

Nagaon G.N.D.G. Commerce College, Nagaon, Assam.

Policy Document for E-Governance

1.1.Introduction:-

Nagaon G.N.D.G. Commerce College has a transparent and well planned E-Governance policy in order to face the rapid and growing digitalization in the field of almost all human activities. The college takes a holistic view on the E-Governance initiatives across different activities of the college in an efficient manner.

1.2.<u>Scope</u> :-

The scope of this policy covers day to day operations of various functions and processes within the college such as Administration, Examination, Finance and Account, Admissions, Library etc. The primary aim of this E-Governance policy ensure efficiency, swiftness and transparency in the overall administrative and managerial activities of the college.

1.3. Policy Objectives :-

Nagaon G.N.D.G. Commerce College has adopted E-Governance policy with the objective of incorporating electronic mode of operation through the use ICT in different administrative and managerial activities of the college.

Therefore the policy objectives are –

- 1. To implement E-Governance in the maximum functioning areas of the college in order to provide an efficient system of governance.
- 2. To provide and promote transparency and accountability in all functions of the institution.
- 3. To provide quick and ready access to information.
- 4. To make administration paperless as far as possible.
- 5. To make transaction cashless as far as possible.
- 6. To make classroom ICT enabled, equipped with smart TV, projectors, smart boards etc.
- 7. To ensure a Wi-Fi enabled campus as far as possible.
- 8. To establish an automated library.

1.4. Areas of Implementations:

The E-Governance policy of Nagaon G.N.D.G. Commerce College covers a wide range of activities and services of the college. The important areas of Implementation of this policy are –

1.4.1.Administration:

The E-Governance policy covers various types of administrative activities and services of the college.

- ❖ The college has been using bio-metric attendance system for teaching and non-teaching staff in order to record and track their attendance.
- ❖ Emphasizes communication to all stakeholders of the college through e-modes such as Group SMS, Whats app groups, website notification etc.
- ❖ All classrooms, conference rooms, seminar rooms are furnished with ICT enabled projectors, smart board, smart TV etc.
- ❖ CCTV cameras are installed and maintained in all strategic locations to ensure proper surveillance.

As a part of E-Governance policy, the college also registered under Kritagyata portal of Assam government under the department of pension for easy and quick disbursement of pension benefits to its teaching and non-teaching staff.

1.4.2.Admission and Student support :-

The policy emphasizes upon an open and transparent strategy for the students admission process through online mode. The college generally uploads the prospectus on the college website stating the process and guidelines for the admission process. The college uses its own online admission portal for UG and PG Programmes up to the year 2022. But now the UG admission process is conducted by Assam Government admission portal Samarth E-Govt. Suite from the year 2023, a comprehensive online admission management system of Govt. of Assam.

All the admission related matters including publication of merit list, admission data, ID card issue, fee payment etc. are managed through college online portal.

1.4.3. Finance and Accounts:

The college uses electronic strategies in finance and accounts. The college uses Public Financial Management System (PFMS) to manage funds received from the government, Fin Assam to calculate monthly salary and generate salary slips, dispense the salary to the bank accounts of the employers, TDS etc. Moreover payments are also made and received through NEFT. RTGS, SBI collect etc. Besides, the college also performs GST return functions on GST portal, Govt. of India.

1.4.4.<u>Library</u>:-

Nagaon G.N.D.G. Commerce College library is named after its founder president Late RatnaKanta Bora. The library is open to bonafide students of all the classes. There are 12,432 numbers of books in the library. Library subscribes a number of dailies, periodicals and Journals on a varity of subjects. The college continues to add e-learning resources for the benefit of the teachers and the students and recommendations are taken from the teachers and students while subscribing to the e-resources. The college library uses SOUL 2.0 software for the Integrated Library Management System.

