E-GOVERNANCE POLICY
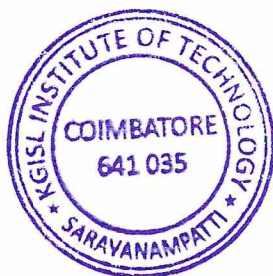

KGiSL Institute of Technology

KGISL INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi; Affiliated to Anna University, Chennai)

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POLICY DOCUMENT ON E-GOVERNANCE

E GOVERNANCE POLICY

Electronic Governance or e-governance is the application of Information and Communication Technology for delivering services, exchange of information, communication transactions and combination of various distinct systems between the Management and other key stakeholders of the College: Students, Faculty, Staff and Alumni.

The principal Goals of the e-governance Policy of KGiSL include:

- ❖ Attainment of efficacy in operations
- ❖ Active communication among participants
- ❖ Growth of coordination and cooperation between the users
- ❖ Simplicity of access to information online
- ❖ Compliance with the procedures and conventions of the Governmental Nodal Agencies
- ❖ Development in institutional prominence to the external world

The e-governance scheme at KGiSL covers the complete practice of the educational happenings from Admission to Graduation and Alumni management.

1. Admission:

Allow Students Admission practice through online i.e Website or application for governing and monitoring application, clear and speedy choice practice, and allocation of Students among Departments.

2. Finance

Financial activities and monetary transactions of the Institution and within the Institute to be followed down, maintained, scrutinized and reported over custom-made, detached or additional sections developed by KGiSL Software Technologies.

3. Examination

Policy has been taken to be in line with the Affiliated Anna University so, the Examination Software can be the same as Anna University portal. On the portal, Students Marks and Attendance are posted periodically and the Students can view their Internal Assessment Marks

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and can report inconsistencies if any e-governance policy of the university is to be adopted in this regard.

4. Academic and Related Activities

Department activities related to Curriculum and Co-curriculum including Staff workload, Subject allocation, Time Table, Department Lectures / Workshops / Seminars organized and reports to be stored / Reported and managed through ICTs.

5. Library

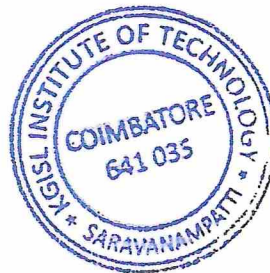OPAC for library to include purchase and storage of resources (Books etc.) Issues and return.

6. Attendance

ERP- Customized Software (e-Campus) for students' attendance better monitoring leave. To ensure equality and for tracking student attendance eligibility to appear university examination.

7. Administration

College administration includes:

- Recruitment and Selection Process
- Training and Development programmes
- Hostel Administration
- Students Attendance
- Payroll Management
- Performance Appraisal

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