



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar P.O., Thrissur-680 555, Kerala, India.

Website : www.amalanursingcollege.org

FIRST CYCLE NAAC ACCREDITATION 2022

CRITERION 6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2. Strategy Development and Deployment

6.2.2 Policy documents

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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E-GOVERNANCE POLICY

OBJECTIVES

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- To implement E-governance in all functions of the Institution to refine efficiency and to improve the lucidity and liability of administrative functions
 - To promote transparency and accountability in all the functions of the Institution.
 - To make Wi-Fi enabled campus and to provide easy access to information.
 - To provide ICT Enabled Classroom.
 - To establish library automation.
 - To make the faculty more experts in E-governance and meet the needs of students.

Policy: The institution implement e-governance in all its function and decides to make the following policies and procedure:

1. Administration

Attendance management software is used to track the attendance of Administrative Staff and Teaching Faculty by the HR department of Amala Institute of Medical Sciences, Thrissur. Besides this Medical Education Suite of Institution of Nursing enter complete details of all faculties and students. For students' subject wise attendance and clinical attendance can be checked and verified through the software.

ONE AMALA, an intranet server which is provided for all faculties in Amala Institute of Medical Sciences, Thrissur in which updated circulars and phone directories can be seen and complaints can be registered. I-APPS which is available for each faculty through ONE AMALA with user id and password also be accessed to track punching history and other service request.

2. Accounts

Accounts section of Amala Institute of Medical Sciences, Thrissur serves the College of nursing's accounts functioning. The Financial department uses HOMES software which uses Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc are also managed by this system. Payments of students are received through NEFT, DD or Online Mode. No cash transaction is permitted.

3. Student Admission

The Institution brings out its brochure which is displayed on the website that has guidelines for the admission process. Admission Portal for management seats and Government seats are AMCSFNCK and LBS respectively. Number of students applying to each course, withdrawals, fee submission and higher option are to be managed exclusively in this Portal. Institution will be provided user id and password by the portal authority in which allotment list and other details of the students can be seen and saved.

4. Library

The Institution maintain its academic excellence through maintaining a well functioning library. The library uses the software KOHA for Library Automation in which manage and maintain cataloging, circulation, utilization, reporting etc. for the smooth functioning. Besides this E-Resources, E-Journals and E-Books are made available for both staff and students to update their knowledge. The software is user friendly in which each student and staff will be provided with username and password and can be accessed whenever needed. Overview reminder will be send to each student periodically through e-mail. The Institution continues to subscribe new journals and books regularly with the recommendations taken from the teachers and students.

5. Examination

The Institution has adopted Medical Education Suite where students can view their internal assessment marks, sessional marks, timetable, and university marks along with attendance information at the end of each year. The Examination process is regulated by the University and thus e-governance policy of the University also adopted in this regard.

6. Website

The website will be acting as an information center which will upload and showcase all the activities, important notifications, courses offered, etc up-to-date. For this purpose, training has been given to the office staff. A Website Committee will be formed to look after the process of updating, maintaining, and working condition of the website on a regular basis.

7. E-Waste Management

E-waste agreement has been signed with Kerala Envrio Infrastructure Limited (KEIL) for a period of 5-year contract to collect and store the e-waste so that it does not pollute the environment.

ICT TOOLS

Hardware Infrastructure

- The Institution ensures that it has adequate number of desktops, laptops, printers, scanners and projectors for students and staff in the auditorium, classrooms, seminar rooms and laboratories.

Software Infrastructure

- The IT department are instructed to maintain adequate configuration which servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like MS Office and Antivirus are purchased and updated regularly.
- The Institution uses software's like Edu soft (Medical Education Suite), HOMES and KOHA for the smooth running of e-governance