

E-GOVERNANCE POLICY

PREFACE

In the era of rapid technological advancement, higher education institutions must embrace digital transformation to remain relevant and efficient. At Naipunnya College, we recognize the pivotal role of e-governance in streamlining administrative processes, enhancing transparency, and fostering an environment of collaboration and innovation. This E-Governance Policy is a comprehensive framework designed to guide the college in its journey towards digital excellence. The primary objective of this policy is to leverage technology to improve the overall functioning of the college, ensuring seamless communication, efficient management, and better resource utilization. By adopting e-governance, we aim to create a more responsive, accountable, and inclusive educational ecosystem. This policy is the result of extensive consultation with stakeholders, including faculty, staff, students, and IT experts. It outlines the principles, strategies, and actions required to achieve our e-governance goals. We are committed to continuous improvement and innovation, and this policy will be regularly reviewed and updated to reflect emerging trends and technologies.



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1. POLICY STATEMENT

Technology has been a boom to academic institutions in the realm of education, allowing them to streamline governance procedures and maintain higher educational quality. Good governance can be defined as the ability to solve current difficulties and needs. The goal of an institution's e-Governance strategy is to improve the system of governance for the institute's development by utilising new and sophisticated technology. It seeks to plan and enable any infrastructure for the implementation of cutting-edge applications as well as the deployment of solutions for the institute's flawless administration. Keeping in mind the needs of the day, Naipunnnya School of Management, Cherthala has created an e-governance policy with the primary goal of integrating e-governance in the institution's various operations, transactions, and services for improved efficiency, transparency, and accountability. As an ecological endeavour, the college prioritises paperless administration. As one of the college's components, it uses e-governance in all of its management and administrative activities to ensure a green and clean campus. All stakeholders are educated and encouraged to use e-government. This policy will apply to the institute's administration, finance and accounting, student admission, examination, and other such departments. Having an e- governance system will aid in the integration of all stakeholders in the institution as well as the automation of various operations. It will also increase transparency in the process. The college management team understands the need of having an e-governance system in place to coordinate the administration of the college as it expands into a well-known institution of higher learning.

Objectives;

- a) Implementation of E-governance in effective functioning of the institution.
- b) Reduce the usage of paper in the administration of the institution.
- c) To improve transparency and accountability.
- d) Facilitating online internal and external communication between various executive bodies of the institution.
- e) To achieve the aim of being an environmental and user-friendly institution.
- f) Facilitate easy access to the information and to maintain the data in a secure environment.
- g) To implement automation in library facility.

