



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.Scope :-

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. Library :-

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 variety 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

Nagaon :: Assam

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

The screenshot shows the FINASSAM portal interface. At the top, there are navigation tabs for 'Regular Employee Salary', 'Non-regular Employee Salary', 'Employee Claims', 'Pensionary Benefits', 'Payment to Beneficiary', 'Refund Bill', 'SR Register', 'Utilisation Certificate', 'Deposit Account', 'Reports', 'AC Drawal', and 'Pending Bills'. Below these, there are sub-tabs for 'Bill Forms', 'Salary Bill', 'Provisional Salary', 'General Arrear Salary', 'Leave Salary', and 'Subsistence Allowance Arrear'. The main content area displays a table of 'SALARY BILLS' for August 2023. The table has columns for #, Salary Type, HEAD OF ACCOUNT, GPF/NPS, GROUP, SCHEME, STATUS, CATEGORY, BILL DETAILS, ACTION, and STATUS. The data rows show various salary bills with their respective details and actions like 'Not Submitted to Treasury'.

#	Salary Type	HEAD OF ACCOUNT	GPF/NPS	GROUP	SCHEME	STATUS	CATEGORY	BILL DETAILS	ACTION	STATUS	
1	Salary Bill	2202 - 03 - 103 - 4556 - 000 - 03 - 01 -	EA	G/A	V	GPF	02 02 01	UGC	1 1 0	PH	Not Submitted to Treasury
2	Salary Bill	2202 - 03 - 103 - 4556 - 000 - 03 - 01 -	EA	G/A	V	GPF	03 02 01	UGC	10 10 0	PH	Not Submitted to Treasury
3	Salary Bill	2202 - 03 - 103 - 4556 - 000 - 03 - 01 -	EA	G/A	V	GPF	03 02 01	General	2 2 0	PH	Not Submitted to Treasury
4	Salary Bill	2202 - 03 - 103 - 4556 - 000 - 03 - 01 -	EA	G/A	V	NPS	03 02 01	UGC	4 4 0	PH	Not Submitted to Treasury
5	Salary Bill	2202 - 03 - 103 - 4556 - 000 - 03 - 01 -	EA	G/A	V	NPS	03 02 01	General	2 2 0	PH	Not Submitted to Treasury
6	Salary Bill	2202 - 03 - 103 - 4556 - 000 - 03 - 01 -	EA	G/A	V	Non-GPF/NPS	03 02 01	UGC	1 1 0	PH	Not Submitted to Treasury

AISHE Portal (MHRD)

The screenshot shows the AISHE portal interface. The header includes the Government of India logo and the Department of Higher Education, Ministry of Education. The AISHE logo is prominently displayed. Below the header, there is a navigation menu with options like 'Dashboard', 'User Management', 'Form Management', 'Reports', 'Reports - Web DCF', 'Survey Guidelines', and 'User Directory'. The main content area is titled 'Form Management' and includes sub-tabs for 'Web DCF', 'Dashboard', and 'Certificate Download'. A central message prompts users to 'Click here to fill Web DCF(2021-22)'. A note below provides troubleshooting steps for users facing issues with the Web DCF portal, including updating the browser and contacting the AISHE Help Desk. The footer contains various policy links and the NCEG logo.

PFMS Portal (Govt. of India)

The screenshot shows the PFMS portal interface. The header includes the Government of India logo and the Public Financial Management System-PFMS logo. The user is logged in as 'ngndgcc college'. A prominent warning message in a red box states: 'Please verify your Email id and Mobile No. before 1st Oct 2023, otherwise, you will not be able to login on PFMS website. Please ignore, if already done.' The left sidebar contains a navigation menu with various options like 'Adhoc Reports', 'BharatKash Reports', 'Home', 'User Manuals', 'TSA', 'Masters', 'E-Payment', 'Health Module', 'Agency', 'Reports', 'My Details', 'Masters', 'My Schemes', 'Agencies', 'EAT HIS Process', 'My Funds', 'Transfers', 'Advances', 'Scheme Allocation', 'Expenditures', 'Bank', and 'Register/ Track Issue'. The footer shows the user's name 'ngndgcc college' and the date '22-08-2023'.

College Admission Portal (ERP)

NAAC Report

Show 10 entries

Roll No	Name	Unique Id	Father's Name	DOB	Gender	Caste
179	HIRAK HAZARIKA	874	UMA KANTA HAZARIKA	21/09/2003	Male	GENERAL
142	AAKASH DAS	936	RAMESWAR DAS	13/10/2004	Male	GENERAL
223	ABDUL HANNAN	414	ABDUL HAMID	10/02/2002	Male	GENERAL
113	ABDUL HAYE LASKAR	1429	ALI AHMED LASKAR	15/10/2001	Male	GENERAL
215	ABDUL HAYE LASKAR	1429	ALI AHMED LASKAR	15/10/2001	Male	GENERAL
62	ABDUL SOHID	165	JAMAL UDDIN	10/06/2002	Male	GENERAL
104	ABDUR RAHMAN	155	ABDUL BASID SK	18/06/1998	Male	GENERAL
1	ABDUR RAHMAN	155	ABDUL BASID SK	18/06/1998	Male	GENERAL
1	ABDUR RAHMAN	155	ABDUL BASID SK	18/06/1998	Male	GENERAL
118	ABDUS SALAM	1138	NAZRUL ISLAM	18/04/2004	Male	GENERAL

Showing 1 to 10 of 1,597 entries

Export To Excel

College Admission Portal (ERP)

NAGAON GNDG COMMERCE COLLEGE
নগাঁও গোণীনাথ দেৱগোহাৰী বাণিজ্য মহাবিদ্যালয়

Home Apply Online Student Staff

New Registration Student Online Education Staff

New Applicant Login

User Id
Jogen

Password

Login

Steps to Apply Online:

Online Registration Application Form Fill-Up Upload Documents Print Documents Notice

For New Applicant

Before filling the application form the New Applicant need to Register themselves on the portal using a valid Email, Phone Number by clicking on "New Registration" button. One mobile number and email-id can be use only by one applicant.

