



St. JOHN'S COLLEGE OF ARTS & SCIENCE

(An ISO 9001 : 2008 Certified Institution)
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
(A Christian Minority Institution)

John's College Road, Ammandivilai, Kanyakumari District - 629 204,
Tamil Nadu. Visit us at : www.stjohnskk.ac.in



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E-Governance Policy

Policy Information

Policy Title:	E-Governance Policy
Category:	Non Academic
Initiated by:	IQAC
Approval Authority:	Management Board
Monitoring Authority:	IQAC Coordinator
Development and Reviewed by:	IQAC

Scope

This policy extends the following areas:

- Administration of Students Information System.
- Admission
- Library Information System
- Accounts and Finance

Policy

The college implement E-Governance in the following operational areas of the institution to provide easier, paperless, transparent, accountable and effective system of governance within the institution.

- Admission
- Accounts and Finance
- Library Management
- Students Attendance
- Maintain Faculty Profile
- Website Maintenance
- SMS

Admission

Activate the eportal for admission module during the month of May. Students can enrol through the portal by filling up the online forms. Once get approval from the admission authority the students can get admission and pay the first instalment of fee for admission confirmation. The affiliating university rules and eligibility criteria is followed for admission.

Accounts and Finance

The office continues to maintain its account on Tally. The software is used by the college to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software. Report on fee balance is prepared through this software. Receipts are generated for fee payment also generated by this software.

Library Management

Book borrowing, stock registers are maintained through the library management system.

Students Attendance

Class in charges update the daily attendance of the students. Absentees should be informed through SMS to parents.

Staff Profile

Individual login credential will be given to staff. They have to maintain their profile with periodical updates.

Staff should upload their subjects notes in website, if necessary.

Website Maintenance

The vendor who developed the system continues the maintenance of the website and the software until if any change of the contract.

Also the staff committee responsible for website maintenance will do the updates of college events periodically.

Revision of the Policy

The IQAC committee do the revision if any changes required.



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Dr. M. EDWIN GNANADHAS, Ph.D
Principal

DECLARATION

I hereby declare that the details and information given above are complete and true to the best of my knowledge and belief.

Principal
Dr. M. EDWIN GNANADHAS
PRINCIPAL
St. John's College of Arts and Science
Ammandivilai- 629 204

Mission

To provide accessible, affordable and personalized educational opportunities and character building founded on the Christian values of Faith, Hope and Love

Vision

To create an environment in which our students can fulfill their potential, pursue excellence, overcome the challenges and be the global leaders of the future