



## **SRI KANYAKA PARAMESWARI ARTS & SCIENCE COLLEGE FOR WOMEN**

(Under the Management of SKPD & Charities)  
Affiliated to the University of Madras  
No.1, Audiappa Street, Chennai - 600 001.  
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### **E-Governance Policy**

The institution believes in implementing e-governance to enable effective and efficient administration process thus creating transparency in the system.

#### **Objective:**

1. To provide simple and efficient system of governance, the institution strives to adopt and implement e-governance in the institution functioning.
2. To promote accountability
3. To create transparency with stakeholders

#### **E-governance implemented areas:**

1. Website
2. Administration
3. Students progression
4. Student support
5. Communication
6. Examination
7. Finance and Accounts
8. Library

#### **Website:**

The institution website is important for building up the institute's presence in the educational world. They also provide the students and other stakeholders the information about the College, courses offered, infrastructure etc. The institution website acts as a monitor of all the activities of the institution. For this purpose an agreement with a separate service provider / web designer to be made. Along with it, training should be given to certain faculty who will undertake the responsibility of the website administration.

#### **Administration:**

ICT based technology should be implemented for smooth and efficient office administration.

- MS-Office for Easy process of files / letters etc.
- Communication through e-mail to all the faculty, stakeholder, etc.

- Student service like TC, Bonafide Certificate etc. through web portal Connect4m.
- A database of all the students, faculty and staff must be created.

**Students' progression and support:**

- Web portal connect4m for the students to view their attendance, internal marks.
- Students' to be provided with web portal Connect4m user id and password through which they can access online notes and previous year question paper.

**Communication:**

All the internal and external communication should be only through e-mails to avoid usage of papers.

**Examination:**

The College conducts 2 Internal Assessments and 1 Pre-Semester exam. All the marks should be uploaded in the web portal Connect4M and the same should be communicated to the students and parents.

**Finance and Accounts:**

For maintaining accounts, the tally software to be used for accounting methods and compliances. According to the requirements new software may be purchased. Appropriate safety measures should be taken to maintain the confidentiality of transactions.

**Library:**

The college library is automated with AutoLib. It may be upgraded in the forthcoming years. The library to become members of University of Madras and other external library, so as to access the e-recourses. Biometric, Barcode, Barcode Scanner to be introduced for efficient maintenance of the library.

The institution will upgrade its internal facility; add additional computers in the Lab and departments, for the use of stakeholders. AMC with the Service Providers / Vendors for maintenance.

For effective and efficient administration functioning, the institution will upgrade its e-governance facility on the suggestions and recommendation of the governing body.



**PRINCIPAL**

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