



# NIRMALAGIRI COLLEGE

AFFILIATED TO KANNUR UNIVERSITY, RE-ACCREDITED BY NAAC WITH A GRADE

Nirmalagiri, Kuthuparamba, Kannur, Kerala, India 670701

## **E – GOVERNANCE POLICY**

QUALITY POLICY

AREA: ADMINISTRATIVE SUPPORT

## E – GOVERNANCE POLICY

### TABLE OF CONTENTS

POLICY	2
PURPOSE	2
SCOPE	2
POLICY STATEMENT	2
RESPONSIBILITIES	3
PROCEDURE	3
DOCUMENT CONTROL	3
FEEDBACK	3
APPROVAL AND REVIEW DETAILS	4

## POLICY

Area: Administrative Support  
Title: E-Governance Policy

Policy No: 202, dated 18/01/2020  
Document Owner: Principal

Nirmalagiri College has introduced the e-governance to enhance good governance through transparency, participation and accountability from the stakeholders. Major Fields under e-governance are administration and academics. Being an affiliated and aided college, the college is benefitting from e-governance facilities of affiliated University and Government of Kerala.

## SCOPE

This policy is applicable to the Principal, teaching and non-teaching staff, students of Nirmalagiri College and those who seek admission in Nirmalagiri College.

## POLICY STATEMENT

1. To incorporate ICT into the governance of the institution is the need of the hour. To ensure transparency, accountability and ease of handling data e-governance is gradually introduced in all areas of institution management and operation.
2. A Management Information System (MIS) is maintained in the institution for data management of teaching staff, non-teaching staff and students. MIS is also beneficial for Continuous Evaluation of student performance, for providing study materials and assessing Internal marks.
3. As an affiliated college of Kannur University, Admission process is done through Centralised Admission Process (CAP), but community quota and sports quota seats are filled through the online facility provided in the college website.
4. Service and Payroll Administrative Repository of Kerala (SPARK), Bill Information and Management System (BIMS), Public Financial Management System (PFMS) and Gain PF are used for finance and accounts.

5. University exam registration and fee payments are done through Kannur university portal.
6. Scholarship and free ships are provided through respective e portals.

## RESPONSIBILITIES

1. Principal appoints ICT/office automation committee and website committee.
2. These committees give suggestions for up gradation and proper execution of e-governance initiatives in the institution.

## PROCEDURE

1. ICT/office automation committee and website committees recommend periodic revision and updating of policy.
2. The Proposal of ICT/office automation committee and website committee is placed in the college council.
3. Decisions of the college council regarding e-governance are forwarded to the management for their approval and execution.

## DOCUMENT CONTROL

1. Management in consultation with the staff council decides e-governance policy.
2. Periodic updating is ensured by the ICT/office automation committee and website committee.

## FEED BACK

The staff and students of Nirmalagiri College may provide feedback about this document by emailing [iqac@nirmalagiricollege.ac.in](mailto:iqac@nirmalagiricollege.ac.in).

## APPROVAL AND REVIEW DETAILS

Approval authority	Governing Body
Administrator	Principal
Approved On	18 <sup>th</sup> January 2020
Next Review Date	18 <sup>th</sup> January 2024



  
Principal  
Nirmalagiri College