

DIGITALISATION POLICY

PREFACE

Naipunnya School of Management, Cherthala (NSMC), a project of the Archdiocese of Ernakulam-Angamaly, was established in 2003 under the visionary leadership of His Excellency Mar Thomas Chakkiath. Naipunnya affiliated to the University of Kerala in 2005. Within a decade of its establishment, Naipunnya became synonymous with academic and professional excellence. In 2023, Naipunnya College achieved a significant milestone by being accredited with an A grade by the National Assessment and Accreditation Council (NAAC). This recognition underscores our commitment to academic excellence and continuous improvement. In 2024, the college further strengthened its credentials by receiving approval from the All-India Council for Technical Education (AICTE). Additionally, Naipunnya College is recognized under Section 2(f) of the University Grants Commission (UGC) Act of 1956, affirming our adherence to the highest educational standards. The Digitalisation Policy represents our commitment to leveraging technology to foster an innovative, efficient, and collaborative environment for students, faculty, and staff. By adopting cutting-edge digital tools and practices, we aim to enrich the teaching and learning experience, streamline administrative processes, and prepare our students for the demands of a digitally-driven world. This policy underscores our dedication to continuous improvement and adaptability in the face of technological advancements. We are committed to providing the necessary support and training to ensure a smooth transition to a more digitally integrated campus. The implementation of the Digitalisation Policy marks a significant milestone in our journey towards modernization and excellence.



CONTENT

1. DIGITALIZATION POLICY

1.1 Purpose

1.2 Scope

2. OBJECTIVES

3. ACTION PLAN

4. EXPECTED IMPACTS

5. POLICY REVIEW



1. SMART SHIFT (Digitalization Policy)

Digitalisation Policy is a commitment to enhancing educational delivery, improving operational efficiency, ensuring data security, and promoting equitable access to digital resources. By adopting and integrating cutting-edge digital tools and resources, we aim to create a dynamic and inclusive learning environment that empowers our students to achieve their full potential.

1.1 Purpose: The purpose of this policy is to establish guidelines for the creation, management, and storage of electronic documents to promote efficiency, reduce adverse environmental impact, and enhance information accessibility within the Institution.

1.2 Scope: This policy applies to all employees, contractors, and any other individuals who create, use, or manage documents on behalf of the Institution

2. OBJECTIVES

- i. Enhancing the learning experience through the integration of digital resources and interactive technologies in the classroom.
- ii. Improving access to educational materials and resources via digital platforms, ensuring that learning is not confined to physical boundaries.
- iii. Streamlining administrative processes to increase efficiency, reduce paperwork, and facilitate better communication and collaboration.
- iv. Ensuring data security and privacy through robust digital infrastructure and best practices in cybersecurity.
- v. Promoting digital literacy among students, faculty, and staff to equip them with the skills necessary to thrive in a digital environment.

3. ACTION PLAN

Implementing paperless documentation initiatives in the context of an IQAC can lead to increased efficiency, reduce adverse negative environmental impact, and streamlined processes. Here are some steps and considerations for implementing paperless documentation initiatives.



The action plan is set for the next 5 years.

Sl. No	Initiative	Estimated time of completion
1	Soft copy report of events	2023
2	Digital event proposal format	2023
3	Feedback evaluation through digital platform	2022
4	E-Newsletters and Circulars	2024
5	Improved LMS system	2024
6	Digital Requirement Request system	2024
7	Automated Leave system	2025
8	RFID in Library	2026
9	Document Management System (DMS) Implementation	2027
10	Explore new technologies and tools that can further enhance the efficiency of IQAC operations.	2028

4. EXPECTED IMPACTS

- i. **Interactive Learning:** Adoption of digital tools will facilitate more interactive and engaging learning experiences, incorporating multimedia, virtual labs, and simulations.
- ii. **Flexible Learning Opportunities:** Increased access to online courses, resources, and digital libraries will allow students to learn at their own pace and from any location.
- iii. **Resource Availability:** Digital platforms will provide students with 24/7 access to course materials, lecture recordings, and academic resources, making education more accessible.
- iv. **Inclusivity:** Digital solutions will support diverse learning needs, ensuring that all students, including those with disabilities, have equal access to educational opportunities.
- v. **Streamlined Processes:** Automation of administrative tasks such as admissions, registration, and grading will reduce paperwork, save time, and enhance efficiency.



- vi. **Enhanced Communication:** Improved digital communication tools will facilitate better interaction between students, faculty, and staff, fostering a more connected campus community.
- vii. **Robust Security Measures:** Implementation of advanced cybersecurity protocols will ensure the protection of sensitive data and personal information.
- viii. **Efficient Data Management:** Digitalisation will enable more effective data storage, retrieval, and analysis, supporting informed decision-making and strategic planning.
- ix. **Career Preparedness:** Students will gain proficiency in using digital tools and technologies, better preparing them for the demands of the modern workforce.
- x. **Reduced Environmental Impact:** Digitalisation will contribute to sustainability efforts by reducing the need for paper, minimizing waste, and promoting eco-friendly practices.
- xi. **Energy Efficiency:** Implementation of energy-efficient digital infrastructure will support the college's commitment to environmental sustainability.
- xii. **Culture of Innovation:** Embracing digital technologies will foster a culture of innovation, encouraging continuous improvement and creative problem-solving across the institution.
- xiii. **Adaptability:** The college will be better positioned to adapt to future technological advancements and educational trends, ensuring long-term relevance and success.

5. POLICY REVIEW

This policy shall be reviewed annually and may be amended as and when required to retain its contemporary relevance. Any stakeholder of the institution may submit proposal for the improvement of policy to the IQAC. The proposed changes shall be reviewed by IQAC and, if found suitable, shall be forwarded to the higher authorities for consideration. Person in charge: 1) Principal 2) IQAC Coordinator



Bi ji P

Dr. BIJI P. THOMAS
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