1.4.5. Examination :-

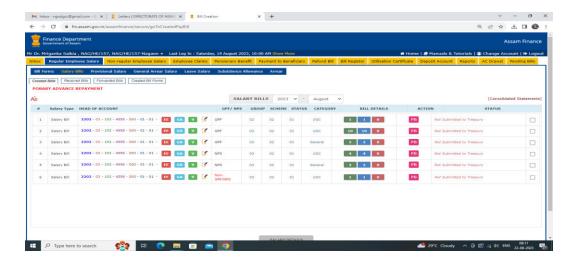
Generally examination process is regulated by the Gauhati University and hence E-Governance policy of the University is to be adopted for that purpose. For instance, the college downloaded admit card of semester end examination, result sheets, mark-sheets etc. from G.U. portal as a part of E-Governance policy of the University.

Principal

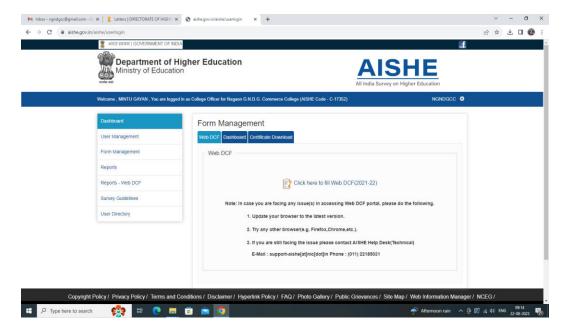
Nagaon G.N.D.G. Commerce College

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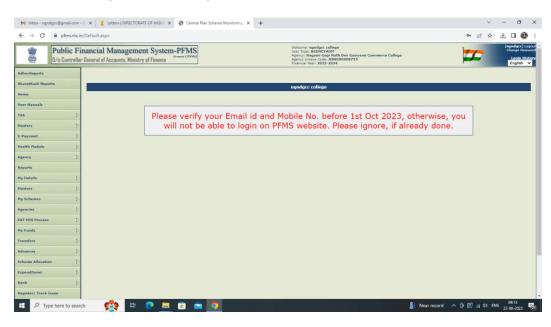
FINASSAM (Govt. of Assam) Salary, Arrear, GIS, Leave Encashment etc Portal.



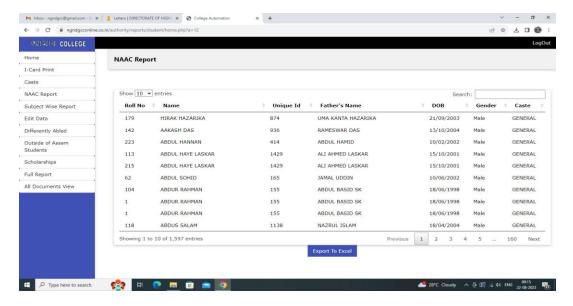
AISHE Portal (MHRD)



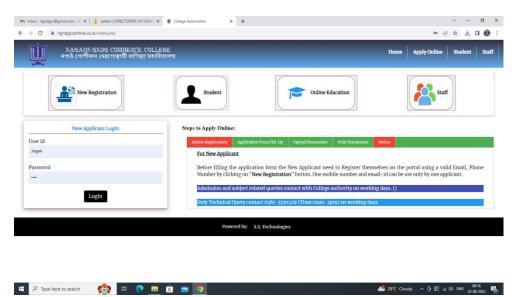
PFMS Portal (Govt. of India)



College Admission Portal (ERP)



College Admission Portal (ERP)



Examination Portal, G.U. (Examination, Result, Revaluation etc)

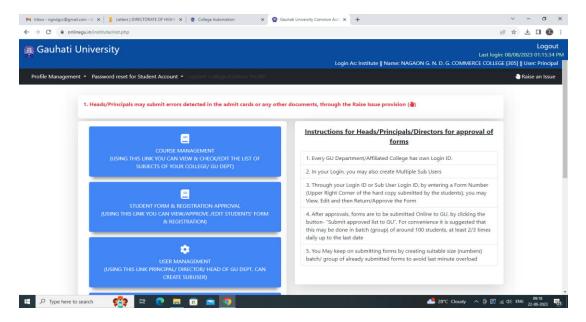




College website (ERP)



