



Criterion VI

Governance, Leadership and Management

-----DIGBOI COLLEGE, DIGBOI-----

ASSAM

Content

6.2.3: Implementation of e-governance in areas of operation

Administration

Finance and Accounts

Student Admission and Support

Examination

6.2.3 (4): Annual e-Governance Report

Annual e-Governance Report for the year of 2016-2017

DIGBOI COLLEGE **ANNUAL E-GOVERNANCE REPORT FOR THE YEAR 2016-17**

(A) Administration:

- i. The Installation of the CCTV Cameras for surveillance of the activities within the class rooms, auditorium and administrative block was undertaken and completed.
- ii. Teaching and non –teaching staff attendances, entry and exit recorded through Iris Detectors continued.
- iii. Designing and printing of Identity Cards of students, teachers and office staffs were done by the college in digital printing mode.
- iv. Maximum load of communication with the authorities as well as in-house sphere was conducted through email.
- v. Documentation including the folios of mark-sheets of all end semester examinations was done through digital mode.

(B) Finance and Accounts:

All financial transactions were carried through online mode. Software for finance and accounts was being successfully used.

(C) Students Admission and support:

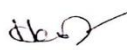
The admission process and the support system were decided by the GB to be introduced online mode with effect from the academic session 2017-18.

(D) Examination:

The whole examination system was kept on the CCTV surveillance.

Passed & accepted

Digboi College
20th May, 2022


(Hitendra Nath Sarma)
President, GB
Digboi College, Digboi
**President G. B.
Digboi College**


(Dr. Dip Saikia)
Principal & Secretary
Digboi College, Digboi
**Principal & Secretary
Digboi College, Digboi**

Annual e-Governance Report for the year of 2017-2018

DIGBOI COLLEGE ANNUAL E-GOVERNANCE REPORT FOR THE YEAR 2017-18

(A) Administration:

- i. The CCTV Camera surveillance of the activities within the class rooms, auditorium and administrative block was continued effectively.
- ii. Teaching and non-teaching staff attendances, entry and exit recorded through Iris Detectors continued.
- iii. Designing and printing of Identity Cards of students, teachers and office staffs were done by the college in digital printing mode.
- iv. Maximum load of communication with the authorities as well as in-house sphere was conducted through email.
- v. Documentation including the folios of mark-sheets of all end semester examinations was done through digital mode.
- vi. E-governance in library administration such as Footfall, OPAC, Record Keeping and Classification continued effectively.

(B) Finance and Accounts:

All financial transactions were carried through online mode. Software for finance and accounts was being successfully used.

(C) Students Admission and support:

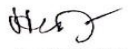
The online admission process was introduced.


(D) Examination:

The whole examination system was kept on the CCTV surveillance as in the earlier years.

Passed & accepted

Digboi College
20th May, 2022


(Hitendra Nath Sarma)
President, GB
Digboi College, Digboi
**President G. B.
Digboi College**


(Dr. Dip Saikia)
Principal & Secretary
Digboi College, Digboi
**Principal & Secretary
Digboi College, Digboi**

Annual e-Governance Report for the year of 2018-2019

DIGBOI COLLEGE **ANNUAL E-GOVERNANCE REPORT FOR THE YEAR 2018-19**

(A) Administration:

- i. The surveillance through CCTV Cameras of the activities within the class rooms, auditorium and administrative block was continued effectively as in 2017-18 and further expansion of the area under surveillance comprising the security point at the main entrance, the play ground, the entire library building and the indoor stadium was done.
- ii. Teaching and non-teaching staff attendances, entry and exit recorded through Iris Detectors continued.
- iii. Designing and printing of Identity Cards of students, teachers and office staffs were done by the college in digital printing mode.
- iv. Maximum load of communication with the authorities as well as in-house sphere was conducted through email.
- v. Documentation including the folios of mark-sheets of all end semester examinations was done through digital mode.

