



**SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)  
Chennai 600 099, Tamilnadu.

### **E-governance Policy**

Soka Ikeda College of Arts and Science for Women, with the objective of ensuring hassle-free college operations, has implemented an e-governance policy across various functions such as admission, finance and accounts, examination administration, and library management. This policy facilitates the transparent functioning of the college and proves to be effective and time-saving.

An open and direct methodology is adopted in the admission process through automation procedures, making the workflow paperless in alignment with the college's Green Policy. The admission form is accessible on the website, allowing students to fill out forms online and submit them electronically.

The transaction of money by the stakeholders in terms of semester fees or examinations or any such payment is maintained in Tally. The records of the transaction are maintained confidentially and securely.

The college provides automation software for faculty to register examination records, draft course planning, and mark student attendance. This software aids in evaluating cumulative student learning, with records easily generated at the end of each semester.

A bio-metric system is used on the campus for the maintenance of the records of the faculty working hours and the records are generated automatically and systematically.

The college's library is partially automated, offering e-resources and e-books to faculty and students to support continuous learning. Faculty and students can easily access all e-learning resources.

Chairman

**SOKA IKEDA COLLEGE OF ARTS  
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MADHANANGKUPPAM, CHENNAI - 600099.



**PRINCIPAL**  
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