



# Marudhar Kesari Jain College for Women

(A Project of Sri Marudhar Kesari Jain Trust)

Recognised u/s 2(f) & 12(B) by UGC Act, 1956 - Permanently Affiliated to Thiruvalluvar University  
Accredited by NAAC with "A" Grade (3<sup>rd</sup> Cycle) - An ISO 21001:2018 (EOMS) Certified Institution



## E-GOVERNANCE POLICY

### INTRODUCTION

In overview, Information and communication technology in education has become an asset of academic Institutions as it helps and maintain educational quality and streamline systems of governance. The concept of effective governance is the ability to face new changes and adapt to the needs of the current situation. As the educational Institution establishes into a admired Institution of higher learning, Management understands the need to establish an electronic governance system to coordinate the administration of the college. An e-governance system integrates all stakeholders of an Institution and helps in automation of various functions in the Institution. It also brings an element of transparency to the system.

### OBJECTIVES:

- E-Governance is to implement in all the functions of the Institution in order to provide a simpler and efficient system of governance within the Institution.
- To promote transparency and accountability in all the functions of the college.
- To create a paperless environment.
- To provide easy and quick access to information
- To facilitate online internal and external communication

### SCOPE:

- General Administration
- Student Admission and Support



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- Accounts and Finance
- ICT infrastructure
- Examination

## AREAS OF E-GOVERNANCE:

- The website of the college acts as the face of the college activities and provides information about all Programmes and important announcements. Faculty are given an additional responsibility of managing the website of the college.
- The college website has provided a separate Alumni portal with registration, information of the college activities, list of prominent alumni, achievement of the alumni and then feedback.
- In Student Admission the college processes admissions for all Programmes through online in college website.
- The regular attendance of all the staff is monitored through Biometric attendance system and manual Attendance Register.
- To provide a hassle free, convenient, and smooth process, administration of the college is made paperless.
- The activities of students inside the campus are monitored through CCTV.
- Accounts for effective maintaining of accounts, the society uses Tally Prime Software.

## OFFICIAL SOCIAL-MEDIA:

Facebook: <https://www.facebook.com/mkjcoffical.m.5>

Twitter: <https://twitter.com/MkjcOfficial>





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Instagram: [https://www.instagram.com/mkjc\\_official/?hl=en](https://www.instagram.com/mkjc_official/?hl=en)

YouTube: <https://www.youtube.com/channel/UC9KoldTRG7B-TKYeyaGer0g?themeRefresh=1>

## CREATION OF WHATSAPP GROUPS:

The College owned different WhatsApp Groups for Faculty members and Students through which short messages and important events are communicated and shared with the Group members.

  
IQAC Coordinator



  
Principal

**PRINCIPAL**  
Marudhar Kesari Jain College  
for Women  
Vaniyambadi - 635 751