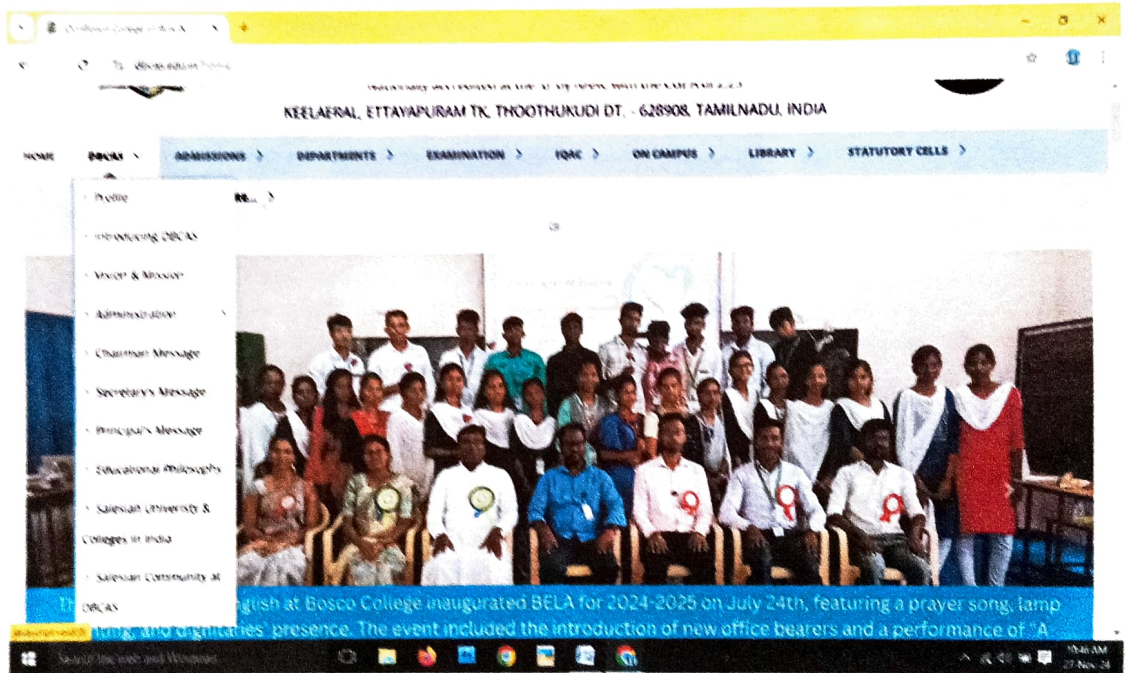
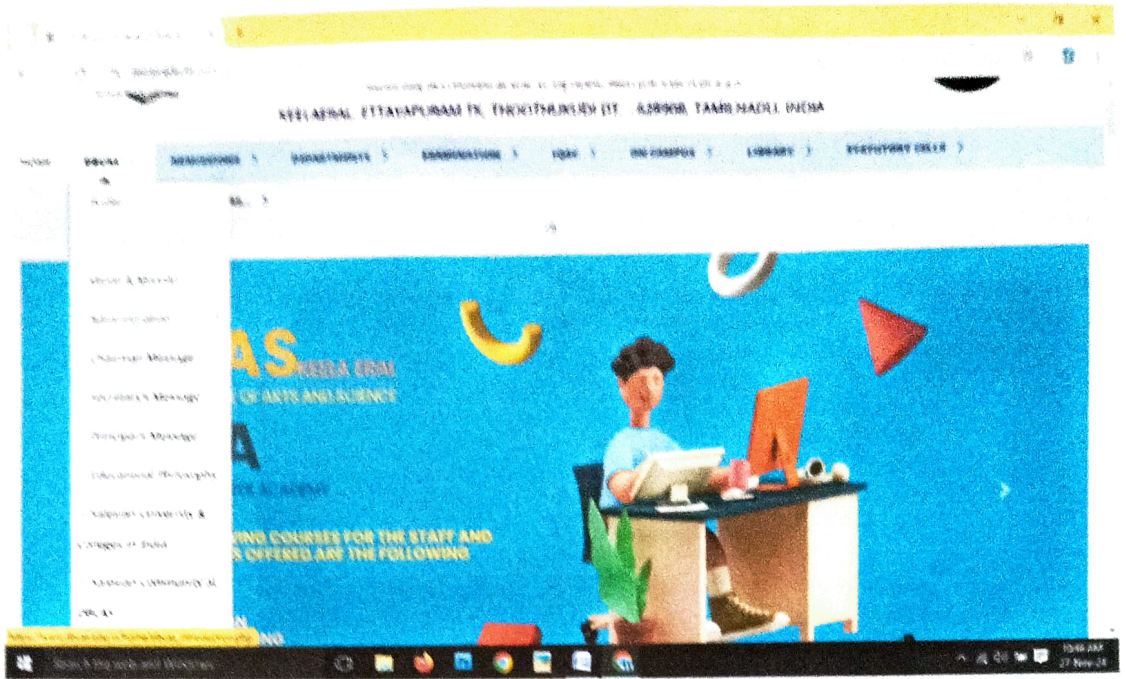
WEBSITE SOFTWARE



