

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI

Affiliated to Madurai Kamaraj University

Re-accredited with A Grade (CGPA 3.11) by NAAC

E-Governance Policy Document

Sri Kaliswari College takes a holistic view on the e-Governance initiatives across various activities of the college in an efficient manner.

Policy Purpose and Objectives:

The aim of this policy document is:

- To ensure effective implementation of e-Governance across all the functions within the college.
- To review, replace, complement and/or supplement the erstwhile physical governance infrastructure with e-Governance facilities for improving the efficiency of various functions within the college.

Scope of the Policy:

The scope of this policy covers day-to-day operations of various functions and processes within the college, namely, General Administration, Accounts and Finance management, purchases, establishment of ICT Infrastructures, e-Waste management, Library, Student Administration, Admission, Online classes and Examination, etc. facilitating all the stake holders in the college viz. the administrative staff, teaching faculty, non-teaching staff and students.

Elements of Policy:

Implementation and up-gradation of Information Communication Technology (ICT) enabled processes in the various realms of e-Governance at Sri Kaliswari College are enumerated below:

- **E-Governance in Administration:**
 - All functionaries in administrative offices shall be adequately equipped with ICT-enabled systems with licensed software and internet facilities, wherever required, for necessary connectivity.
 - Enterprise Resource Planning (ERP) solution to manage students' attendance, annual fee submission and internal assessment etc.
 - All the classrooms, conference rooms and the seminar rooms shall be furnished with ICT-enabled projectors and screens.
 - CCTV-cameras shall be installed and maintained at all strategic locations to ensure proper surveillance.
 - The college shall develop and maintain a user-friendly interactive website to disseminate general information as well as updates to its students, teaching and non-teaching staff and to the public, in general.
 - The website shall be periodically reviewed by the ICT enabling unit of the college.
 - In addition, all official communications and notices shall also be sent via e-mail and other available online platforms.
 - The college shall ensure that all the faculty members and non-teaching staff

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are imparted special ICT training programs for their continuous growth.

- The college shall also ensure that all the students are sufficiently skilled to enable them to benefit from ICT-enabled systems installed in the college.
- The college shall also subscribe to online platforms to support online teaching- learning process, trainings, lectures, webinars and other official interactions etc.
- **E-Governance in Finance and Accounts:**
 - The accounts section shall operate and manage their entire accounting operations on ERP software including payroll related processing.
 - The college shall perform all the financial transactions through the Public Financial Management System(PFMS) in line with the extant guidelines by the Government of India.
 - The college shall develop a customized portal to enable students to pay their annual fee, examination fee etc through online mode.
- **E-Governance in Student Admission and Support:**
 - The college shall adopt online mode of admission process as mandated by university from time to time.
 - The college shall automate and digitize its Library functions to not only support contactless procurement, accession and issue/return of books from the library but also provide e-resources for remote access of the content from other sources also.
- **E-Governance in Examination:**
 - The college shall adopt online mode of performing exam related processing e.g., generating of admit card, conducting the examination etc as mandated by university from time to time.

Signature of the Secretary

Secretary

SRI KALISWARI COLLEGE,
SIVAKASI.

Signature of the Principal

Principal

SRI KALISWARI COLLEGE
(Autonomous)
SIVAKASI - 626 130