



# Hajee Karutha Rowther Howdia College

Government Aided Autonomous Institution / ISO 9001 : 2015  
Affiliated to Madurai Kamaraj University, Madurai  
Uthamapalayam (Post), Theni (District), Tamilnadu. Pin code: 625 633

**Hajee Dr. H. MOHAMED MEERAN**, M.A., M.Phil., Ph.D.,  
Principal

## E-Governance Policy

To expedite and facilitate Institutional procedures without any impediments Hajee Karutha Rowther Howdia College being a higher educational institution has adopted E- Governance Policy in its Academic and Administrative functionalities. The college has also resolved to execute it as a green initiative. To make all the Administrators, Staff, Students and their Parents to access e-governance, the college has evolved a policy entitled 'E-Governance Policy'.

### Objectives of the Policy:

- To assimilate ICT strategies as an integral part of Institutional endeavors
- To execute e-governance in various functions of the Institution.
- To attain efficiency in the functioning of the college.
- To encourage accuracy and responsibilities.
- To move towards paperless administration.
- To improve online in internal and external communication between various bodies of the institution.
- To have friendly approach to get information.
- To make the college visible at global level.

### Areas of E-Governance:

- E-governance shall be executed in various areas such as website, students admission, students attendance, maintenance of accounts, Library, Administration, Examination, Alumni.
- E-governance shall be executed even in the areas which are not mentioned in the policy as the college has the reservation in this regard.

### Website:

- The college shall have a website which shall provide all the basic information about the college.
- Important announcements shall be made in the website.
- To manage the website, the college shall appoint a web designer.

### Students Admission:

- All the activities of students admission shall be through online mode.

### Students Attendance:

- Students attendance shall be recorded through online mode.

### Maintenance of Accounts:

To maintain accounts in effective manner the college shall make use of PFMS and IFHRMS portal.



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**Academics:**

- To publish the Syllabus, Organogram, Policies, Code of conduct, Outcomes, Annual Report, Academic Calendar, Student Support, Academic Administration and Audit (AAA) and Minutes of Meeting in online.

**Administration:**

- ICT shall be put into practice for hassle free, suitable and economic way of administration.
- Online mode shall be made available for leave management of employees, the issue of salary certificate and for internal communication between the employees.

**Examination:**

- The college shall use ERP module for the examination purpose as per the direction of the University to which the college is affiliated.
- To fulfil the mandatory, the college shall handle the examination through online.
- Filling of examination form and revaluation forms, obtaining hall tickets, uploading marks, etc., shall be made through online mode.
- Utmost care shall be taken to maintain confidentiality while documenting examination date.

**Feedback of Stakeholders:**

- To administer Hierarchical connectivity of Stakeholders at all levels, especially at grass root stratum.

**Library:**

- Latest e-learning resources for the benefit of the teachers and students shall be provided in the library.
- Recommendations of the stakeholders shall be taken into account to subscribe e-resources.
- Smart card system shall be used for efficient library governance.

**Alumni:**

- To strengthen the relationship between the Alumni and the Institution a separate portal shall be provided in the website.



A handwritten signature in green ink, appearing to be "H.R.", located above the principal's name.

**Principal****PRINCIPAL****Hajee Karutha Rowther Howdia College  
(Autonomous)  
UTHAMAPALAYAM-625533.**