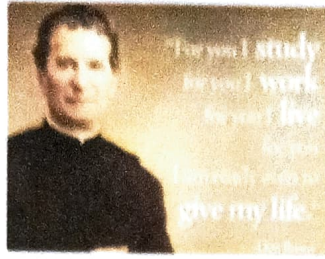
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The **Salesians of Don Bosco (SDB)** constitute an international religious order founded by **St. John Bosco (1815 - 1888)**, commonly known as Don Bosco. A Catholic Priest of the 19th century Italy, Don Bosco is known and celebrated all over the world today as the father and friend of youth, particularly the victims of poverty and neglect, facing various social, economic and moral challenges of a rapidly globalizing world. The SDBs numbering around 18,000 have their presences in 132 countries in all the five continents, engaged in various missions, inspiring, empowering and transforming - in short educating the youth to be agents of social change. The Salesians are thus dedicated and committed to youth development for societal transformation and nation building. With over 1000 institutions in India and nearly 100 in Tamilnadu, the Salesians are engaged in a variety of missions including schools, colleges, technical institutes, youth centres and social work. The Salesian educational institutions are

With over 1000 institutions in India and nearly 100 in Tamilnadu, the Salesians are engaged in a variety of missions including schools, colleges, technical institutes, youth centres and social work. The Salesian educational institutions are widely renowned for cultivating moral values, academic excellence, sports, games and cultural activities towards holistic development of mind and body.

As the bicentennial celebrations (2015) of the birth of this great saint and educator of youth are under way, the Salesian Province of Trichy, Tamil Nadu is happy to announce the founding of the **DON BOSCO COLLEGE OF ARTS AND SCIENCE, KEELA ERAL, THOOTHUKUDI DISTRICT**, and dedicate the institution to the youth of southern Tamil Nadu as a fitting memorial, braving the many challenges and difficulties. As quality higher education still remains elusive to the marginalized rural youth, the Don Bosco College of Arts and Science (DBCAS) is a Salesian dream and hope to bring youth to the portals of higher education and usher in an egalitarian society.

Don Bosco the father and friend of youth founder of the International religious order: The **Salesians of Don Bosco (SDB)** the patron of the college. The open book indicate knowledge and the image of a youth in action holding a torch in the right hand signifies the spirit of hard work and achievement taken together the logo represents the education at Don Bosco College which imparts a knowledge skills and values that Enlighten the youth and Empower them towards personal and Social transformation.




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The Controller of Examinations of the **MANONMANIAM SUNDARANAR UNIVERSITY** conducts the University Examinations. The Rules and Regulations of the University in this regard are strictly followed by the College. Setting of question papers and valuing of answer scripts are undertaken by the University which also declares the results subsequently. The students will pay the Examination fee to the University as per University Norms. Each subject paper marks are out of 100 and summarized as

- Internal Marks: 25
- External Marks: 75

Allotment of Internal Marks(Total Marks : 25)

Internal Exam - 20 Marks

- Internal I - 1.00 Hour
- Internal II - 1.00 Hour
- Internal III - 1.00 Hour

Attendance/Assignments - 5 Marks

External Marks: 75 (3.00 Hours Theory Exam)

Question Paper Pattern: (Total Marks: 75)

- Part - A. (10X1=10 Marks) Answer All Questions

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 [A CHRISTIAN MINORITY, CO EDUCATIONAL, SELF-FINANCING COLLEGE]
 AFFILIATED TO MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI
 Nationally accredited at the 'B' by NAAC with the CGPA of 2.25

KEELAERAL, ETTAYAPURAM TK, THOOTHUKUDI DT. - 628908, TAMILNADU, INDIA

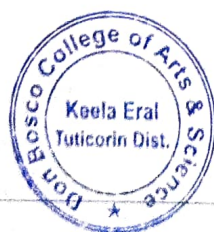
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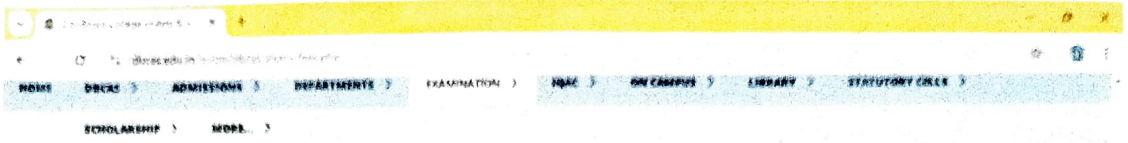
- > Regulations
- > Exam Schedule
- > Examination Fees

