



RANGAPARA COLLEGE
RANGAPARA, SONITPUR, ASSAM

Rangapara College E-Governance Policy, 2020

1. Objective of the Policy

- 1.1 To strengthen and maintain the leadership in the area of E-Governance
- 1.2 To promote efficient and barrier free functioning of the institution and to achieve paperless environment.
- 1.3 To promote the transparency and accountability in the functioning of the institution.
- 1.4 To promote the ICT based academic activities.
- 1.5 To establish an automated library and information center.
- 1.6 To make the information readily available for all the stakeholders.
- 1.7 To ensure the security and safety of the institution.

2. Scope of E-Governance Policy

This policy shall be applicable to any Authority, Department, Office/Branch of the college.

3. Policy Statement

- 3.1 In order to provide simpler and efficient system of governance in the areas of Teaching-Learning, Administration, finance etc. and the institute strives to adopt and implement the E-Governance in the operation of the institute.
- 3.2 The Policy is designed to implement E-Governance in maximum possible areas.
- 3.3 The Institute will abide by the E-Governance norms and policies of the Government and Regulatory bodies.

4. Areas of Implementation

The Institute will implement the E-Governance policy in the following areas

4.1 Website: The College website will display for the relevant information of the college to ensure the global reach of the institute. All the information relating to activities, policies, norms, circulars etc. will be available in the college website. To develop the college website professional bodies will be appointed with approval of the Governing body of the college. A website committee will also be formed to monitoring and administration of the college website. Any information to be uploaded in the college website will be sent to the web-master and Web-master will be responsible to upload the information either directly or through the appointed service provider. The departments will also develop their individual website either by using Google site or any other cloud based service and same will be linked with the official website. The departmental website to be maintained by all the faculties of department under the supervision of HOD.

4.2 Students' Admission: The college admission process to be made online. This online admission process to cover all kinds of admission- Academic, Hostel, Ad-on Course etc. For online admission an admission portal will be developed and that portal will be linked with the website. The Admission portal will be developed by the service provider and

will be maintained by the admission cell of the college. The teaching and non-teaching staffs will be trained to understand the functioning of the admission portal.

4.3 Accounts and Finance: For convenience of Accounts and Finance maintenance the college will use the Tally. Training to the account's branch staffs and updating of the software to be done as and when required. The dedicated state Government website - Public Financial management System is used to maintaining payroll of the employees, generating the salary slip etc. the and will comply the norms of the State in this regard.

4.4 Library: The college library will be digitized to make the ease of library operation. E-resources. The college will strive to add more e-learning resources for the benefit of the teachers and students. The Librarian committee will be responsible for digitization of the library and under the supervision of the college Librarian necessary online Library management platform will be used. The necessary training will be provided to the library staffs for the efficient functioning and using of the various online platforms.

4.5 Administration: For hassle free and ease administrative functioning of the college E-Governance policy will be implemented in the administration of the college. The college continues to use the bio-matric attendance to record the staff attendance. The college will use the online portal to receive the leave application and for the maintenance of the leave records. The college will maintain online fine management system for effective data base management. The college shall strive to provide maximum service to the students through online mode. The administrative and other support staffs will be trained as and when required to maintain and improve their performance skill.

4.6 Examination: The College continues to follow the university online mechanism for submission of online examination form and internal examination marks. The college will also strive to develop online examination portal for the internal assessment of the students.

4.7 Alumni: In order to maintain the Alumni database a dedicated page is maintained in the college website. The Alumni of the institute can register themselves there by providing necessary details.

4.8 Feedback: To know the perception of the various stake holders of the college-Students, Alumni, Employees and Employers, online google response forms is to be developed and those will be available in a separate page of the college website. Feedback assessment will be responsible to generate the forms timely and analysis the responses. The report of the same to be submitted to the IQAC.

4.9 E-waste management: The college will manage the e-waste to ensure that it does not affect the environment and for this purpose the institute will enter into a MOU with the ICT firms and all the e-waste will be handed over to them for recycling.

5. Responsible:

The Principal will be responsible for implementation of E-Governance policy of the college.



Principal
Rangapara College