

## **E-GOVERNANCE POLICY**

### **Scope:**

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- E-waste Management

### **Objectives:**

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve 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 having Desktops, Laptops, Smartboards, projectors, etc.
- To establish a fully automated Library.

### **Policy:**

The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each and every function transparent and accountable.

The College decides to make the following policies and procedure:

**Website:** The website will act as an information centre which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

**Student Admission:** An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by Gauhati University. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Co-ordinator.

**Accounts:** The office continues to maintain its account on Tally. Latest versions of the

software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, 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 mode such as NEFT, RTGS, Bank Transfers, etc.

**Library:** The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

- The Library to install fully automated ILMS software which should have an easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.

- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.

- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.

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

- To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

**Administration:**

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.

- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.

- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.

- Students must be able to obtain maximum services in online mode.

- The college will look into opportunities to automate some of its functions related to administration.

- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

**Examination:** The college has adopted an online system where students can view their total internal assessment marks at the end of each semester 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.

**Alumni:** In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

**E-Waste Management:** GMC ensures that its usage of technology and generation of e-waste does not impact the environment.

### **ICT TOOLS**

**Hardware Infrastructure:** The College has 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 and departments. Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.

**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.

### **Annual E-Governance Report 2023:**

Pragjyotish College has implemented e-governance for sharing information and to manage human resource efficiently with transparency through participation and accountability from all stakeholders. The Enterprise Resource Planning (ERP) of the college is categorized as two major areas like e-administration and eservices. E-administration uses ICT for information process and decision making by the Governing body, head of the institution, IQAC and different committees formed to decentralize the administration. E-service provides various service facilities. Most of the staff and students use smart phones to utilize the benefits of modern day technologies available in the field of higher education.

A dedicated WhatsApp Group has been created at institution level and also in each academic department for sharing orders, information, direction and discussion on a common platform. The necessary budgetary allotments for implementation of various government schemes and digital awareness are provided by the college and proper utilization is ensured with utmost transparency within time limits. Besides, each department and each semester have their respective WhatsApp group with all the teachers for easy sharing of notices, study materials etc. Besides that, computers, printers and projectors are made available in all the departments and the college campus is WiFi enabled.

Application of e-governance in different fields are given below

#### **ADMINISTRATION:**

- Teacher time table management was made online.
- Teacher and student portals fully automated.
- College Website with sub-domain to all departments and each of the faculty members.
- All notifications are published in college website.

#### **FINANCE AND ACCOUNT:**

- Finance section is fully automated.
- Salary grant received from Govt and its disbursement is done through Govt. portal

<https://fin.assam.gov.in/assamfinance>

- College account is also automated.

#### **STUDENT ADMISSION AND SUPPORT:**

- Admission process is fully automated from submission of forms to payment of fees.
- Fees are collected online (linked via Billdesk)
- E-brochure made available online for free of cost.
- Admission register is generated.

**EXAMINATION:**

- All exam registration made online via affiliating University portal.
- Selection of subjects in CBCS/NEP program is done through online process.
- Marks are uploaded in affiliating University portal.
- Registration and admit card issuing are fully automated.