



DIGBOI COLLEGE, DIGBOI

E-GOVERNANCE POLICY (EGP)

(Approved by the Digboi College Governing Body meeting held on 28th March 2019)

1.0 INTRODUCTION:

The rapid digitalization of all human activities and endeavours has necessitated the adoption of a policy for e-governance in the academic institutes as well. E-governance is the need of the hour to ensure efficiency, swiftness and transparency in the administrative and managerial activities. In fact, as an important form of ICT integration in education that can help in improving transparency, E-Governance provides speedy information, dissemination, improving administrative efficiency and public services in all the aspects of education.

Digboi College has adopted an E-Governance Policy with the objective of incorporating electronic inputs in various administrative and managerial activities as well as services such as Administration, Examinations, Finance, Library and Admissions etc. This policy also intends to achieve efficiency in all the operations of the college in order to ensure transparency, clarity, and accessibility.

2.0 POLICY OBJECTIVES:

- 1) To implement of E-governance in all kinds of functioning of the college with a view to provide simpler and efficient system within and outside the institution.
- 2) To promote transparency and accountability in all the functions of the college.
- 3) To achieve and create a paperless working culture in the college.
- 4) To provide an easy and quick access to information.
- 5) To make the college campus Wi-Fi enabled.
- 6) To make classrooms ICT enabled
- 7) Full automation of the college Library.




28/3/2019
Principal
Digboi College, Digboi

3.0 RESPONSIBILITY

For implementation of the E-Governance Policy of Digboi College, a supervisory cell is to be formed with due approval from Governing Body. The cell will be named as "ICT Cell" which will consist of the following –

- a) Chairperson: Principal, Digboi College
- b) Convener: One senior faculty member
- c) Members: Five members (At least one each from Office and Library)

4.0 AREAS OF IMPLEMENTATION

The E-Governance Policy of Digboi College covers a wide range of activities and services of the college. The Policy will be implemented in the following areas –

4.01 Administration: The E-Governance Policy covers various types of administrative activities and services of the college. It will provide a hassle free, convenient and prompt administrative environment in the college. In addition, it will cover Attendance Management Software for Teaching Faculty, office Staff and students to record and track Attendance, Internal Assessment, File Management System Tools to maintain effective database, availing scholarship etc. The policy emphasizes communication to all stakeholders of the college through e-modes such as Group SMS, WhatsApp groups, website notification etc.

4.02 Admission: The policy advocates an open and transparent strategy for the students' admission process through online mode. The college will bring out its brochure to be displayed on the college website stating process and guidelines for the admission process. An Admission Portal need to be used to manage the admissions into HS, UG, PG programs including regular and add-on courses. All admission related matters including publishing of merit list in, fee submission etc. shall be managed through this Portal.

4.03 Finance: The policy advocates incorporation of electronic strategies in finance and accounting. The college needs to use software like Public Financial Management System (PFMS) to manage the funds received from the Government; FinAssam to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts; TDS, NEFT, RTGS, SBI collect (for collection of students' fee online), Bill Desk etc. Besides, the policy advocates training to the existing staff and up-gradation of the existing software on regular basis.

4.04 Teaching, Learning and Evaluation: The policy advocates enhancement of ICT facilities for improvement of teaching-learning environment in the college. The college needs to popularize smart classrooms, supplement teaching-learning activities with e-platforms/e-resources, development of e-content etc. As the examination process is regulated by the affiliating University, the e-governance policy relating to examination will be adopted from time to time as per the rules and regulations of the University. The college needs to adopt strategies




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