



NICHE
KANYAKUMARI
DEEMED-TO-BE UNIVERSITY

NOORUL ISLAM CENTRE FOR HIGHER EDUCATION

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E-Governance Policy

The vision of Noorul Islam Centre for Higher Education (NICHE) is to be a distinguished institution recognized by the Government and society for delivering excellence and relevance in higher education and research. NICHE aims to meet the nation's needs by adapting to technological advancements, managing knowledge growth, and maintaining global competitiveness. To achieve top-ranking status and deliver quality education, NICHE commits to implementing comprehensive E-Government across all major areas of operation.

Objectives:

- Facilitate seamless access to electronic information for all stakeholders.
- Achieve paperless, efficient, and swift communication and administration.
- Enhance administrative efficiency and streamline processes.
- Promote transparency and accountability within the institution.
- Establish robust internal and external communication channels across institutional entities.

The e-Governance policy applies to all NICHE authorities, departments, offices, and stakeholders.

Policy Statement: NICHE commits to implementing E-Governance in major functional areas to foster efficient administration, promote transparency and accountability, engage stakeholders, and support the institution's continuous growth.

Areas of E-Governance Implementation:

1. Administration:

- Integrate ICT-based technology to automate and streamline administrative functions.
- Implement a biometric attendance system for staff.
- Maintain a centralized data repository for authorized stakeholders to access necessary information.
- Ensure faculty record and update student attendance immediately after class, with SMS alerts sent to parents.
- Electronic communication is preferred to reduce paper usage and improve environmental sustainability.

Examinations:

- Faculty must input Internal Assessment (IA) marks directly into the system.
- Enable automated calculation of internal marks using IA scores, attendance, and assignment records.
- Provide facilities for automated hall ticket generation, mark sheets, provisional certificates, and degree certificates.
- Uphold strict confidentiality and diligence in handling examination processes.

2. Student Admissions:

- Implement a web-based system for capturing applicant data, receiving qualification reports, and processing admission/application fees.
- Support end-to-end digital management of the admission process for efficient record-keeping and processing.

3. Academic Processes:

- Maintain curriculum and teaching activities records, including faculty assignments and timetabling.
- Ensure faculty update student attendance and academic performance in a timely manner.
- Incorporate ICT-enabled learning through smart classrooms to enhance the teaching-learning experience.

4. Library:

- Provide e-learning resources and facilitate easy access to academic content for students and faculty.
- Automate library management using standard software to manage borrowing, cataloguing, and other library functions.

5. Finance and Accounts:

- Employ robust financial software tools for handling transactions.
- Ensure transaction security and data confidentiality through advanced security measures and protocols.

6. Website Management:

- Maintain an up-to-date website reflecting the institution's vision, mission, notices, academic programs, infrastructure, faculty, research, and support services.
- Ensure the website is easily accessible to faculty, students, alumni, and stakeholders, including the general public.

7. Alumni Relations:

- Create an alumni portal that supports registration, event information, prominent alumni highlights, feedback, and interaction.
- Use the portal to engage alumni and document their contributions and achievements.

8. Social Media Outreach:

- Utilize platforms such as Facebook, Instagram, and Twitter to share NICHE's activities and achievements.
- Engage with students, educational institutions, and the community to expand the institution's reach and visibility.

Implementation of the Policy

The Head of the Institution is authorized to implement and oversee the E-Governance policy at NICHE. This includes extending E-Governance to additional processes as needed and updating the policy periodically to adapt to new technological trends and requirements.




Registrar

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