SRI SHANMUGHA COLLEGE OF NURSING FOR WOMEN
Approved by Government of Tamilnadu & TNNMC,Approved by Indian Nursing Council, New Delhi
Affiliated to The Tamilnadu Dr. M.G.R Medical University, Chennai
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E-GOVERNANCE POLICY

Scope:

The scope of this policy extends to the following areas:

- General Administration
- Library
- Accounts and Finance

Objectives:

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.

Policy:

The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each and very function transparent and accountable. The College decides to make the following policies and procedure

Accounts:

The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions.

Library:

The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

Prof. SHEELAVATHI N, Ph D
PRINCIPAL
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NURSING FOR WOMEN
PULLIPALAYAM, MORUR P.O. 637 304
SANKARI (TK), SALEM DT, TN

Administration:

- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- The college will look into opportunities to automate some of its functions related to administration.

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