

DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Autonomous) College with Potential for Excellence, Linguistic Minority Institution Affiliated to University of Madras Arumbakkam, Chennai – 600 106.

e-Governance Policy

Dwaraka Doss Goverdhan Doss Vaishnav College [DGVC] has been marching towards its vision of being a world class institution and is a preferred partner to both the industry and Community. The Institution has carved a niche position as a point of reference as well as a trend setter. Automation is indicative of the systematic procedures which are in place within the institution. On these lines, DGVC is committed to implement E-governance in its administration by:

- 1. Integrating the activities of the various departments and support operations which are currently having computerised database management and documentation systems.
- Comprehensive implementation and swifter dissemination of information through departments / sections of the College viz. Academics, Administration, Finance & Accounts, Admissions, Examinations, Student Support and ultimately moving towards paperless office
- 3. Strengthening the internal Quality Assurance Cell (lQAC) and creating a centralised data management system to augment the Accreditation process and Rankings such as NAAC, NIRF, NBA and ISO.

OBECTIVES:

- E-Governance strengthens the very fabric of democracy by ensuring greater student, staff and parent's participation at all levels of governance in the institution.
- It empowers students and parents to be updated on information relating to the college, courses, departmental initiatives and get involved in the process of decision making.
- Successful implementation of e-Governance practices to enable better delivery of services to students, improved interactions with other institutions nationally and globally, better management and coordination of all the operations of the institution, greater convenience, revenue growth and cost reduction.
- To foster transparency in governance and administration.

12

PRINCIPAL Dwaraka Doss Goverdhan Doss Vaishnav Coilege Arumbakkam, Chennai - 600106.



DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE (Autonomous) College with Potential for Excellence, Linguistic Minority Institution Affiliated to University of Madras

Arumbakkam, Chennai – 600 106.

- Technology enabled systems entail swifter dissemination of information with clear and documented communication.
- E-Governance system has paved the way for meticulous maintenance of Records, Documents, Summary and Reports as well as Data Analysis.
- Improved scope for better Time Management by reduction in procedural delays, thus creating a hassle-free operating system and environment.

POLICY:

- Aims at constantly updating e-Governance mechanisms and technology in all major operations of the institution to maintain the efficacy and seamless conduct of the affairs of the institution.
- The policy is divided into various areas of operation. These areas of operation are illustrative and the college reserves the right to implement e-governance even in the areas not enlisted herewith.

IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF GENERAL ADMINISTRATION:

- The college authorities have implemented full supervision of all service units in the office through the software.
- The Administration communicates with Governing Body members as well as the teaching and non-teaching staff through email
- All important administrative information including notices is regularly published on the website.
- Biometric attendance has been implemented for all staff members
- Fully automated, wireless office with 24x7 internet facility
- To achieve the target of Paperless IQAC, members have started using application software available online for data collection from Various Departments, to prepare notices and activity reports, to prepare Feedback forms and get online feedbacks of Students, Parents.
- The college campus is equipped with CCTV Cameras installed at various places of need.
- ICT has been introduced in the Administrative work

PRINCIPAL Dwaraka Doss Goverdhan Doss Vaishnav College Arumbakkam, Chennai - 600106.



DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE (Autonomous) College with Potential for Excellence, Linguistic Minority Institution Affiliated to University of Madras Arumbakkam, Chennai – 600 106.

IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF FINANCE AND ACCOUNTS

- The accounts of the institution are maintained through the Tally software and ERP.
- Financial matters are also dealt with Karur Vysya Bank Online for transaction purposes.

IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF STUDENT ADMISSION & SUPPORT

- Student Admission is carried out through the Students Admission Module of ERP.
- Admission and online payment facilitation
- Interfaces are provided on website.
- College is having a full-time web developer and team members in "Data Centre".
- Alumni portal is provided on website for the information of passed out students.

IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF EXAMINATIONS:

- Examination Process is handled through ERP.
- Filling of examination forms, obtaining admit cards, uploading of marks etc. are automated.
- Controller of Examinations oversees the complete process of examination.

-11

PRINCIPAL Dwaraka Doss Goverdhan Doss Vaishnav College Arumbakkam, Chennai - 600106.





© 2024 Veare Communications Pvi Ltd.



