

**POLICY DOCUMENTS ON E-GOVERNANCE
ADOPTED, IMPLEMENTED AND FOLLOWED
BY
K.M.G. COLLEGE OF ARTS AND SCIENCE**

Our College has adopted and implemented and are following strictly the E-governance in all its management and administrative activities. The college resolves to adopt paperless administration as a green initiative. All stakeholders are periodically oriented and encouraged to practice e- governance. This succinct document highlights the import of smart governance (e - governance) for improving the internal organizational processes to be simple, responsible, open and transparent.

In order to provide a simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance with maximum activities. Our institution are concerned that E-Governance has become a significant tool in advanced management.

Objectives:

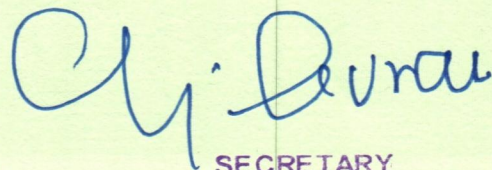
1. To implement e-governance in various administrative and academic functionalities of the institution
2. To create transparency in the functioning of the institution.
3. To Achieve paperless administration.
4. To achieve efficiency in the teaching learning process.
5. To create transparency in the functioning of the institution.
6. To Provide easy access to information.
7. To achieve the constructive growth in the institution's e-administration.

Areas of e-Governance:

1. Admission Module
2. Student Module
3. Fees Module
4. Attendance Module
5. Exam Module
6. Transport Module
7. Library Module
8. Staff Module
9. Assets Module
10. Stores Module

Admission Module:

Admission Module handles the entire Admission Process of Students. It helps the organization to manage Admission inquiry, Admission form (online and in-premises), Admission set up, Mark entry, Student sorting based on merit, Admission confirmation, and related reports etc.



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Student Module:

Student module handles the entire student data. It helps to reduce the clerical work like maintaining the student data base from end to end and issuing the bonafide certificate, Attendance Certificate, Conduct Certificate, Course Completion Certificate, Genuineness Certificate, Transfer Certificate, etc.,

Fees Module:

Fees Module is management software to manage fee collection, send alerts, and track payments. Collect Academic, Exam, Tuition, Library & Miscellaneous fees With Just Few clicks.

Attendance Module:

A teacher can mark the attendance status of a student as "Present", "Absent". These status descriptions are configurable, and more can be added. The teacher adds Attendance as an activity of a course, and then sets up the sessions whose attendance is to be tracked. The Attendance module can generate reports for either the entire class or for individual students.

Exam Module:

Examinations are a crucial part of education management and this module streamlines just that. Exam time table creation for the department, course and semester, classification of results, storing internal marks, total marks & percentage – rest assured all rights to access are reserved with decision makers and data privacy is ensured.

Transport Module:

Vehicle / Transport Management System make the process of assigning & maintaining the buses and other vehicles easier. This Module will keep the records of students using conveyance, routes etc.

Library Module:

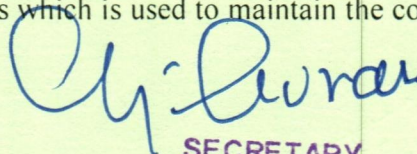
It is a tool or a platform that performs all the functions of a library in an automated and organized fashion – from issuing or checking out of books to keeping a catalog of all books the library contains to levying fines for late returns of books.

Staff Module:

The Staff module allows you to manage all information relating to staff members, to manage the personal and academic details of staff, leave , on duty, permission, ect.,

Assets Module:

The Assets module is one of the modules which is used to maintain the college furnishes record.



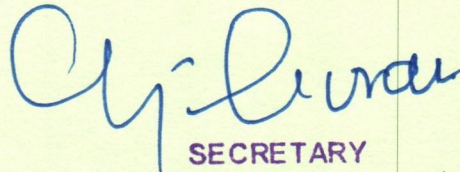
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Stores Module:

Store Module allows you to manage all information related to stocks which we have in our hand regarding stationeries in our college. It's easy to access and maintain.

E-Governance Procedure:

Various vendors are identified and called for demonstration followed by a comparative statement with unique features was made. On the basis of suggestion by the committees and direction of the Governing Council members' vendors for ERP digital platform, website development and maintenance are shortlisted, thereby obtaining the necessary support to promote and practice e-governance.



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