



IDHAYA COLLEGE FOR WOMEN

(Run by Immaculate Sisters)

Affiliated to Bharathidasan University / G.O. No.237 / Dt. 22.06.2000

UGC Recognized 2(f) & 12(B) of Institution

Post Box No.66
Kumbakonam - 612 001
Thanjavur (Dt.,)

PRINCIPAL

Tele : 0435 -2414077, 2414554 Cell: 89034 86215 email: idhayacollegekum.org@gmail.com, website : www.idhayacollegekum.org

E-Governance Policy

Objectives:

- Implementation of e-governance in all functioning of the institution in order to provide simpler and efficient system of governance.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.

Policy:

In order to offer simpler and competent structure of Governance within the college it is determined to take up and put into practice e-governance in maximum actions of college functioning. The College has already ongoing with e-governance in several aspects of operations like Admission, Library, Academics and Examinations.

E-governance Areas:

The policy is divided into diverse areas of functioning:

Website:

The Website acts as an information centre which reflects about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web



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designer is appointed by the college. A Website Committee is formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website.

Student Admission:

An open and transparent strategy for the admission process is followed. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal is used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, etc., are managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose online software is used by the Admission.

Accounts:

The office continues to maintain its account on Acme Plus. Latest version of the software is purchased and used by the college regularly. Payments for Tuition fee, Transport fee, and Certificate Course fee are generally made and received through Hi Grade software and online mode such as NEFT, RTGS, Bank Transfers, etc.

Library:

The College continues to maintain its academic excellence through maintaining a well-stocked library. The College adds more e-learning resources for the benefit of the teachers and students. The Library has installed fully automated LMS software which has an easy to use



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Graphical User Interface. Unicode support with Multilingual search and export facility for most reports


- The use of Online Public Access Catalogue (OPAC) module of the software allows library database searching by entering preferred terms for information retrieval.
- The circulation module of the software covers all the operations of circulation, right from creating member records to print reminders for outstanding books.
- The Database Maintenance module covers all operations of database creation and maintenance.
- To encourage original writing among students and teachers, the Library provides access to fully automated software for plagiarism check.

Administration:

- Administrative office uses Advanced Excel and File Management System Toolsto maintain effective database.
- Students are able to obtain maximum services in online mode.
- Administrative Staff are provided with adequate training and development to keep them abreast with the new technology.

Examination:

Filling of Examination Forms, obtaining Admit Cards, Uploading of Marks etc.everything has to be done in online. Examination Cell oversees the complete process of Examination under the guidance of the Chief Superintendent of the institution.


Principal,
Idhaya College for Women,
Kumbakonam - 612 001.