



POLICY ON E- GOVERNANCE, IQAC

SIBSAGAR COMMERCE COLLEGE

POLICY STATEMENT: Sibsagar Commerce 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, accountability and transparency. This policy shall apply to the Administration, Finance and Accounts, student's admission and administration section of the institute. To ensure clean and green campus, the college adopts e-governance in all its management and administrative activities. All stakeholders will be oriented and encouraged to practice e- governance.

SCOPE: The scope of this policy covers the following areas:

- General Administration
- Students Administration
- Examination
- Library
- Accounts and Finance
- E-Waste Management

OBJECTIVES:

- To implement e-governance in every function of the institution and provide simpler and efficient system of governance within the college and outside as well.
- To promote transparency and accountability in all the functions of the college
- To provide easy and quick access to information.
- To achieve and create paperless environment in the college
- 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 full fledged e-governance provisions within the year 2025. It also resolves to fulfill this target phased manner. The phases are-

- Modifying the college website making more user friendly and function oriented
- E-governance in administration
- E-governance in students administration
- E-governance in accounts and finance
- E-governance in examinations
- Developing Wi-Fi campus
- Online academic transaction
- Developing ICT enabled smart classroom

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 parents, students and staff.
- The office will use advanced excel and File Management system tools to maintain database.
- Make transition towards Paperless transactions by the use of Google facilities like
 - Google Sheet : For data collection
 - Google docs: To prepare notices and activity reports
 - Google Forms: to prepare feedback forms and get online feedback from stakeholders
- The Administration shall use an email service in its communication with governing body members as well as teaching and non teaching staff.
- All staff members shall use Biometric attendance
- Upgrade to a fully automated, wireless office with 24X7 internet facility in near future
- CCTV camera will be installed at various places of need

Finance and accounts

- The accounts of the institution will be maintained through using software.
- All payments/transactions will be through online mode such as PFMS, NEFT, RTGS, Bank Transfers, UPI, etc.
- Latest software versions will be purchased
- Application of software will be made to generate profit and loss, balance sheet etc..
- All the analysis reports will be generated through using software.

- Appropriate security measures will be applied to maintain confidentiality in transactions .
- Automated payroll management system will be used in all aspects including salary calculation , salary slips , disbursement of salary to the bank accounts , TDS etc.

Student Admission And Support

- Student admission will be done online using ERP mechanism of affiliating university .
- The system will be developed to provide ERP to manage all students' data including Course, fee submission.
- College website will be updated regularly for real time information sharing / Dissemination, including admission and online transaction interfaces etc .
- Timely update of website will be made by the designated information and website Committee.
- Digital brochure , video teaser , social media posts on course details , sanctioned intake placements ,and other facilities will be displayed during admission time .

Quality Development

- E-governance provisions will be used in all the activities of IQAC and the Cells and Committees under it.
- Feedback from students, teaching staff, non-teaching staff, guardians of students, alumni, employer will be collected online 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 programmes.
- Increasing students participation through organizing online seminar, workshop and the likes.

Alumni

In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration , prominent alumni of the college, feedback and many other aspects .

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 accomplishing a memorandum of understanding with a part outside the college

ICT Tools

Hardware Infrastructure

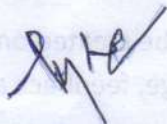
- The college will ensure that it has adequate number of desktops and laptops for students and staff .
- Computers and printers will be made available in the administrative office , departments and library .
- Projectors and other multimedia devices will be provided class room, conference rooms auditorium and laboratories
- 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 all standard computational and scientific typesetting packages .

Review and updates

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


Coordinator, IQAC

Co-ordinator, IQAC
Sibsagar Commerce College
Sivasagar




Principal

PRINCIPAL
SIBSAGAR COMMERCE COLLEGE
SIBSAGAR