B.P. CHALIHA COLLEGE, NAGARBERA

Revised policy on
E-GOVERNANCE

B. P. Chaliha College

Nagarbera, Kamrup, Assam, India,781127

SCOPE: The purview of this policy includes the following domains:

- General Administration
- Finance and Accounts
- Student Admission
- Examination
- ICT Infrastructure

OBJECTIVES:

- Implementation of e-governance into all aspects of the organization's operations to create a more simpler and effective governance framework.
- To endorse transparency and accountability in all the functions of the college.
- To attain and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled to have Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.

POLICY:

The college will implement e-governance in all areas of operations, including teaching, administration, admissions, library, and accounts. The policy is structured and framed to make every function transparent and accountable. The College decides to make the following policies and procedures:

Website: The website will serve as a hub for information about the college, including all of its events, key announcements, courses that are offered, and more. For this purpose, a separate service provider/web designer will be appointed by the college. To ensure that the website receives critical updates, training will be provided to the teaching and administrative staff. There

will be a Website Committee established to oversee the management of the college website. The process of regularly updating, maintaining, and operating the website will be handled by the Committee.In addition, the Committee will search for any additional website modifications that are necessary. The College uses its website as a platform to highlight its lively personality and activity.The website must immediately post all significant notifications as soon as they are made available.

*Student Admission:*The admissions process is conducted openly and transparently, which is reinforced by the rules and ethical guidelines prescribed by Gauhati University.The college releases its brochure, which is available online and contains instructions for the application process. A portal for admissions to be used in managing college admissions. The number of students that apply to each course, withdrawals, and fee payments will all be handled exclusively through this portal. To be admitted to the college, students must submit a separate online application form. The Admission Coordinator will use an online application for this purpose.

Accounts: The College uses multiple software like the Public Financial Management System (PFMS) which is used to manage the funds received from the Government which helps to automatically calculate the salary, generate salary slips, and disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online modes such as NEFT, RTGS, Bank Transfers, etc.

Administration: Teaching faculty and administrative staff will use attendance management software to track and record attendance. The teachers and administrative staff will apply for leaveonline.The attendance of students in class is also to be recorded so that monthly Reports and Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance. To maintain an efficient database, the administrative office should use advanced Excel and file management system tools. Most online services must be available to students. The college will investigate the possibility of automating certain administrative tasks. Enough training and development should be given to administrative staff to keep them up to date on emerging technologies.

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

ICT Tools

*Hardware Infrastructure:*Computers and printers are to be made available in the administrative block. Projectors and other multimedia devices are to be provided in the classrooms, seminar rooms, etc. The infrastructure is to be complemented by computer networking devices, scanners interactive teaching boards/smart boards, etc.

Software Infrastructure: The College maintains adequate configuration servers to allow fast transmission of data to the various computers. Office automation packages for desktops and laptops like Open Office, MS Office, and Antivirus are to be purchased and updated regularly.

Approved in the GB meeting
held on 05/12/2023

Principal
B.P. Chaliha College
Nagarbera