



E-GOVERNANCE POLICY

Being a higher education institute, **Kings College of Engineering** wishes to materialize the full use of Electronic Governance. The number of students and staff members and their observable/measurable parameters are large and multi dimensional, the use of E-Governance is the undisputed choice as an administrative tool. Application of modern information and communication channels along with the conventional person to person information sharing ensures the expected flawless communication. The following are the ways and means, which are employed for better academic and non academic administration of the institute's function. The paperless communication with fast and reliable technology is chosen to ensure effective communication.

- The main stake holders' data of this institute namely the students' details pertaining to admission, accounts, academic performances, and communication are channelized by an ERP tool called **Edumate**. It is highly customizable software and has been widely used by the premiere institutes of this region. It covers the students' data pertaining to admission, their marks, attendance details, fees paid, and their academic progression etc.
- The financial section of Edumate covers all the account details and is used for creating the demand, bills, receipts and accounting in proper heads. The institute is also employing annually updated **Tally software** for accounting purposes. Tally is also integrated with edumate software.
- Data base of students and staff members are digitally stored and retrieved for easier administration
- Feedback system for the efficacy of teaching – learning process is done in online mode and so can be consolidated and used to derive the outcome.
- Whenever the physical contact classes are not possible to reach the students, online meeting tools are used for teaching learning, expert lectures, quizzes, data collection etc.
- Students are provided with necessary internet/ wi-fi facility to reach the abundant sources of knowledge.
- Library has an Open access system and is stuffed with all the online journal contents and e-books for easy accession. Their specific requests/demands are even mailed to them personally.
- All the academic activities / achievements of both students and staff members of **KINGS** are compiled as "Kings Times" – a bi-annual e-magazine and is circulated to nearby academic institution. This initiative is useful for taking stock about ourselves and will act as a catalyst to perform better.

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