



E-Governance Policy


P. K. M. College of Education, Madampam



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P.K.M. COLLEGE OF EDUCATION
KAITHAPRAM. P. O., MADAMPAM
SREEKANDAPURAM, KANNUR DIST., 670631

POLICY

Area: Administrative Support
Title: E-Governance Policy

Policy No: POL19/EGP/PKM/2019
Policy Owner: Principal

POLICY STATEMENT

Our governance policy prioritizes transparency, accountability, and ethical conduct. It outlines clear decision-making processes, risk management strategies, and compliance measures to ensure organizational integrity. This model promotes responsible leadership, stakeholder engagement, and continual improvement, fostering a culture of trust and sustainability.

ROLES AND RESPONSIBILITIES

Responsibility: Principal & Office Superintendent

Principal select a team for maintaining e- governance facilities. They give suggestions for up-gradation and proper execution of e-governance initiatives in the institution

POLICIES ADOPTED

- ❖ Attendance Management Software to be used by Administrative Staff, Teaching Faculty and students to record attendance.
- ❖ The website of the college reflects the face of the college to a global audience, hence needs to be continuously updated.
- ❖ Library System with respect to Issue, Return, Reference, is to be automated and Staff & Students to access the library resource in & outside the campus. Subscription to N-LIST and other access to e-journals & e-resources will be provided on campus.
- ❖ As affiliated college of Kannur University, admission process is done through centralised Admission Process(CAP). But community and management quota seats are filled through the online facility provided in the college website.
- ❖ University exam registration and fee payments are done through Kannur University portal.
- ❖ Scholarships are provided through respective portals.
- ❖ Student's progress, internal& external examination will be documented.




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APPROVAL AND REVIEW DETAILS

Approval Authority	Governing body
Administrator	Principal
Approved on	10-05-2019
Next review date	May, 2024



Nb: Any updates or revisions required for the policy within the policy period, can be carried out by IQAC on approval by the Principal.

Principal

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