E-GOVERNANCE POLICY

Objectives:

- Implementation of E-governance for effective functioning of the college.
- To promote transparency and accountability in all the functions of the college.
- To achieve a paperless environment.
- Facilitate easy and quick access to information to all.
- To make the whole campus Wi-Fi enabled for all.
- To make the classrooms ICT Enabled.
- To create a fully automated Library.
- Installation of CCTVs for the purpose of safety and security.
- To provide e-facilities to students, teachers, alumni, parents in various activities related to the institution.

Scope:

Areas of Implementation:

1. **General Administration:**

• Student Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record Attendance, Internal Assessment, etc. Weekly, Monthly Reports, Semester and Annual Reports should be generated automatically.

• Internal Assessment marks for students to be organized using Gauhati University's web portal.

• Administrative operations should be carried out through college's own software and continuously maintain database.

• Move towards automation should be made to establish paperless environment in College.

• The College will attempt to maximize online services to be provided to students.

• Regular Training Programs to be organized for the office Staff to familiarize them with upgraded technology.

2. **Student Admission**:

The College brings out its Prospectus which is displayed on the College website and has guidelines for the admission process. The College will use its own software for Admission. Numbers of students applying to each course, withdrawals, fee submission, report generation etc. are to be managed through this software.

3. **Examination:** The College needs to adopt an online system where students can view and download their examination related documents and can report discrepancies, if any. The

Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

4. **Library**:

The College library to enhance its electronic database by adding more E-books and Journals. Recommendations from the Library Committee and Library Purchasing Committee for Purchase and Subscription of new E- Books and Journals need to be incorporated. Teachers are to be encouraged to join N-List to which the library has subscribed.

• Fully automated ILMS software to be installed.

• Online Public Access Catalogue (OPAC) module to be used to search College library database.

• The Circulation module of the software should cover all operations of the Library.

• The Database Maintenance module should cover all operations of database creation and maintenance.

• Online notification regarding Weeding out of books need to be circulated and weeding out should be carried out on an annual basis.

• Circulars pertaining to book bank facility to be made available to the students.

5. **Accounts and Finance**:

The College to carry out accounting functions such as preparation of salary bill through the web portal of Assam Finance. The software will be continually updated. In order to maintaining confidentiality of the transactions appropriate security measures will be taken. Deployed staff will be trained regularly on updated version of the software. The College will continue to use multiple software like Public Financial Management System (PFMS), Payroll Management System which helps to automatically calculate the salary, generate salary slips, and disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc. Payments to all vendors and other parties will be made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

6. **ICT Infrastructure:**

• Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.

• Appropriate Software to be used for administrative operations like managing Internal Assessment Etc. Accounts department to use software to manage salary and other related accounting activities.

• Computer Laboratories to be equipped with requisite softwares for the use of students and faculty.

• Recordings of Academic events like Seminars, Workshops, Counselling Sessions, FDPs, STCs to be made available on the College Website.

• For effective communication student Telegram Groups, Facebooks Page, Twitter handle, Instagram page and whatsapp groups to be created.

• Online platforms to be used for conducting academic activities as per requirements.

7. **E-waste Management:**

The College will attempt to dispose of its Electronic Waste in a responsible manner and educate the staff and students on these measures.

8. **Website:**

The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered etc. A Website Committee will be formed for the administration of the college website. All the important notifications will be published on the website.

9. **Alumni**:

A separate page for the alumni to be created on the website providing facilities of registration in the Alumni Association. Online Alumni Feedback mechanism to be developed.