

# DARRANG COLLEGE

TEZPUR-784001, DIST-SONITPUR, ASSAM

## E-governance Policy



[www.darrangcollege.ac.in](http://www.darrangcollege.ac.in)

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## **E-Governance Policy**

**Scope:** E-governance envisages the sole vision of enhancing the system of governance for the development of the college by leveraging new and cutting-edge technologies. The broad areas of E-governance are:

- College Administration
- College website
- Finance and Accounts
- Student Admission and support
- Examination & Evaluation
- E-waste Management

### **Objectives:**

- Implementation of E-governance in all functions of the college to provide a simpler and more efficient system of governance within the college
- To achieve and create a paperless environment in the college
- To maintain the data in a secure environment.
- Making the institution globally visible
- To provide easy and quick access to information
- Promoting transparency and accountability in all the official functioning of the college
- To make campus Wi-Fi enabled
- To make our classrooms ICT-enabled by having desktops, laptops, smartboards, projectors, etc.
- To establish a fully automated library
- Facilitating online internal and external communication between various stakeholders of the institution

### **General Administration:**

The college administration has gone paperless in order to provide a hassle-free, convenient, and smooth functioning of the college. The college is contemplating on the possibility of automating some of its administrative duties. To keep administrative staff up-to-date with new technologies, proper training is offered. Students can access information such as attendance, results, time tables, assignments, and other study tools on the college website. Attendance Management Software is to be used by administrative staff and teaching faculty to record and track attendance. Administrative Offices should use Advanced Excel and File Management System Tools to maintain an effective database. Students must be able to obtain maximum services in online mode. Administrative staff will be provided with adequate training to equip themselves with the new technology.

### **College website:**

The Website will act as an information centre that will reflect about the college. The Website should have information about all activities and important notices. The Website is hosted and deployed by a third party on a secure platform. Along with it, training should be given to the existing staff, and persons should be officially appointed to undertake the responsibility of the Website administration and updating it for the college level. Important information and achievements will be posted on social media. A Website committee is to be formed for the administration of the college website. The committee will look after the process of updating, maintaining, and working on 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 existence through its website. All the important notifications have to go live on the website as and when they are released. The website of the college is to be continuously updated, taking into account the new technological changes.

### **Finance and Accounts:**

The office continues to maintain its accounts on Tally. Advanced features help the staff maintain financial records effectively and efficiently. Profit and loss and balance sheets are generated through this software only. All the analysis reports are to be generated through Tally. Appropriate security measures should be taken to maintain the confidentiality of the transactions. Training for the existing staff and upgradation of the existing software must be done regularly. The college also uses multiple software programs, like the Public Financial Management System (PFMS), which is used to manage the funds received from the government, and the Payroll Management System, which helps to automatically calculate the salary, generate salary slips, and disburse the salary to the bank accounts. TDS, Provident Fund, allowances, etc. are all managed through the portal FIN Assam (Government of Assam). Reports can be generated for all staff members. Payments are generally made and received through online modes such as NEFT, RTGS, bank transfers, net banking, etc.

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

An open and transparent strategy for the admission process is followed, which is further strengthened by the ethical practices and regulations formulated by Gauhati University and DHE, Assam. The college brings out its brochure, which is displayed on the website and has guidelines for the admission process. An Admission portal is to be used to manage admissions at the college. The number of students applying to each course, withdrawals, and fee submissions are all to be



managed through this portal only. Students are required to submit a separate online Application Form for admission to the college. Institution is to process admissions for programs, hostels, etc. using the portal. The admission process is conducted in an open and transparent manner, following the DHE, Assam, and Gauhati University guidelines.

Online student admission portal: <https://darrangcollege.co.in/>

Feedback from students, teaching and non-teaching staff, and alumni is taken online.

Link for feedback: <https://darrangcollege.ac.in/feedback.php>

### **Examination and evaluation:**

The examination process is regulated by Gauhati University, and thus the e-governance policy of the university is to be adopted in this regard. As per the directions of the university, it is mandatory to fill up examination applications, application for re-evaluation, uploading marks, etc. in online mode. Utmost secrecy and confidentiality need to be maintained while handling examinations, and work needs to be done with the utmost care and caution. The College Examination Officer needs to supervise the entire process of examination under the guidance of the Principal of the college.

### **E-Waste Management:**

The college has always been making the utmost efforts to create a green and healthy environment for all the stakeholders as well as for society. The use of technology is the need of the hour, but keeping a balance between the environment and modernization is the actual challenge. The college shall always try to ensure that all the usage of its technology and generation of e-waste does not affect the environment. Provisions will be made for e-waste management through a memorandum of understanding with a party outside the college.



A handwritten signature in black ink, appearing to read "D. Barua".

**Principal  
Darrang College, Tezpur**

**Principal  
Darrang College  
Tezpur, Assam**