

DIGITALISATION POLICY

1. INTRODUCTION

In the classical language Sanskrit, Naipunnnya means ‘expertise’ or ‘mastery’. Naipunnnya, as the name signifies, aims at professionalism, discipline and holistic development of the student. The institute is unique in its approach towards professionalism whereby all get a platform to refine and mould their talents. Expansion of knowledge is an ongoing process here. **Naipunnnya School of Management, Cherthala (NSMC)**, a project of the Archdiocese of Ernakulam-Angamaly, was established in 2003 under the visionary leadership of His Excellency Mar Thomas Chakkiath. Naipunnnya affiliated to the University of Kerala in 2005. Within a decade of its establishment, Naipunnnya became synonymous with academic and professional excellence.

Embracing paperless documentation is a strategic decision that aligns with both environmental stewardship and organizational efficiency. By investing in digital document management solutions and fostering a culture of paperless practices, Institution thrives in a sustainable and technologically advanced future, while also contributes positively to the planet. In Naipunnnya Paperless Documentation started from June 2023.

Objectives

- Minimize paper usage to contribute to environmental sustainability.
- Implement a centralized digital repository for easy document storage and retrieval
- Automate document approval processes to reduce delays.
- Quantify and monitor cost savings related to paper, printing, and storage.
- Eliminating the need for filing cabinets and storage rooms for paper documents frees up physical in offices which contributes to environmental sustainability.
- Paperless systems often integrate with workflow automation tools, reducing manual intervention and improving overall efficiency.

2. DIGITALIZATION POLICY

Purpose

The purpose of this policy is to establish guidelines for the creation, management, and storage of electronic documents to promote efficiency, reduce adverse environmental impact, and enhance information accessibility within the Institution.

Scope

This policy applies to all employees, contractors, and any other individuals who create, use, or manage documents on behalf of the Institution

3. ACTION PLAN

Implementing paperless documentation initiatives in the context of an IQAC can lead to increased efficiency, reduce adverse negative environmental impact, and streamlined processes. Here are some steps and considerations for implementing paperless documentation initiatives.

The action plan is set for the next 5 years.

Sl. No	Initiative	Estimated time of completion
1	Soft copy report of events	2023
2	Digital event proposal format	2023
3	Feedback evaluation through digital platform	2022
4	E-Newsletters and Circulars	2024
5	Digital Requirement Request system	2024
6	Automated Leave system	2025
7	RFID in Library	2026
8	Document Management System (DMS) Implementation	2027
9	Explore new technologies and tools that can further enhance the efficiency of IQAC operations.	2028

4. EXPECTED IMPACTS

- A. When digitalization is incorporated efficiently, then by 2028 our Institution will be 80-90% paperless.

- B. Going paperless drastically reduces the need for paper, ink, and printing equipment, leading to significant cost savings over time.
- C. Going paperless contributes to environmental sustainability by reducing the demand for paper, thus saving trees and reducing energy consumption in paper production.

Amendments/Review: This policy shall be reviewed periodically and may be amended as and when required to retain its contemporary relevance. Any stakeholder of the institution may submit proposal for the improvement of policy to the IQAC. The proposed changes shall be reviewed by IQAC and, if found suitable, shall be forwarded to the higher authorities for consideration.

Indicative time of Review: 06/03/2026

Administering Entity: Principal, Vice principal, Executive director, IQAC Coordinator

Approval Authority: College council



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