

E-GOVERNANCE POLICY

of

MAJULI COLLEGE



PREPARED BY

IQAC, MAJULI COLLEGE

Introduction:

Majuli College implements e-governance in area of operation like administration, finance and accounts, library, student admissions and support, examination, etc. The policy is designed and framed to make each and every function transparent and accountable.

Scopes:

The scopes of this policy extend to the following areas:

- General Administration
- Finance and Accounts
- Student Admission and Support
- Examination
- Library

Objectives:

Objectives of E-governance policy of Majuli College are as follows:

- To provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smart boards, Projectors, etc.
- To establish a fully automated Library

The Majuli College website will serve as an information hub for the college, reflecting all of its activities, significant announcements, courses offered, etc. The administrative and instructional personnel will receive training so they can make significant website updates. For the management of the college website, a Website Committee will be established. The Committee will be in charge of regularly updating, maintaining, and operating the website. The Committee will also search the website for additional adjustments that are necessary.

Administration:

The administration of Majuli College reflects in the college website where all the necessary information uploads in time. Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database. To provide a hassle free, convenient and smooth process, the administration of the college made paperless. Attendance management software (Biometric attendance machine) is used for a clean record of attendance for teaching and non-teaching staff. Students must be able to obtain maximum services in online mode. The college will look into opportunities to automate some of its functions related to administration. CCTV will be installed in all vital places in the college. Administrative Staff will be provided with adequate training and development to keep them abreast with the new technology.

Finance and Accounts :

Majuli College recognizes the importance of e-governance in finance and accounting processes to streamline operations, enhance accuracy, and ensure accountability. Majuli College uses the e-governance system to create and manage its financial plan and budget, accounts payable and receivable, expenses, procurement activities etc. The system provide features for creating and managing invoices, processing payment, generating reports including income statement , balance sheet, cash flow statement, tax regulation.

Student Admission and Support:

The admissions process is conducted in an open and transparent manner, and Dibrugarh University's ethical standards and rules serve to reinforce this approach. The college releases its brochure, which is available online and contains instructions for the admissions process. a portal for admissions that will be used to manage college admissions. This Portal will be used to manage the number of students applying to each course, withdrawals, and payment submission. For college admission, students must submit a separate online application form, and the admission coordinator will use online software for this purpose. The college website will kept fully active for student support including admission, registration, feedback etc.

Examination:

The Examination process of Majuli College is regulated by Dibrugarh University and thus e-governance policy of the University to be adopted in this regard. Majuli College will be adopted a system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any.

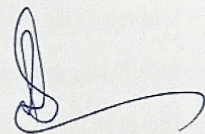
Library:

The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database. The library provides online e-resource such as N-list Journals, National Digital Library etc. The college library will be made fully automated in due course of time.

Amendment of the policy:

This policy on E-governance will be amended on necessary and valid ground.

This policy on E-governance of Majuli College has been adopted on 30 June, 2019 and will be in immediate effect.



Principal

Majuli College
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