KMCT
COLLEGE OF NURSING
Recognized by Indian Nursing Council & Kerala Nurses and
Midwives Council & affiliated to Kerala University of Health Sciences

IT AND E-GOVERNANCE POLICY

		IT and E-Governance Policy
1	Policy No.	
2	Policy Statement	KMCT college of nursing recognizes the indispensable role of Information and Communication Technology (ICT) in elevating education quality and optimizing institutional governance. In today's evolving educational landscape, embracing effective e-governance practices in paramount to ensure transparency, efficiency, and accountability within our institution. This policy outlines our commitment to seamlessly integrate administrative processes, leveraging IT and e-governance to enhance every facet of our institution
3	Objectives	• Foster transparency within the institution • Enhance the efficiency of the teaching-learning process. • Ensure accountability at all levels. • Unite and engage various stakeholders, making the institution globally relevant.
5	Approved by	Governing Body
6	Responsible Authority	HR Manager
7	References for the policy	NAAC Accreditation Govt of India

Introduction

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institution. As we continue to evolve into a renowned higher learning institute, the need for a robust e-governance system becomes evident. This policy outlines our commitment to seamlessly integrate administrative processes, leveraging IT and e-governance to enhance every facet of our institution

Objective of the IT and E-Governance Policy:

Implement comprehensive e-governance across various functional areas of the institution.

- Foster transparency within the institution
- Enhance the efficiency of the teaching-learning process.
- Ensure accountability at all levels.
- Unite and engage various stakeholders, making the institution globally relevant.

Policy Guidelines:

1. **IT Infrastructure:** Our IT policy encompasses IT administration, hardware, software, networking, electronic communication systems, IT usage, cybersecurity, and maintenance guidelines.
2. **Budget Allocation:** We allocate an annual budget to create and maintain our IT infrastructure, ensuring it remains up-to-date to meet the evolving needs of our institution.
3. **E-Governance Implementation:** E-governance principles are implemented at various levels to simplify and enhance governance processes within the institution.
4. **Website Functionality:** Our college website serves as a comprehensive platform providing separate login facilities for staff and students, offering insights into the college's profile, academic programs, and activities.
5. **Admission Process:** We have streamlined our admission process through the college website, allowing students to easily download application forms, access hostel-related information, and make digital payments for monthly rent.
6. **Financial Management:** Our accounts are managed efficiently using accounting software Tally.
7. **System Administrator:** We have designated a system administrator responsible for resolving technical issues related to digitalized operations within the college.
8. **Digitalized Library:** Our library is computerized, allowing students to search for books using computers and providing access to e-learning resources. The library management system includes KOHA and OPAQUE, with subscriptions to EBSCO for literature searches and Clinirex for drug information.

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9. **Attendance Management:** Student attendance is recorded using a learning management application, Campus Medicine, complete with student photographs for easy identification during class attendance.

10. **Alumni Engagement:** We have developed an alumni portal on our website,"ALMASHINE" enabling alumni to register, access information about college activities, notable alumni, achievements, provide feedback, and more.

11. **Administration:** Our administrative policies focus on enhancing operational efficiency, adhering to best practices, complying with laws and regulations, strengthening internal controls, and promoting an inclusive approach in all administrative matters.

12. **Finance and Accounts:** Our e-governance software supports financial management, including staff salary certificate generation, tax deductions, and online fee payment for students. This includes Tally for accounting and Campus Medicine for financial management.

13. **Student Admission Support:** Admissions are facilitated online, including the application process and fee payments, powered by Campus Medicine.

14. **Examination Support:** The e-governance system, including Campus Medicine and KUHS support, assists in maintaining internal assessment and exam marks, exam registration, and hall ticket generation.

15. **Website:** Our website serves as a dynamic platform, regularly updated to provide information on academic programs, facilities, activities, and institutional developments.

KMCT college of nursing is dedicated to leveraging IT and e-governance to advance its educational and administrative functions, ensuring stakeholders benefit from streamlined processes and transparent operations. This policy guides our efforts to integrate technology   effectively and promote excellence in education and governance.

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