Admission and subject related queries contact with College authority on working days. ()

Only Technical Query contact 0361- 3591529 (Time:11am- 2pm) on working days.

Powered by: S.S. Technologies

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

গোহাটী বিশ্ববিদ্যালয়
Gauhati University

My Module Change Password Logout

LLT - 8/17/2023 4:14:54 PM CLT - 8/22/2023 9:18:57 AM 305 University Administrative Office

Dear Users, thanks for using EIMS Application. For any query, pl

University Administrative Office

COLLEGE DIGITAL POST EXAMINATION PRE EXAMINATION

Managed by

College website (ERP)

The screenshot shows the website of Nagaon G.N.D.G. Commerce College. The header includes navigation links for Student Help Desk, E-Samarth Admission Portal, and College Admission Portal. The main banner features the college's logo and name in Assamese and English, along with the year 'Est. 1983'. Below the banner, there is a prominent announcement: 'CALL FOR RESEARCH PAPERS/CHAPTERS FOR EDITED BOOK NAGAON G.N.D.G. COMMERCE COLLEGE'. The text invites academicians to submit research papers for an edited book titled 'Entrepreneurship: Issues and Perspectives' in June 2023. It specifies a word limit of 5000 words and a deadline of 20th April 2023. A sidebar on the right contains various service links like Cells/SOP/Committees, Audit, NCC, NSS, Outreach, Academic Endeavor, and Collaboration. The footer shows the system time as 09:17 on 22-08-2023.

GU Examination Portal (University/Colleges)

The screenshot displays the Gauhati University Common Application System (GU CAS) portal. The header includes the university logo, 'Logout' button, and login information for 'NAGAON G. N. D. G. COMMERCE COLLEGE [305]'. The main content area is divided into three blue buttons for 'COURSE MANAGEMENT', 'STUDENT FORM & REGISTRATION APPROVAL', and 'USER MANAGEMENT'. To the right, there are 'Instructions for Heads/Principals/Directors for approval of forms' with five numbered points. A red warning message at the top states: '1. Heads/Principals may submit errors detected in the admit cards or any other documents, through the Raise Issue provision (🚫)'. The system time is 09:18 on 22-08-2023.

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

The screenshot shows the Kritagyata Pension Sanction & Payment Tracking System dashboard. The header includes the Government of Assam logo, 'Kritagyata Pension Sanction & Payment Tracking System', and a 'Logout' button. The user is logged in as 'NIRGANIKA SAHIA'. The dashboard is for 'PRINCIPAL, G. N. D. G. COMMERCE COLLEGE' and displays a 'Dashboard' with several data tables:

Retiring Employee(s)					
1 Month	2-4 Months	5-6 Months	7-8 Months	9-15 Months	Total
0	0	0	0	0	0

Retired, But PPO not Issued				
Superannuation	Other than Superannuation	EOP	Vigilance / Other	Total
0	0	0	0	0

Family Pension Cases		
Family Pension	Extra Ordinary Family Pension	Total
0	0	0

Cases Returned from AG				
Superannuation/NRS/Others	Family Pension	EOP	EOFP	Total
0	0	0	0	0

Below the tables, there is a section for 'NO. OF RETIRING EMPLOYEE(S)' with a grid for data entry.

Samarth Portal (Govt. of Assam) NEP Admission Portal

The screenshot shows the NEP Admission Portal for Nagaon G N D G Commerce College. The page displays a list of programmes with the following details:

#	Programmes	Group Name	Subject Code	Subject Name	Seat Major	Seat Minor	Total Seats	Status
1	Bachelor of Commerce(Commerce GU)	Commerce	ACCO	Accountancy	120	240	0	ACTIVE
2	Bachelor of Commerce(Commerce GU)	Commerce	FIN	Finance	120	240	0	ACTIVE
3	Bachelor of Commerce(Commerce GU)	Commerce	MTM	Marketing Management	120	240	0	ACTIVE

Pay Fixation Portal (DHE, Govt. of Assam)

The screenshot shows the Pay Fixation Portal for Nagaon G N D G Commerce College. The page displays a list of staff with the following details:

#	Name	Designation/Scale Pay Commission and Band	Date of Birth Gender	Date of Joining Date of Retirement	EDIT	UPLOAD	COURSE	PROMOTE
1	ARANYA JYOTI GAYAN	STAGE_2 87300 (OFF pay Commission)	06/07/1974 MALE	24/09/2010 06/07/2034				

GST Portal (Govt. of India)

The screenshot shows the GST Portal dashboard for Nagaon GNDG Commerce College. The page displays the following information:

Welcome NAGAON GNDG COMMERCE COLLEGE to GST Common Portal

You can navigate to your chosen page through navigation panel given below

RETURN DASHBOARD > CREATE CHALLAN > VIEW NOTICE(S) AND ORDER(S) >


Quick Links

- Check Cash Balance
- Liability ledger
- FAQs
- User Manual for GSTR-7 Online Filing
- User manual for GSTR-7 Offline Utility
- Preparing TDS Return using GSTR-7 Offline Utility
- Filing Form GSTR-7 Online

NSP Portal (Govt. of India)

N-List

Soul 2.0


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 Nagaon :: Assam