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ONLINE SUBMISSION OF EXAMINATION APPLICATION & FEE PAYMENT

THE UNIVERSITY SITE WILL FUNCTION CORRECTLY IN THE BROWSER Chrome 55+ versions AND Opera 42+ versions

PLEASE DO NOT USE ANY LOWER VERSION OF THE ABOVE MENTIONED BROWSERS OR ANY OTHER BROWSER

The Students who are submitting Exam Application fee and Other Fees in Online for Degree Examination should note the following

1. The **Mobile No.** that will be provided for registering to be kept in hand to receive OTP (For Private Student, once the Mobile No. given it will be registered and the same should be used for reattempt if any. This Mobile No. can not be used by any other student)
2. Provide only a valid **Email ID** which is mandatory

ALL THE STUDENTS ARE ADVISED TO SEE IMPORTANT INSTRUCTION BY CLICKING LINK PROVIDED BELOW

Link : <http://www.dbcaspayment.in>



DBCAS - Governing Body Members



Rev. Fr. S. Agilan Sarprasadam
SDB
President



Rev. Fr. Xavier Michael, SDB
Vice-President



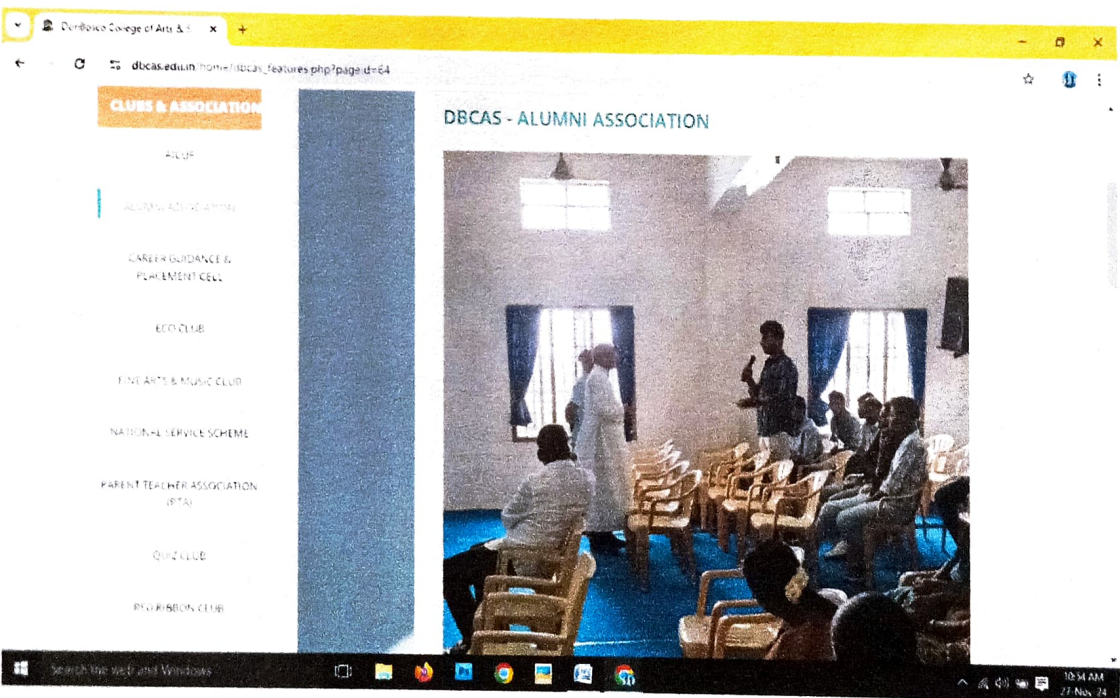
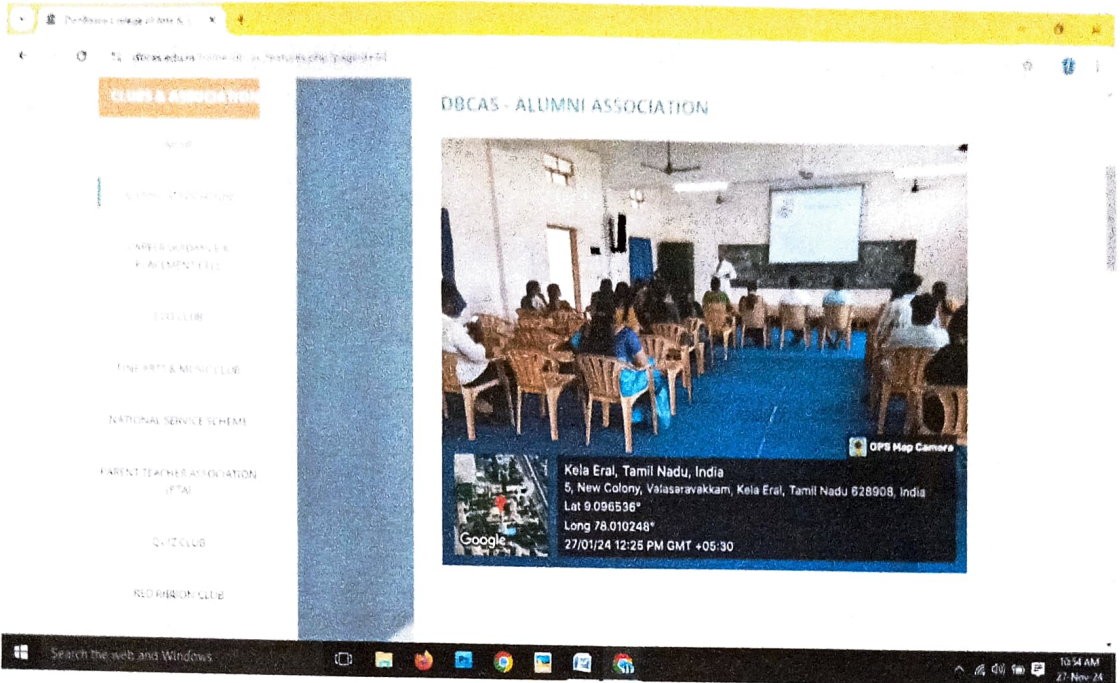
Rev. Fr. Amalados Samson,
SDB
Treasurer



