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# Bon Secours College for Women, Thanjavur

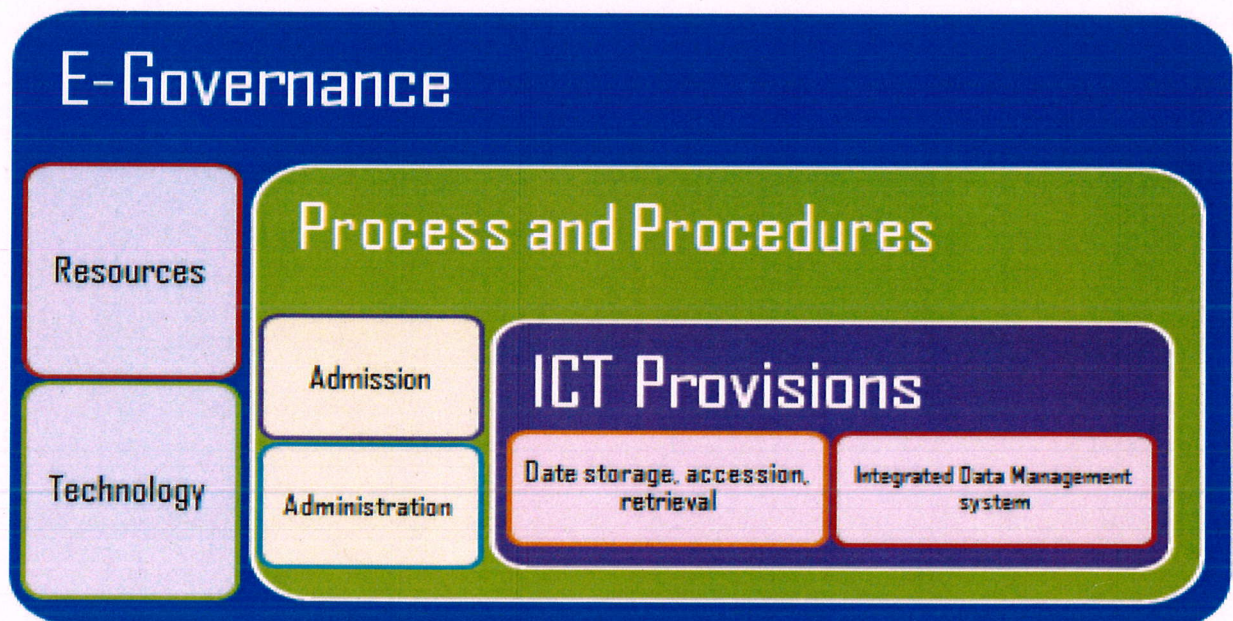
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## e-GOVERNANCE POLICY

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2019-2020

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## e-Governance Policy

Marching towards the absolute digital era, the college intends to offer Higher Education with total ICT facilities and governance.

### Scope:

The scope of the policy extends to the following areas:

- ✚ General Administration
- ✚ Student Admission
- ✚ Examination
- ✚ Library
- ✚ Accounts and Finance
- ✚ ICT Infrastructure
- ✚ E-waste Management

### Objectives:

Implementation of E-governance in all functioning of the institution in order to

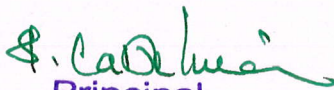
- ✚ Provide easy and efficient system of governance within the institution.
- ✚ Promote transparency and accountability in all the functions of the institution.
- ✚ Create and ensure a paperless environment in the college.
- ✚ Facilitate easy and quick access to information.
- ✚ Make campus Wi-Fi enabled.
- ✚ Make our Classrooms ICT Enabled having Desktops, Laptops, Smart boards, Projectors, etc.
- ✚ Establish a fully automated digital library with ILMS and resources.

- ✦ Launch Management Information System to attain total academic and administrative automation, accession, retrieval etc.
- ✦ Update the parent about wards presence and performances.

### Policy:

The policy is designed to make each and every function transparent and accountable.

- ✦ Adopting process optimization that will eliminate official procedures, forms with paper work, redundancy, loss of time, and energy towards increased productivity.
- ✦ Strategically implementing fully automated administrative work flow processes that enhance effective data storage and retrieval at all levels.
- ✦ Comprehensive implementation of electronic mode of communication, computerized database management and documentation among all departments/committees/sections of the college viz. Academics, Administration, Finance & Accounts, Admissions, Examinations,
- ✦ Updating and managing Supports such as website, library, ICT tools such as hardware and software, etc. ultimately towards paperless office.
- ✦ Periodical review and report submission on upgradation and maintenance related to e-governance support measures to the Management by the respective officials through hierarchical order.
- ✦ The policy is subjected to periodical review and amendments based on time to time changes.

  
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