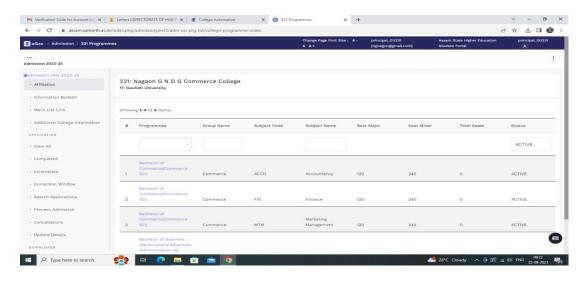
GU Examination Portal (University/Colleges)



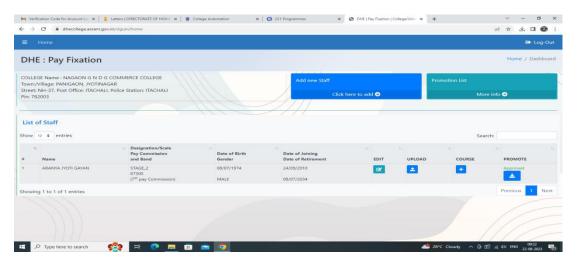
Kritagyata Portal (Govt. of Assam Deptt. of Pension)



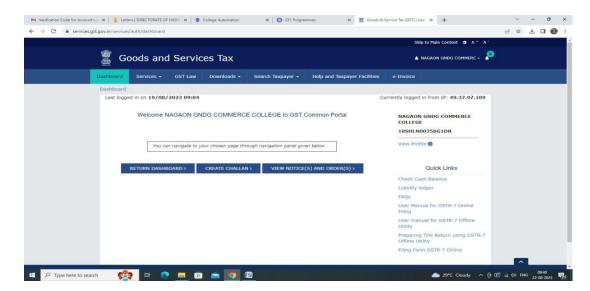
Samarth Portal (Govt. of Assam) NEP Admission Portal



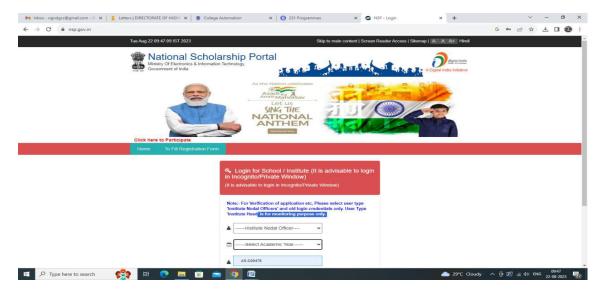
Pay Fixation Portal (DHE, Govt. of Assam)



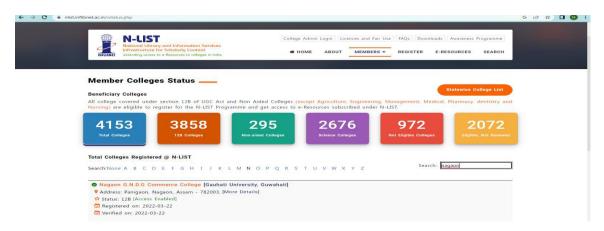
GST Portal (Govt. of India)



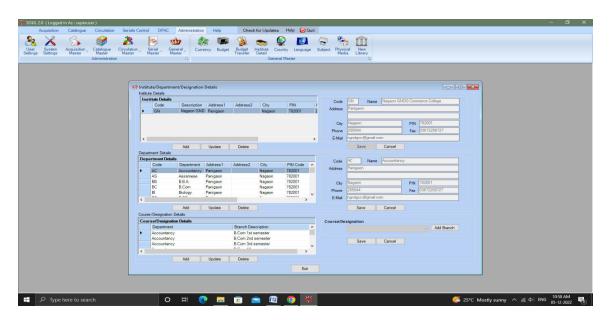
NSP Portal (Govt. of India)



N-List



Soul 2.0



Principal

Nagaon GNDG Commerce College

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