

KINGS

ENGINEERING COLLEGE

An Autonomous Institution

Affiliated to Anna University, Chennai



E - GOVERNANCE POLICY

As per the Approval of Governing Council

(Updated in 2025)

PREFACE

E-Governance Policy and Digital Transformation

Kings Engineering College is committed to the total integration of digital technology into its core functional areas through this **E-Governance Policy**. The primary objective is to transition from traditional manual processes to a seamless, automated, and paperless environment. By implementing an advanced E-Governance framework, we aim to enhance operational efficiency, ensure data-driven transparency, and provide an elevated experience for all stakeholders.

1. Core Objectives of E-Governance

The Institution shall automate and integrate various functional modules to ensure clarity and real-time accessibility in the following areas:

- **Administration:** Digital management of staff records, payroll, and internal communications.
- **Academics (Teaching-Learning):** Integration of Learning Management Systems (LMS) for course delivery and tracking.
- **Admissions & Examinations:** Online portal for applications, fee payments, hall tickets, and result processing.
- **Finance & Accounting:** Automated fiscal tracking, statutory compliance, and e-receipts.
- **Infrastructure & Support:** Centralized management of hardware, software licenses, and alumni engagement.

2. Strategic Objectives

The E-Governance framework is designed to transition the Institution toward a "Digital-First" philosophy, focusing on the following core goals:

1. **Operational Excellence:** To implement a comprehensive E-Governance system that replaces manual workflows with automated, efficient, and error-free digital processes.

2. **Governance & Integrity:** To institutionalize Transparency and Accountability across all administrative and academic departments by maintaining digital audit trails.
3. **Ubiquitous Data Access:** To ensure that all stakeholders (students, parents, and staff) have instantaneous, secure, and user-friendly access to relevant institutional information.
4. **Campus Connectivity:** To maintain a high-speed, secure, and Wi-Fi enabled campus, ensuring seamless connectivity for research, learning, and administration.
5. **Smart Pedagogy:** To transform traditional classrooms into ICT-Enabled Learning Spaces equipped with Smart Boards, Projectors, and integrated computing systems to enhance the teaching-learning experience.
6. **Resource Digitization:** To achieve a Fully Automated Library ecosystem, enabling digital circulation, e-resource access, and remote cataloging.

OPERATIONAL FRAMEWORK

1. Administration and Human Resource Management

The Institution utilizes digital tools to ensure professional accountability and streamlined administrative workflows.

- **Biometric Attendance System:** All faculty and staff must record their attendance via biometric terminals. This data serves as the primary record for payroll processing and leave management.

2. Student Support and Academic Monitoring (Kings Portal)

The **Kings Portal** acts as the central Academic Information System (AIS) for the student lifecycle.

- **Academic Repository:** Digitized access to the latest syllabus, lesson plans, and academic calendars.
- **Instructional Scheduling:** Digital publication of class time tables and lab schedules, ensuring students have "anytime-anywhere" access to their routine.

3. Examination Management System (Reference Globe)

The Exam Cell operations are fully automated through the **Reference Globe** software to maintain the highest standards of confidentiality and efficiency.

- **Pre-Examination:** Scheduling of internal and university exams and generation of digital hall tickets for eligible candidates.
- **Post-Examination:** Digital entry of marks, processing of results, and online publication of semester grade sheets.

4. Financial Management and Transparency (Tally)

All fiscal operations are digitized to ensure statutory compliance and transparency.

- **Books of Accounts:** The Accounts Office utilizes **Tally Software** for ledger maintenance, voucher entries, and the generation of Balance Sheets and P&L statements.

5. Digital Fee Collection and Payment Gateway

The Institution provides a seamless, cashless experience for all financial transactions.

- **Integrated Fee Portal:** A dedicated online portal for the collection of Semester Tuition Fees and Hostel/Mess Fees.
- **Transaction Security:** Support for multiple payment modes (UPI, Net Banking, Credit/Debit Cards) with instant generation of electronic receipts.

6. Institutional Website and Public Disclosure

The College Website serves as the official digital face of the Institution.

- **Information Center:** Real-time updates regarding admissions, faculty profiles, research achievements, and placement statistics.
- **Statutory Disclosures:** Hosting of mandatory documents such as NAAC reports, NIRF data, and Anti-Ragging committee details.

7. Library Information Management System (ILMS)

The library leverages technology to transform into a high-performance knowledge center.

- **Automation:** The ILMS manages the acquisition, cataloging, and circulation of books using barcoding technology.

8. E-Waste Management Policy

The Institution implements a structured framework for the lifecycle management of digital hardware to prevent environmental hazards.

- **Governance:** Managed by a dedicated **E-Waste Management Committee** consisting of all major Department Heads.
- **Scope of Identification:** Includes IT assets (Servers, Laptops, Routers, Cables), Power systems (UPS, Inverter Batteries), and electronic utilities (Biometric systems, Lab instruments, ACs).
- **Storage Protocol:** Identified obsolete items are moved to a central, secure, and leak-proof storage area to prevent toxic chemical leaching.
- **Safe Disposal:** Handover of all collected electronic waste is strictly limited to **Government-Authorized Recyclers** to ensure eco-friendly destruction and recovery.
- **Data Sanitization:** Mandatory wiping of all sensitive institutional data from storage devices before they are categorized as waste.



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