INSTRUCTIONS TO FILL UG APPICATINS (Aided Courses)

- 1. Before applying online, candidates are advised to carefully read the instructions.
- 2. For Aided stream Courses, Candidates have to apply **separate applications for more the one courses.**
- 3. Candidates are asked to fill the following Details carefully
 - 10th Std. Registration Number as in Mark Sheet
 - Date of Birth.
 - Enter the verification code

Then Click 'I Agree Button'.

Dwaraka Doss Goverdhan Doss Vaishnav College (Autonomous) College with Potential for Excellence Linguistic Minority Institution, Affiliated to University of Madras #833, E.V.R.Periyar Highroad, Arumbakkam, Chennai - 600106, Tamil Nadu Ph: +91 44 2363 5101 / 02 / 03, email: admin@dgvaishnavcollege.edu.in
UG APPLICATION INSTRUCTIONS 2022-2023
1. Enter the applicant name as follows.[First Name and Last Name followed by Initial (eg: Karthik Raja K)].
2. Check the eligibility criteria before applying for the courses.
3. Enter the marks correctly in the order given in the 10th,+1,+2 mark sheet.
4. Enter the Community Carefully if wrongly entered that form will not be valid.
5. Kindly make sure that all the entries are filled correctly.
6. Wrongly filled in / incomplete application will be summarily rejected.
7. Linguistic minority students should fill in the Linguistic minority column compulsorily (Gujarathi-Vaishnav, Maheshwari, Agarwal).
8. Last date for submission of application will be 10 days from the date of publication of +2 Mark Sheet.
9. Selected merit list will be displayed in the college website.
10.If applying for more than one course separate applications have to be submitted.
11. Further communication regarding admission will be communicated to your registered email id only.
12. Kindly provide the contact no/email id of the applicant only.
Eligibility Criteria : Economics, Accountancy, commerce, Maths/Business Maths
10th Std Registration Number as in Mark Sheet
Date of Birth : * dd ~ mm ~ yyyy ~
33635
Enter the code above here : Cant read the image? click here to refresh
I Agree

- 4. After the submission of Registration Details Form, the **Application Details** Form will be opened. **In 'Application Form'** Page, enter your personal and academic details carefully.
- 5. Upload your passport size photograph in png /j pg/jpeg format with the following dimensions.
 3.5cm 4.5cm (File Size 10kb 50kb)
 (Selfie photos are not permitted, and the background of the photo must be white.)



		UG APPL	ICATION	FORM 2022	2-2023			
Shift * Day Aide	d Shift I	XII Group Code *	308(Eco/	Comm/Acc/Bus.N	/lat) ~	Applied Course *	B.Com. (General)	
PERSONAL INFOR	MATION							
Student Name : *	FULL NAME			Date of B	irth : *	15 🗸	12 ~ 2005 ~	
	(Name as in 10th Mar	ksheet)						
Gender: *	-select-		~	Religion :	*	select-	-	~
Community : *	-select-		~	Caste :				
Nationality : *	Indian		~	Blood Gro	oup : *	select-	-	~
Mode of Transport :	* -select-		~	Marital St	atus : *	Single		~
Mother Tongue : *	select		~	Student N	lobile			
				Number :	-			
Sports : *	-select-		~					
Active participation in any club :	select		~	Student Ei ID : *	mail			
Student Adhar Card				EMIS ID(+	2 School Id	i) :		
Hostel Accommodation	Required (Only Boys)				Colort			
					Select	~		
Select the second lang	juage you prefered to o	hoose in Coll	ege : *		select	~		
Have you applied for a	ny other course in this	college :			Select	~		
Proficiency in other fie	lds(Arts,Music,Dance,e	etc.,) :			Select	~		
Are you from Tamil Nad	u Origin Currently Livir	ng in Andamar	and Nicob	ar Islands :*	Select	~		
Are you from North Eas	st region : *				Select	~		
Government scholarsh	ip Received at school	level : *			Select	~		
Did you lost your parer	nts due to Covid-19? : *				Select	~		
Are you from other Sta	te : *				Select	~		
(IT SO Produce eligibilit	y certificate regarding	community & d	course)					
Are you from Other Co	untry : *				No	~		
Do you belong to lingu (Gujarathi-Vaishnav,Ma	istic minority aheshwari,Agarwal) : *				Select	~		
Do you belong to State	Minority :				Select	~		
Whether father / mothe	er is a Non Resident Ind	lia : *			No	~		
Whether Father or Mo	ther working/worked in	Defence Sect	tor: *		No	~		
Differently Abled (PWD):*				No	~		
Only Passport Size Pho (Selfie photos are not	oto(png,jpg,jpeg) (10kb eligible for the applicat must be white color) :	- 50kb , 3.5cm ion	- 4.5cm)*			చ	Select Image	