(B) Finance and Accounts:

All financial transactions were carried through online mode. Software for finance and accounts was being successfully used.

(C) Students Admission and support:


- i. The online admission process was continued including hassle-free payments of admission fees etc by the students.
- ii. The Online election process of Digboi College Students' Union election was continued effectively.

(D) Examination:

- i. The whole examination system was kept on the CCTV surveillance.
- ii. The online submission of internal assessment of semester examinations was successfully launched.

Passed & accepted

Digboi College
20th May, 2022


(Hitendra Nath Sarma)
President, GB
Digboi College, Digboi
**President G. B.
Digboi College**


(Dr. Dip Saikia)
Principal & Secretary
Digboi College, Digboi
**Principal & Secretary
Digboi College, Digboi**

Annual e-Governance Report for the year of 2019-2020

DIGBOI COLLEGE **ANNUAL E-GOVERNANCE REPORT FOR THE YEAR 2019-20**

(A) Administration:

- i. The surveillance through CCTV Cameras of the activities within and outside the class rooms, auditorium, administrative block, the security point at the main entrance, the play ground, the entire library building, the indoor stadium, the ramp, the staircases and verandas was continued effectively as in 2018-19.
- ii. Teaching and non –teaching staff attendances, entry and exit recorded through Iris Detectors continued.
- iii. Designing and printing of Identity Cards of students, teachers and office staffs were done by the college in digital printing mode.
- iv. Maximum load of communication with the students by the authorities and the teachers was conducted through email and WhatsApp group.
- v. Documentation including the folios of mark-sheets of all end semester examination was done through digital mode.

(B) Finance and Accounts:

All financial transactions were carried through online mode. Software for finance and accounts was being successfully used.

(C) Students Admission and support:


- i. The online admission process was continued including hassle-free payments of admission fees etc by the students.
- ii. The Online election process of Digboi College Students' Union election was continued effectively.
- iii. Induction programs, classes, webinars and various competitions among the groups of students were carried out online effectively during the pandemic period.

(D) Examination:

- i. The online submission of internal assessment of semester examinations was continued effectively.
- ii. All internal and external examinations were successfully conducted.

Passed & accepted

Digboi College
20th May, 2022


(Hitendra Nath Sarma)
President, GB
Digboi College, Digboi
**President G. B.
Digboi College**


(Dr. Dip Saikia)
Principal & Secretary
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Digboi College, Digboi**

Annual e-Governance Report for the year of 2020-2021

DIGBOI COLLEGE **ANNUAL E-GOVERNANCE REPORT FOR THE YEAR 2020-21**

(A) Administration:

- i. The surveillance through CCTV Cameras of the activities within and outside the class rooms, auditorium, administrative block, the security point at the main entrance, the play ground, the entire library building, the indoor stadium, the ramp, the staircases and verandas was continued effectively as in 2019-20.
- ii. Teaching and non-teaching staff attendances, entry and exit recorded through Iris Detectors continued.
- iii. Designing and printing of Identity Cards of students, teachers and office staffs were done by the college in digital printing mode.
- iv. Maximum load of communication with the students by the authorities and the teachers was conducted through email and WhatsApp group.
- v. Documentation including the folios of mark-sheets of all end semester examinations was done through digital mode.

(B) Finance and Accounts:

All financial transactions were carried through online mode. Software for finance and accounts was being successfully used.

(C) Students Admission and support:


- i. The online admission process was continued including hassle-free payments of admission fees etc by the students.
- ii. The Digboi College Students' Union election had to be deferred due to the prevailing pandemic situation.
- iii. Induction programs, classes, webinars and various competitions among the groups of students were carried out online effectively during the pandemic period.

(D) Examination:

- i. The whole examination system was kept on the CCTV surveillance.
- ii. The online submission of internal assessment of semester examinations was continued effectively.
- iii. The internal examinations were successfully conducted.

Passed & accepted

Digboi College
20th May, 2022


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Digboi College, Digboi
**President G. B.
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