



# **SREE NARAYANA COLLEGE KANNUR**

ACCREDITED BY NAAC WITH 'A' GRADE (AFFILIATED TO KANNUR UNIVERSITY)

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## **E-GOVERNANCE POLICY**



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## **E-governance policy for ICT implementation in the institution**

### **Introduction**

The institution aims to create a seamless and transparent administrative efficiency through the use of information and communication technology for the benefit of its diverse stakeholders. This policy is designed to improve the learning environment and empower all stakeholders, including students, faculty and administrative staff. It provides guidelines for the effective use of e-governance platforms in various institutional processes.

### **Scope of the policy**

The e-governance policy applies to the following domains:

**Admissions:** online management of applications and enrolment

**Examinations:** digital platforms are utilised for examination, registration, and result publications

**Student data management:** comprehensive online systems to ensure the secure storage and management of student data, including academic performance, attendance, and personal information.

**Library:** Digitized library system provides students and staff an easy access to resources, including e-books, journals, and archives

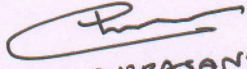


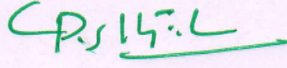


### Objectives of the policy

- To achieve greater transparency in administrative process
- To ensure hazard free and efficient governance
- To support an interactive and modern learning environment
- Promote sustainability

The institution integrates with government and university portals for admissions, fee payments, exam registration, and result publication. The institution has official online portal (et-lab) dedicated to both academic and administrative processes. These portals handle tasks such as course registration, attendance, faculty evaluation, feedback and grievance collection from students. Moreover, these portals are used to manage various aspects of student, like attendance tracking, internal assessments and extracurricular activities. The electronic student management system records academic data, attendance and progress reports ensuring easy access for both students and faculty. A dedicated ICT committee reviews the e-governance practices annually to ensure that they are aligned with institutional objectives and government policies. Regular updates and maintenance of the portals is conducted to ensure smooth operations and enhanced user experiences.

  
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