E- GOVERNANCE POLICY

POLICY

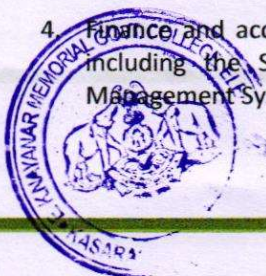| AREA: ADMINISTRATIVE SUPPORT	POLICY NO. 106/2021	DOCUMENT OWNER: PRINCIPAL
Title: E- Governance policy	Date: 15 June 2021	

E. K. Nayanar Memorial Government College, Elerithattu has implemented e-governance to improve governance through transparency, participation and accountability among stakeholders. Key areas of focus within e-governance include administration and academics. As an affiliated and aided college, it leverages the e-governance resources provided by the affiliated university and the Government of Kerala to its advantage.

Scope

This policy applies to the Principal, teaching and non-teaching staff, students of E. K. Nayanar Memorial Government College, Elerithattu, as well as individuals seeking admission to the college.

POLICY STATEMENT

1. Integrating ICT into the governance of E. K. Nayanar Memorial Government College, Elerithattu is essential in today's context. The gradual introduction of e-governance across all aspects of institutional management and operations aims to ensure transparency, accountability, and efficient data handling.

2. E. K. Nayanar Memorial Government College, Elerithattu maintains a Management Information System (MIS) for managing data related to teaching staff, non-teaching staff, and students. The MIS serves multiple purposes, including continuous evaluation of student performance, provision of study materials, and assessment of internal marks.

3. As an affiliated college of Kannur University, the admission process at E. K. Nayanar Memorial Government College, Elerithattu is conducted through the Centralised Admission Process (CAP). However, community quota and sports quota seats are filled through the online facility available on the college website.

4. Finance and accounts at E. K. Nayanar Memorial Government College, Elerithattu utilize various systems including the Service and Payroll Administrative Repository of Kerala (SPARK), Bill Information and Management System (BIMS), Public Financial Management System (PFMS), and Gain PF.

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5. University exam registration and fee payments are conducted through the Kannur University portal at E. K. Nayanar Memorial Government College, Elerithattu.
6. Scholarships and free ships are facilitated through respective e-portals at E. K. Nayanar Memorial Government College, Elerithattu

RESPONSIBILITIES

1. The Principal at E. K. Nayanar Memorial Government College, Elerithattu appoints committees for ICT/office automation and website management.

2. These committees provide recommendations for the enhancement and effective implementation of e-governance initiatives within the institution.

PROCEDURE

1. The ICT/office automation and website committees at E. K. Nayanar Memorial Government College, Elerithattu suggest periodic revisions and updates to the e-governance policy.

2. Proposals from these committees are presented to the college council.

3. Decisions made by the college council concerning e-governance are communicated to the college authority for approval and implementation.

DOCUMENT CONTROL

1. The college authority, in consultation with the staff council, determines the e-governance policy at E. K. Nayanar Memorial Government College, Elerithattu. The ICT/office automation and website committees ensure periodic updates and revisions.

Feedback

College staff and students may provide feedback about this document by emailing to iqaceleri@gmail.com

Approval and Review details	
Approval Authority: College Council	Approved on: 15 June 2021
Administrator: Principal	Next review date: 1 June 2025

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