

# **POLICY ON E-GOVERNANCE**

## **KAKOJAN COLLEGE**



**IQAC, KAKOJAN COLLEGE**

**Policy Adopted on: 27/06/2018**

## **Policy Statement:**

Kakojan College has designed an E-Governance Policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. This policy shall apply to the Administration, Finance specially in *finassam* portal of Government of Assam., Student Admission and University Examination process of the institution. The college resolves to adopt paperless administration as a green initiative. To ensure green and clean campus, as one of the components of it, the college adopts e-governance in its management and administrative activities. All stakeholders will be oriented and encouraged to practice e-governance.

## **Scope:**

*The scope of this policy extends to the following areas:*

- General Administration
- Student Admission
- University Examination
- Library
- Finance
- ICT Infrastructure
- E-waste management
- E-learning portal
- Student Union Election

## **Objectives:**

- To take initiative to develop an e-governance mechanism in institutional functioning.
- To implement e-governance in various function of the institution and provide simpler and efficient system of governance within the institution and outside as well.
- To promote transparency and accountability in the function of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To facilitate online internal and external communication.
- To make the institution globally visible.

## **Action Plan:**

Considering the financial and physical capability, the College resolves to develop e-governance provisions in a strategic manner. It also fulfil this target in phased manner. The phases are –

- Modifying the College website making more user-friendly and functioned-oriented.
- E-governance in administration.
- E-governance in finance and accounts.
- E-governance in students admission, support and Student Union Election Process.
- E-governance in examination.
- Developing Wi-Fi enable campus.
- Developing more ICT enabled smart classrooms.

- Digital/online academic transaction.
- Developing digital/automated library.
- Developing E-Learning Portal.

### **All these phases will be completed through the following actions:**

#### **Administration:**

- Digital messaging services will be put to maximum use for real time information sharing with students and staff.
- The administrative office will use advanced Excel and File Management System Tools to maintain database.
- Make transition towards paperless transactions by enhancing the use of Google facilities like;
  - **Google Sheet:** For data collection from Various Departments.
  - **Google Forms:** To prepare feedback forms and get online feedbacks from stakeholders.
- The Administration shall use e-platforms such as WhatsApp Group, email services in its communication with Governing Body members as well as the teaching and non-teaching staff.
- Publish academic and administrative information including notices and circulars on the website.
- All staff members shall use Biometric attendance.
- Upgrade e-governance facilities in the office.
- CCTV Cameras will be increased at various places of need.
- ICT shall be introduced in every administrative function/ work.
- Online academic transactions will be performed along with offline mode when required.
- Information on students' data will be collected and recorded through admission portal.
- An E-learning portal will be launched for the benefit of the students.

#### **Finance and Accounts:**

- The maximum payments/ transactions will be through online mode such as PFMS, NEFT, RTGS, Bank Transfer etc.
- Regular training programme will be conducted to upgrade e-governance mechanism amongst all teaching and non-teaching staff.
- Automated payroll management system will be used in all aspects including salary calculation, salary slips, distribution of salary to the bank accounts, TDS etc.

#### **Student Admission and Support:**

- Students' admission will be done on online mode.
- The system will be developed to manage all students' data.
- College website will be updated regularly for real time information sharing/ dissemination, including admission on online transaction interfaces etc.
- Timely update of website will be made by the designated person assigned.
- Digital brochure, social media posts on course details and other facilities will be displayed during admission time.

### **Examination:**

- Digital online provisions will be availed to handle examination process as per provision of university.
- All examination related information will be transacted and recorded by availing ERP provisions of affiliating university.
- Compatibility of examination process will be maintained with the regulation of the affiliating university as per as e-governance policy is concerned.

### **Quality Development:**

- E-governance provisions will be used in the activities of IQAC and the Cells and Committees under it.
- Feedback from students, teaching staff, non-teaching staff, alumni will be collected online/ offline and the same will be compiled and analysed using ICT tools.
- Online provisions will be used to increase the competitive zeal of the students; to orient students with different issues of the society; increasing capability of the students and increasing their orientation.
- Online provisions will be used to accomplish teachers and students exchange programmes.
- Increasing students participation through organizing online seminar, workshops and training programme.

### **E-Waste management:**

- The college ensures that its usage of technology and generation of e-waste does not impact the environment. Provisions will be made for e-waste management with the help of concerned vendors.

### **ICT Tools:**

#### **Hardware Infrastructure:**

- The college will ensure that it has desktops and laptops for students and staff within limitations.
- Computers will be made available in the administrative office, IQAC room, Academic departments, Computer lab, Language and Literature Hub, Mat Lab, Examination Control Room and library. Printers will be made available in administrative office, IQAC, library and Study Centre of ODL system.
- ICT enabled devices will be provided in Class Rooms, Conference Hall, IQAC Room and Language and Literature Hub.
- The infrastructure will be complemented by computer networking devices, scanners, photocopy machine and interactive teaching board/smart board etc.

#### **Software Infrastructure:**

- The college will maintain adequate configuration servers to allow fast transmission of data to the various computers

- Office automation packages for desktops and laptops like MS Office and Antivirus will be purchased and updated regularly.
- The college will provide access to standard computational and scientific typesetting packages.

### **Annual Maintenance Contract:**

- The college will make Annual Maintenance Contract with concerned firms for computers (both Laptop and Desktop), CCTV cameras, Smart Board and Smart LED TVs.

### **Review and Update:**

The college shall continuously review and update the approved policy and is committed to its implementation.

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