



KURIAKOSE ELIAS COLLEGE MANNANAM

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Criterion - VI

Governance, Leadership and Management

6.2: Strategy Development and Deployment

6.2.2.

Policy document on e-governance



E-Governance Policy

In the education sector, e-governance has revolutionized management and administration, making processes accurate, easier, organized and more time-bound. The college has actively embraced e-governance to enhance information flow between various stakeholders. E-governance has been applied in areas such as administration, including complaint redressal, examinations, finance and accounts, student admission and support.

Objectives

- To streamline administrative processes, making them more efficient through the implementation of digital technologies.
- To ensure accountability by providing clear, accessible information to all stakeholders, thus facilitating better governance.
- To utilize information and communication technologies to improve communication within the institution and promote transparency in all operations.
- To empower faculties, students and other stakeholders to actively participate in the governance process, fostering a collaborative environment.
- To manage resources more effectively by digitizing records and processes, ensuring quick access to data and reducing time and cost expenditure.

Policy Statements

- The institution commits to implement e-governance at various levels of the administration to enhance operational efficiency.
- The college ensures better accessibility for students to register their feedback and grievances through digital platforms, fostering an open and responsive communication environment.
- Provide access to comprehensive e-learning resources, including Infflibnet, e-journals and periodicals, in the library to support academic research and learning.
- Establish a robust system to digitize and centralize the data related to admissions, attendance tracking, examination management, fee collection and other administrative activities.
- The institution adheres to all mandatory operations stipulated by government and university portals.





- All examination-related activities are conducted through the Mahatma Gandhi University Examination Management Portal to maintain efficiency, security and transparency in the examination process.

Implementation

The adoption of e-governance at Kuriakose Elias College has significantly enhanced the institution's ability to fulfill its responsibilities with greater efficiency and precision. The college utilizes a 100 Mbps (1:1) Internet Leased Line (ILL) provided by BSNL (Bharat Sanchar Nigam Limited) and two 60 Mbps Fibre connections from Asianet Broadband to support the institution's needs. The students' grievance and feedback portal on the college website serves as a platform for students to register feedback and suggestions regarding various activities in the college. An Enterprise Resource Planning (ERP) system, called Embase Pro-Suite, has been introduced to enhance administrative efficiency and public service across all educational aspects. Administrative processes related to the service matters of permanent teaching and non-teaching staff are managed through an integrated personnel, payroll and accounts information system called SPARK (Service and Payroll Administrative Repository for Kerala), a software provided by the Government of Kerala. Additionally, a Closed-Circuit Television (CCTV) system has been implemented for video surveillance during examinations and other activities in the campus.



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