Rev. Fr. Dr. S. Victor Antonyraj
SDB
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- A.C.U.P
- ALUMNI ASSOCIATION
- CAREER GUIDANCE & PLACEMENT CELL
- Y.Y.O. CLUB
- FINE ARTS & MUSIC CLUB
- NATIONAL SERVICE SCHEME

DBCAS - NATIONAL SERVICE SCHEME



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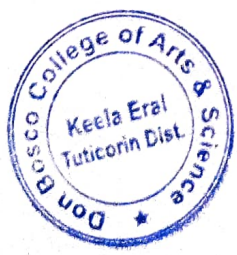
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	Book No. 9874 Barcode No. 202109874	Book Name: Financial Management & ma - 6th Edition - Author: Narayanaswamy B Publisher: PHI Learning Pvt Ltd, Delhi
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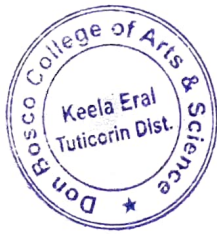
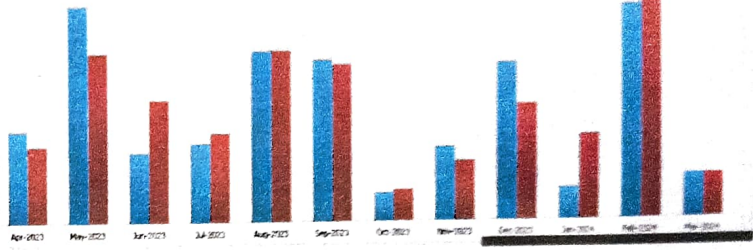

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- Home
- Accounting
- Finance
- Payment
- Receipts
- Bank Accounts
- Budgets
- Reports
- Tools
- Help

Projects
 DON BOSCO COLLEGE OF ARTS AND SCIENCE MAHA A/C - Local
 DON BOSCO COLLEGE OF ARTS AND SCIENCE MAHA A/C - Local
 DON BOSCO HOSPITAL - Local
 Keela Eral Don Bosco Society (P) - Foreign
Keela Eral Don Bosco Society - Local A/c - Local

Receipts and Payments for the Month Apr 2023 to Mar 2024

Month	Receipt	Payment	Balance
Apr-2023	190,124.00	83,456.00	1,500,000.00
May-2023	463,086.00	262,243.00	1,480,000.00
Jun-2023	117,052.00	382,437.00	1,400,000.00
Jul-2023	168,140.00	185,424.00	1,200,000.00
Aug-2023	364,625.00	364,344.00	1,200,000.00
Sep-2023	345,561.00	136,299.00	1,200,000.00
Oct-2023	30,000.00	64,506.00	1,200,000.00
Nov-2023	156,780.00	125,759.00	1,200,000.00
Dec-2023	313,862.00	244,006.00	1,200,000.00
Jan-2024	66,212.00	175,529.00	1,150,000.00
Feb-2024	452,126.00	461,213.00	1,100,000.00
Mar-2024	90,312.00	90,745.00	1,000,000.00
Total	2,841,144.00	2,841,565.00	



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