



# **CHRIST THE KING ENGINEERING COLLEGE**

**Karamadai, Coimbatore - 641104**

**(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)**

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**E – GOVERNANCE POLICY**



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## E-Governance Policy

The implementation of an E-Governance policy at CKEC entails utilizing digital technologies to improve administrative processes, communication channels, and overall operational efficiency.


### Objectives

- Integrating e-governance into all operational units of the institute.
- Creating a Wi-Fi-enabled campus infrastructure.
- Transitioning towards a paperless working environment.
- Establishing a fully automated library system.
- Monitoring all activities within the college.

### Administration

- A policy has been implemented to automate staff attendance, facilitated by the installation and utilization of a biometric attendance management system.
- Monthly and semester-end reports are now generated through software, with Excel being utilized to maintain an efficient database, in line with policy.
- A policy has been established to reduce paper usage in administrative tasks, promoting email communication as an alternative.
- Ensuring the effective operation of all CCTVs in the college premises has been made a policy priority.



  
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## Student Admission

- The policy aims to ensure an open and transparent admission process. Admission enquiries, eligibility criteria, and detailed admission information are available on the college website.
- To enhance the dissemination process, the college has also displayed its brochure and banners on the website.

## Accounts

- It is policy that CKEC continues to maintain its accounts using Tally. The policy also includes updating the software as needed.

## Examination

- The policy aligns with affiliated Anna University to ensure the examination software matches the Anna University portal.
- Through this portal, students can select courses, view marks, check attendance, and see their results periodically. Students can view their internal marks and end-semester results, and report any discrepancies. The e-governance policy of Anna University is adopted in this regard.

## Library

- A policy decision has been made to upgrade the DELNET software utilized in library processes.
- A policy has been established to keep inventory updated within the software system.
- To enhance learning opportunities, a policy has been enacted to periodically update e-learning resources as needed.
- Implementing a bar code mechanism for book lending and entry has been prioritized as per policy.
- Create a digital library system offering students and faculty extensive access to academic resources, journals, and research papers.



  
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