ADDRESS DETAILS

TEMPORARY ADDRESS :*

Same as Temporary Address

PERMANENT ADDRESS :

PARENT INFORMATION

Parent/Guardian Name *	Relation *	Occupation	Education	Mobile Number *	Email-ID	Annual Income	Father is Ex- Service Men(Y/N	5
							No	~
							No	~

6th,7th,8th,9th EDUCATIONAL DETAILS

Class *	Institution Name *	Medium *	Govt/Aided/Private/Matric *	Board *	Stream *
VI		Select v	Select v	State Board 🗸 🗸	Regular v
VII		Select v	Select v	State Board 🗸 🗸	Regular v
VIII		Select v	Select ~	State Board 🗸 🗸	Regular v
IX		Select v	Select ~	State Board 🗸 🗸	Regular v

10th,+1,+2 EDUCATIONAL DETAILS

Class *	Institution Name *	Register Number *	Medium *	Govt/Aided/Private *	Board *	Stream *	Passed Year *
x		54545	Tamil 🗸	Select ~	State Board 🗸	Regular 🗸	2020 ~
XI			Tamil 🗸	Select ~	State Board 🗸	Regular 🗸	2021 ~
XII			Tamil 🗸	Select v	State Board 🗸	Regular 🗸	2022 ~

X SUBJECT DETAILS

Subject	Marks	Total Marks	No.of Attempts
English		100	
Language		100	
Maths		100	
Science		100	
Social		100	
X Subtotal(without language & English) : X Subtotal Percentage(%):	X Total(with language & I	English) : X Percentage	:(%):

XI & XII SUBJECT DETAILS

Subject	XI Marks	XI Total Marks	XI No.of Attempts	XII Marks	XII Total Marks	XII No.of Attempts
English		100			100	
Language		100			100	
Economics		100			100	
Commerce		100			100	
Accountancy		100			100	
Business Maths		100			100	
XI Subtotal(without language & English) : XI Sub	total Percentage(%): XI Tot	al(with language &	English) : XI P	ercentage(%):	
XII Subtotal(without language & English) : XII Su	ototal Percentage	e(%): XII Te	otal(with language &	& English) : XII	Percentage(%):	

Terms & Conditions :

1. I declare that all the particulars furnished above are true and correct (In case the furnished information is found to be incorrect later, the application/admission will be rejected).

2. Thereby agree that I will abide by the rules and regulations of the college that are in force from time to time. I will follow the COVID-19 Protocal.

Disclaimer Policy:

1. Dwaraka Doss Govardhan Doss Vaishnav College will not store any of your Bank credentials / Card details, the system will redirect you to concerned Bank pages only to complete your transaction.

2. There is No refund(s) / No Cancellations / No charge backs are allowed for the transactions done through this channel.

3. In case of any dispute regarding the payments, you are requested to contact College administrator.

4. Transaction fees charged would be borne by cardholder for any payment .

5. Transaction fees charged would not be refunded/ reversed for any refund or reversal and chargeback of any transaction.

6. After submitting your application form successfully you will be redirected to payment page.

Credit Card	Pay by Credit Card	Merchant Name
1 Internet Banking	VISA 🚺 📖 RuPays	DG Vaishnav College
រ៉ូដ្ឋិ QR	Card Number	Payment Amount. ₹ 1.00
	Enter card number	
	Expiration Date CVV/CVC	
	Month Year	
	Card Holder Name	
	Enter card holder name	
	Make Payment	
	Cancel	

7. After the successful payment, Application Number will be sent to your registered mobile number and Mail-id. Then filled in Application form will displayed on Systems Screen. Candidates are advised to download your filled in application form for your reference.

Note:

Don't send hard copy of filled in applications to the institution.

DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE (Autonomous) College with Potential for Excellence Linguistic Minority Institution Affiliated to University of Madras	
Student Login	
CHURS SYDNERU FAMILI DESIGNES NO. 1	
Enter Password :	









VAISHNAV LMS

🚢 Username

	95936
Enter	the code above he
Ċa	in't read the image? cli
	here
	to refresh
	LOGIN

