

Institutional Policy on ICT and E-Governance

Objectives

- Effective implementation of E-governance in various areas like general administration, student admission, examination, library, accounts, and finance, etc., thereby enabling a smooth and efficient system of governance within the institution.
- To promote transparency and accountability in all realms of college administration.
- For facilitating a paperless governance system.
- To ensure easy as well as quick access and flow of information.
- To enhance the ICT infrastructure of the college.
- Reliance on Enterprise Resource Planning (ERP) software for the effective data management of the institution.
- To increase the number of classes with mounted LCD Projectors or interactive/smart boards.
- Full automation of the library by providing remote access to the students.
- To make a tremendous increase in the subscription of e-books and e-journals.

Features

- **Website:** A dynamic website of the college needs to be maintained to facilitate the flow of real-time information about the institution to the outside world. The website maintenance committee of the institution shall be entrusted with the task of daily updates of the website. The information regarding all the activities of the college, important notices, announcements etc shall be made available to the public as well as the faculty and students of the institution through the official website.
- **Campus Wi-Fi:** All departments including laboratories and seminar halls are connected with Wi-Fi with high-speed internet bandwidth and are made available for the use of students and faculties.
- **Student Admission :** The entire process of admission of students to the institution has been carried out through the admission portal of University of Kerala. All admission related procedures including application, stating of options, allotment etc are done through this portal maintained by University of Kerala. Admission related information including

admission procedures, prospectus for UG and PG admissions , institutional point of contact for admission-related matters etc are required to be displayed on the college website.

- **Accounts** : All the accounting activities of the college is required to carry out with the help of Tally or latest accounting software like QuickBooks. Latest version of the software needs to be purchased and maintained by the college. The timely renewal of institutional license shall be ensured whenever required. Appropriate security measures shall be taken up for ensuring data privacy as well as data security with respect to financial data. Proper training shall be given to the office staff for handling accounting activities with respect to the use of new software. The college uses multiple softwares like SPARK (SERVICE AND PAYROLL ADMINISTRATIVE REPOSITORY FOR KERALA), GAIN PF, VISWAS etc. The service details of staff are entered in this portal. Salary and arrear bills are processed through this portal. Salary and arrear bills are processed through this portal. Provident Fund-related matters are entered and processed through GAIN PF portal maintained by the Directorate of Collegiate Education, Govt. of Kerala. The details of retired employees of the institution are available through PRISM (PENSIONER INFORMATION SYSTEM) portal maintained by Finance department, Government of Kerala. The insurance details of staff of the institution are entered through VISWAS portal of State Insurance Department. The institution relies on BiMS portal managed by the Treasuries Department, Govt. of Kerala for online bill preparation, submission and claim settlements. The institution uses Public Financial Management System (PFMS) for the transfer and management of fund.
- **Examination** : All activities related to examination are carried out through the Examination portal maintained by University of Kerala. Examination registration, Hall ticket downloading, PG question paper downloading, Examination attendance record, Continuous Evaluation marks uploading are done through University Exam portal. Students can download draft mark lists through this portal. All online activities in this portal are password protected. Further precaution shall be taken to avoid instances of online leakage or manipulation of data entered into this portal at the institutional level. The login credentials at the department level may be periodically changed whenever an existing faculty/faculties of any departments transfer to another college under the same management. All departments must change their Tutor level and HOD level login

credentials every year in order to avoid the breach or manipulation of data through any unwanted Third Party intrusion. The login credentials to the Examination portal at the Principal level shall be kept strictly confidential and such data shall not be shared or disclosed to other staff.

- **Alumni** : In order to keep a regular touch with the alumni and also to bring them all under a common online platform, a separate alumni page should be created on the college website providing facilities like registration, feedback etc.
- **Library** : The institution must have a fully automated user friendly library. An automated Integrated Library Management System (ILMS) for the central library is essential. This should be supported by the use of Online Public Access Catalogue (OPAC) enabling the library database searching by entering preferred terms and also for the information retrieval. More e-learning resources shall be made available for the benefits of students and faculties. The library must have an e-resource centre consisting of different nodes to enable the students to access information for their academic pursuits through online. To maintain a high degree of research ethics among the students and faculties and also to ensure originality of the content, the library should provide access to a fully automated software for plagiarism check.
- **Hardware Infrastructure** : The student -computer ratio has to be scaled down from 20:1 to 10:1. The institution must ensure the availability of adequate number of desktops and laptops to students and staff. The timely maintenance of the entire IT infrastructure of the institution is essential. The number of smart classrooms equipped with mounted projectors and interactive boards need to be increased. Blended learning and flipped classes are to be further promoted with the support of state-of-the-art ICT infrastructure. All departments must maintain essential IT infrastructure like computers, printers, scanners etc. All seminar halls and laboratories are to be provided with ICT facilities.
- **Data Privacy and Data Security**: The institution must take adequate care to avoid the occurrence of data theft, data leakage or hacking the computer systems of the institution. All the computer systems of the institution are required to be defended by firewalls in order to prevent instances of malware attack and cyber hacking. The institution has to purchase and use the latest version of anti-software in all the computer systems, so that higher degree of online data security can be ensured. Special care has to be taken for ensuring the data

security of financial accounts data and examination-related data. At the time of developing Enterprise Resource Planning (ERP) software for the institution, a legal agreement containing provisions of data protection and data privacy has to be made with the concerned company or firm developing the software for the institution. Such an agreement must explicitly express the idea that the institution shall not entertain the transfer of data or leakage of data of faculty and students by such firm or company to any third party. Legal remedy may be immediately sought against such firm or company in case of breach of the provisions of the agreement amounting to comprising the data privacy and data security of the institutional data.

- **Management Information System:** An all-in-one institutional data management software shall be in place for facilitating office administration automation, academic documentation, and e-governance. The institution needs to use a Management Information System to deal with administrative and academic data management. This, in turn, will help staff in attendance management, managing student profiles, service details of teaching and non-teaching staff, and calculating the annual student strength. This will also help in real-time monitoring of students' attendance and academic performance by students and teachers. Details of co-curricular and extra-curricular activities will be entered into the system for later use. The institution also envisions issuing transfer certificates through the MIS.