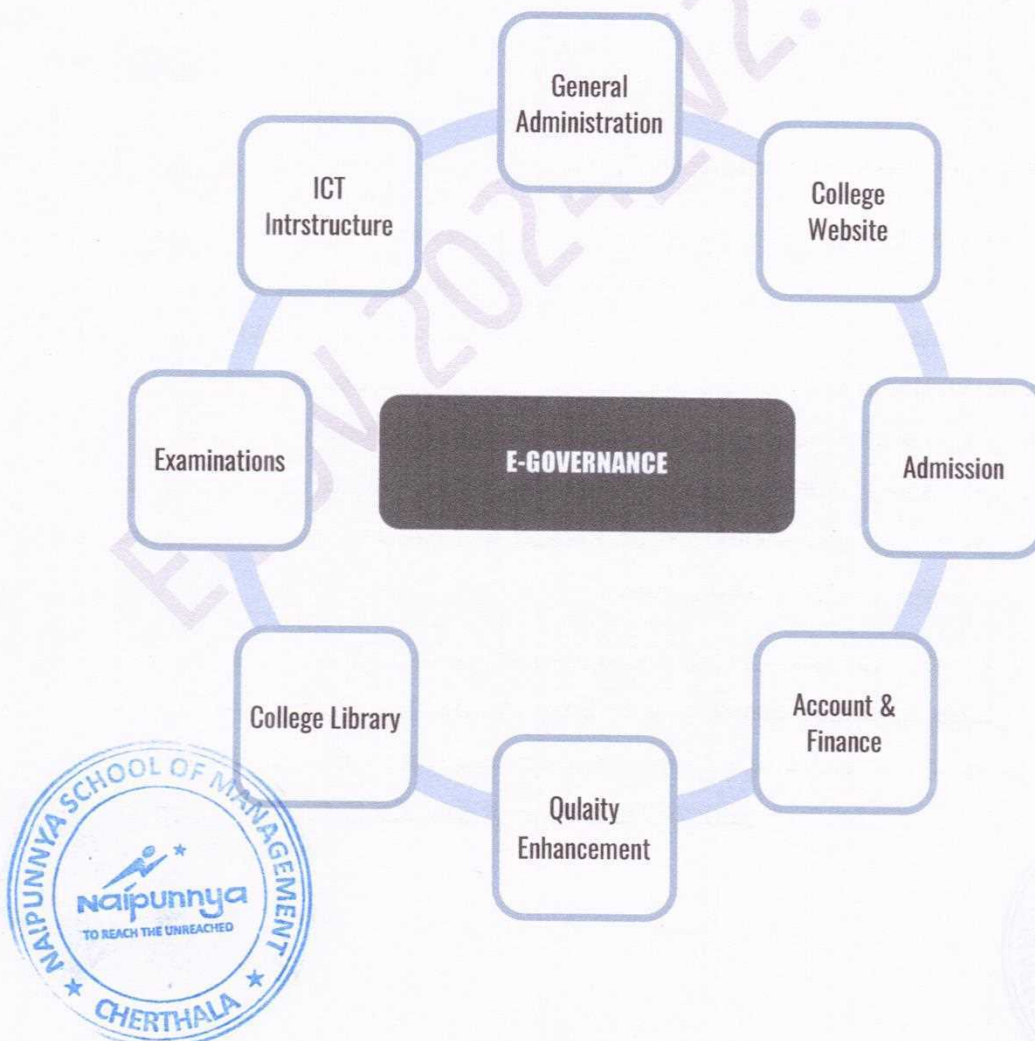


- h) Making the institution visible to the stakeholders globally with the use of digital media.
- i) To provide e-facilities to students, teachers, alumni and parents for various activities relating to the institution.
- j) Achieving paperless administration of the institution.

2. SCOPE

This policy applies to all departments, faculty, staff, and stakeholders at Naipunnya School of Management, Cherthala (NSMC). It covers the implementation, management, and use of e-governance systems, including information and communication technology (ICT) tools, digital platforms, and online services.

3. AREAS OF E-GOVERNANCE



3.1 General Administration

To provide a hassle-free, convenient, and smooth process, the college administration is paperless. Students must be able to make the most of online resources. The college is looking into automating some of its administrative functions. Proper training and development are provided to administrative staff to keep them up to date with new technologies. Monthly and semester-end reports should be prepared using the LMS provided and it automatically calculate the internal assessment marks for attendance. Attendance, results, timetables, assignments, and other study tools are available to students.

Administrative and Teaching Faculty will utilise Attendance Management Software to record and manage attendance, internal assessments, and so forth. Monthly and semester-end reports should be generated to automatically calculate attendance internal assessment marks. To manage an effective database, the Administrative Office should use Advanced Excel and File Management System Tools. The college will investigate potential to automate some of its administrative duties. To provide a hassle-free, convenient, and smooth process, the college administration will go paperless. Students must be able to get the most out of online services. Administrative staff should be given enough training and development to keep up with changing technology.

3.2 College Website (www.naipunnyacollege.ac.in)

The college website is the heart of the institution. It should serve as a reflection of the college and all of its operations. All-important data should be easily accessible to outsiders. The website displays college activities as well as information about all activities, relevant alerts, and so on. For this aim, a service provider/web designer will be hired. Administrative and instructional staff will be trained on how to make critical website upgrades. Along with it, existing personnel should be trained, and a designated person or persons should be appointed to take on the task of website administration and upkeep at the college level.

