



**KONGU ARTS AND SCIENCE COLLEGE**  
**(AUTONOMOUS)**  
**ERODE – 638 107**

**E-GOVERNANCE POLICY**

**Preamble**

Kongu Arts and Science College (Autonomous), Erode has been designed to leverage its electronic communication services (via Internet and Intranet) in various areas to enhance the workflow and administrative activities effectively and efficiently to facilitate information dissemination to various stakeholders through deployment of emerging technologies.

**Objectives**

1. Implementation of e-governance in various academic and administrative functions.
2. Promoting transparency, accountability and efficiency in the functioning of academic and administrative activities.
3. Achieving paperless administration in the institution.
4. Expediting internal and external communication via online between various departments/members of the institution.
5. Providing easy way to access the information to all type stake holders.
6. Creating an eco-friendly ambience.
7. Enhancing the goals of the institution.

**Policy**

- To impart simpler, robust and efficient system of governance, it is decided to adopt and implement e-governance in maximum activities of our institution.
- The institution has e-governance in the aspects of administration, finance and accounts, student attendance information maintenance, SMS service to all stakeholder, library utilization and examination result processing and website maintenance.

**Usage Policy**

Accessing to e-governance is provided for employees during working hours.

### **Do's**

- Additional software features can be requested and shall be allocated once the relevant authorities approve the need.
- All information shall be shared on a need to know basis.
- Employees shall be held punishable for appropriate use of information, which they have access to all passwords must be kept confidential and computers shall be locked logged out from while away.
- The Institute shall have the right to monitor any and all of the aspects of its technology.
- Employees shall be required to read and follow the latest technological advancements.

### **Don'ts**

- Employees are expected not to use institute's technology for other than official use.
- Carrying information either hard or soft copy shall be prohibited without prior sanction from the management.
- There shall be toleration for the use of technology for any actions that are Harassing or discriminatory.
- A breach in of the above guidelines or not following the policy guidelines shall lead to strict disciplinary action against the employee concerned.

### **Disciplinary Action**

The management has the right to decide the nature and quantum of punishment for misuse of technology by the staff members.

The E-Governance is applied in the following areas/fields:

#### **1) Administration**

- College Website
- Kongu Information System (KiS)
- Kongu Maintenance Portal
- CCTV surveillance
- Biometric for Staff
- Biometric for students in the hostel
- Library – LIBASOFT, E-gate
- Transport

**2) Finance**

- KASC Main office
- KASC Hostel Office

**3) Students Admission and Support**

- KASC Main office
- Students Information system (SiS)
- Online Fees Payment Software
- Online Students Feedback software

**4) Examination**

- Controller office of Examinations - Coxco Software



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