

Policy on E-governance



Prepared by
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N. N. Saikia College

Aims of the Policy

- Implementation of e-governance in all the areas of administration, finance and accounts, student admission and support, registration, library, ICT infrastructure, examination etc.
- Promotion of transparency and accountability in these fields of the institution.
- Development of an easy, user-friendly ERP solution for the college.
- Development towards full automation of the institution.
- Making the college campus wi-fi enabled.
- Making the classrooms ICT enabled.
- Development of a fully automated Library.

Scope of the Policy

Scope of the policy extends to the following areas:

- General Administration
- Student Admission
- Registration
- Students Support
- Finance and Accounts
- Library
- ICT Infrastructure
- E-waste Management

All these areas will be covered by the following action plans:

1. Administration

- The administration of the college will be fully reflected in the college website where all the necessary information will be uploaded in due time.
- The administration will be paperless as far as possible for a convenient and smooth conduction of administrative tasks.
- Attendance Management Software (Biometric attendance machine) will be used for a clean record of attendance for the teaching and non-teaching staff.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- The administrative office will be upgraded to full automation in due course of time.

- The office staff will be provided with time-to-time training on updated software management and operation.
- CCTV will be installed in all vital places in the college.
- ICT will be used in all office works as much as possible.

2. Website Committee

A separate website committee will be formed to look after the website of the college. The same will be responsible for updating, maintaining and working of the website on a regular basis. The administration of the college will work through the Website committee.

3. Finance and Accounts

- For all the accounts and finance activities of the college, the latest software will be used by the office.
- All financial transaction will be done through online modes such as PFMS, NEFT, RTGS, Bank Transfer etc.
- The office will maintain its accounts and analysis of the accounts in the latest version of Excel software.
- The calculation of salary, generation of salary slips, disbursement of salary and all salary related tasks are executed in the designated website: www.finassam.gov.in.

4. Student Admission and Support

- Students' admission will be done online using the designated ERP of the affiliating university.
- The website will display the college Brochure for the help of those who seek admission in the college.
- An admission portal will be used for convenient and easy processing of students' admission.
- The college will adopt IMS for all the student in course of time.
- College website will be kept fully active for student support including admission, registration, feedback, grievance redressal etc.

5. Examination

- The process of examination will be done online through the designated ERP of the affiliated university.
- The college will adopt its own ERP, all examination related information will be stored in the ERP of the affiliated university.

6. Library

- The college library will adopt the automated ILMS software (SOUL 2.0) in all possible fields.
- The college library will be made fully automated in due course of time.
- The library website will be made highly informative and easy to handle.
- The library will operate e-governance through electronic log-in system for users, cataloguing etc.
- The library would provide online e-resource such as N-list Journals, National Digital Library etc.
- To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

7. E-Waste Management

The college will take sufficient measures for the disposal of e-wastes generated inside its campus. It will enter into agreement with a software farm that will supposedly collect all the e-wastes so that no negative impact falls on the environment.

8. Hardware Infrastructure

- The College to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented xerox machines, computer networking devices, scanners and interactive teaching board/smart board etc.

9. Software Infrastructure

- The College to maintain 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 to be purchased and updated regularly.
- The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.

10. Amendment of the Policy

This policy on E-governance will be amended on necessary and valid grounds.

This policy on E-governance of N. N. Saikia College is adopted on
.....1/12/2018..... **and will be in effect from**
.....2/12/2018.....


Coordinator

IQAC
N. N. Saikia College
Coordinator, IQAC
N.N. Saikia College, Titabar


2.12.2018

Principal
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