The college's website will act as an information hub for all of its events, key announcements, and academic offers, among other things. The college's website will be updated on a regular basis to reflect new developments. A third party will host and install the website on a secure platform. Members of the IQAC are responsible in



managing the college website. The Committee will manage the process of updating, maintaining, and operating the website on a regular basis. The Committee will also look at any other website improvements that may be required. Through its website, the College tries to demonstrate its lively personality and activity. All relevant announcements must be made available on the website as soon as they are published.

3.3 Student Admission

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the University of Kerala. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal is to be used to manage the admissions in the college.

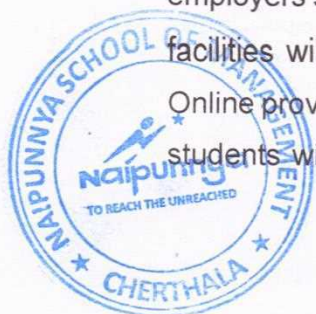
Number of students applying to each course, withdrawals, fee submission, all are to be managed through this portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software is to be used by the Admission Co-ordinator.

3.4 Accounts & Finance

The office continues to maintain its accounts on Tally. Latest versions of the software are 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 to be generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and upgradation of the existing software must be done regularly.

3.5 Quality Enhancement

All the activities of IQAC and the cells and committees under it will be under the e-governance provisions. Feedback from students, parents, teachers, alumni and employers shall be collected online and compiled and analysed using ICT tools. Online facilities will be used to accomplish teachers and students exchange programmes. Online provisions will be used to increase the competitive zeal of the students, to orient students with different issues of the society and increase capability of the students.



Increasing students' participation through organizing online seminar and workshops. Event proposals are submitted using online platforms. The reports of events are submitted online and signed by the principal using a Class 3 digital signature to reduce paper usage.

3.6 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 and should maintain a frequent subscription to new periodicals and publications. While subscribing to e-resources, teachers and students are asked for recommendations. Teachers can apply to get books by various authors for the subjects they teach in order to expand their knowledge base. The library to install fully automated ILMS software which should have an easy to use- Graphical User Interface and export facility for most reports. The use of the software's Online Public Access Catalogue module to search library databases using selected phrases for information retrieval. The software's circulation module should include all aspects of circulation, from building member records to printing warnings for overdue books.

All database creation and maintenance tasks should be covered by the Database Maintenance module. To encourage students and teachers to do unique work the library should provide access to fully automated plagiarism detection software. The use of Online Public Access Catalogue module of the software will allow library database searching by entering preferred terms for information retrieval. The library shall create a separate section in college website where students and teachers can easily go through all the rules and regulations, services, e-resources, various informational links and question papers.

3.7 Examination

The college shall adopt an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University is to be adopted in this regard. Regular updates of Students Internal Performance are to be maintained and communicated to the parents. Utmost secrecy and confidentiality need to be maintained while handling examinations and work needs



to be done with utmost care and caution. College Examination Officer needs to supervise the entire process of examination under the guidance of the principal of the college.

3.8 ICT Infrastructure

The College is to ensure that it has adequate number of desktops and laptops for students and staff. Projectors and other multimedia devices are to be provided in the auditorium, classrooms, seminar rooms and laboratories. The infrastructure is to be complemented by computer networking devices, scanners and interactive teaching board/smart board etc. The College is to maintain adequate configuration servers to allow fast transmission of data to the various computers. Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus are to be purchased and updated regularly. The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages. The installation and major maintenance of the ICT infrastructure required for e-governance shall be done by vendors duly selected. Some of the existing software modules for e-governance are developed in-house, and some are outsourced. The college authority and the external vendors of software shall provide necessary maintenance and enhancement, as appropriate.

As e-governance is based on computerisation of the functions of different users and authorities, different categories of users must interact differently with the e-governance system. For instance, the nature of interactions by teaching staff and that of office assistants are different. The institute shall organise trainings for different categories of users for using the e-governance system.

4. 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

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