



## E- GOVERNANCE POLICY

### PREAMBLE

Shri Sakthikailassh Women's College seeks to improve the governing system of the institute through the use of information and communication technologies as it helps to maintain the quality of education and streamline the governance system. The concept of effective governance is the ability to confront the new changes and adapt to the needs of the present situation. With the college developing into a well-reputed institute of higher learning, the management understands the need to have an e- governance system in place to co-ordinate the administration of the college. The e-governance helps to automate various functionalities of the institution and brings an element of transparency into the system.

### VISION

To improve the system of governance for the overall growth of the institute by incorporating technology.

### OBJECTIVES OF THE POLICY

1. To implement e-governance in various administrative and academic operations of the institution.
2. To promote transparency in the operations of the institution.
3. To achieve effectiveness in the teaching and learning process.
4. To promote accountability
5. To unite various stakeholders facilitating online communication between the different entities of the institution, both internally and externally.
6. Facilitating easy access to information.
7. To maintain the Data on a secure environment.
8. Making the institution visible globally

### 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 activities of institution's functioning.

### Procedure of Execution

1. The management of Shri Sakthikailassh Women's College has the complete authority to select the vendors for e-governance as per needs of the institution.
2. The criteria for selection of the vendors/software include - user friendly interfaces, time saving and cost saving mechanisms which meet the requirements of the institution.
3. Based on the inputs from various vendors and their terms of service provided, the management selects the vendor.
4. The management signs an agreement with the selected vendor and their services will be provided to the institution for the mentioned period unless terminated earlier.

### Areas in which e-governance is implemented:



- Administration
- Finance and accounts
- Student admission and support
- Examination
- Website

## **Administration**

For the holistic development of an institution, the governance should be carried out without any hitches and technology plays a vital role in this regard. The E-Governance takes care of the following administrative aspects:

- maintenance of staff profiles/data
- Staff attendance marking and consolidation into reports
- CCTV for surveillance

## **Finance and Accounts**

The e- governance software should provide support for maintaining the accounts and finance of the institution. It should be able to provide e-copies of the staff salary certificates, support in tax deductions and also support the students' fee payment.

## **Student admission and support**

As the student admission process takes place through both online and offline process the e- governance partner should provide a platform for the student admission process .Further the e- governance partner should provide support for the student providing their personal details, their attendance details, library, mark details, class timetable, course notes along with, E-content, E –Videos general details about the college fee, transport and SMS sent to parents that informs the leave of their ward.

## **Examination**

The e- governance partner should provide visibility to the university examination and the documents related to it.

## **Website**

The website is the mirror of the college and will be revamped from time to time to keep it updated. The website contains the details of programmes offered, facilities available, activities happening and information regarding the college along with student login provided by the e-governance partner.

## **Course of Implementation**

The modules mentioned above will be implemented in each menu over a period of 5 years. The objective is that the institution will become completely automated in the near future, which will aid in the hassle-free data governance. The institution is equipped with the high speed internet facility, adding a good number of computers to every department, installing printers and scanners for the use of the stakeholders. The vendors selected for service will be provided with the necessary support from the institution. Orientation on the governance will be provided to all the stakeholders from time to time. To implement e- governance in the institution, the management will allot a budget for every academic year and the same will be released for purchase/maintenance of the e- governance software.



## SHRI SAKTHIKAILASSH WOMEN'S COLLEGE

(Recognized under section 2(f) & 12(B) of UGC Act 1956) ( Affiliated to Periyar University, Salem)

The Principal will coordinate the e- governance modules and its maintenance. Based on the needs of the institution, the e- governance modules, ICT Tools and resources, software, Computer Systems, Printers and Scanners, Internet facilities will be upgraded based on the recommendations of the e-governance reports. Every year the institution will upgrade itself in these lines for the increased efficiency of the administration Process. If any question arises relating to the interpretation of this Policy, it shall be referred to the management whose decision shall be final.