



SREE NARAYANA COLLEGE

KOLLAM - 691001, KERALA

E-GOVERNANCE POLICY

Scope :

The scope of this policy extends to the following areas

- Administration
- Finance and Accounts
- Student Admission and Support
- Examination

Objectives :

- Implementation of E-Governance in all functioning of the institution to enable transparency and accountability.
- To achieve paperless environment in the institution.
- To establish fully automated library.
- To promote ICT infrastructure.
- To facilitate the institution for centralised data management system.
- To provide easy access to information and smart communication system using student, staff and parent logins in Website and ERP software group SMS facilities.

Policy:

The college has implemented e-governance in all aspects of functioning like administration, accounts, admissions, teaching, learning, examinations, library etc. The policy is designed in such a way to make each and every function transparent and accountable. The institution decides to implement the following policies and procedures:

The Website acts as an information center of the college activities, including important announcements, all of its events, course offerings, press coverage etc must be linked to the website. Training is given to the staff who will undertake the responsibility of website administration at the college level. ICT is used to automate, transfer, and analyse the data and information in the college administration for all the purposes of Admissions, Workload, Timetable, Internal Assessment, Examination, Attendance, Result Analysis, issuing TC and conduct certificate etc.

Student management, Campus management and Faculty management are done with the help of college management system software. G Suit ID is provided to all employees and students to facilitate the online internal communication. The college has maintained the library software Koha, a fully featured, scalable library management system, E- resources like N-List, D Space etc for the benefit of students and teachers to expand the E- learning tools. The institution promotes learning management systems like Moodle, Google Classrooms etc.

The accounts are managed by Service and Payroll Administrative Repository for Kerala – Spark which has the provision to trace service history, track records, bills, reports, orders etc. It will also record the details of loans, advances and other subscriptions like LIC, SLI, GIS etc. This system also includes a tool for computing the tax. The institution is promoting the Govt. policy of digital payment by the usage of software like BIMS, GEM Portal, E-Treasury, PFMS, GAIN PF etc. The student fees management, Accounting Journal Entries and Scholarship management etc are done with the help of College Management System Software. In order to promote the use of ICT for the purpose of e-governance, the teaching and administrative staff are trained, and their capacity-building is taken up regularly to use the products and services of e- governance at the college.

The Examination and admission processes are structured by the University and thus e-governance policy of the University to be adopted in this regard. The college has adopted an online ERP software system where students can view their attendance, total internal assessment marks at the end of each semester and can report discrepancies, if any. The students could also check for their details as entered by the faculties. The parents can access information such as attendance, results, timetables, assignments, and other study tools. University result analysis, CE Mark generation, Progress report of internal examination, Internal examination result analysis etc are done with the help of college ERP Software. Group SMS facility is available to communicate with students and parents with the help of ERP software.

E- Governance helps the institution for efficient administration, sharing of resources, better access to information, accountable and transparent for smooth functioning of the system. The college will always adopt all developments in e-governance policies in the coming years so as to maintain and improve the quality of institution.