



SOUTH SALMARA COLLEGE

Affiliated to the University of Gauhati University, Gopinath Bardoloi Nagar, Jalukbari,

Guwahati, Assam: 781014

POLICY ON E-GOVERNANCE

SOUTH SALMARA COLLEGE, SOUTH SALMARA

INTRODUCTION:

E-Governance policy of an institution is for the purpose of enhancing the system of governance for development of institute through new and advanced technologies. This policy outlines the key principles, objectives, and scope of the college's e-governance policy, aimed at leveraging technology to streamline processes and enrich the overall educational experience for students, faculty and staff.

CONTEXT AND RATIONALE:

As South Salmara College continues to develop as a centre of learning excellence, it is imperative to adapt to the changing scenery of governance and administration. E- Governance represents a paradigm shift from traditional paper-based processes to digital platforms, enabling seamless communication, data-driven decision-making and stakeholder's engagement. By harnessing the power of technology, South Salmara College seeks to foster a culture of innovation, responsiveness, and accountability in its administrative practices.

OBJECTIVES:

The primary objectives of South Salmara College's e-governance policy are as follows:

1. **Enhanced Efficiency:** The primary objective is to implement E-governance in all the functioning of the institute for providing an efficient system of governance with streamlined administrative processes and minimize turnaround times for service delivery.
2. **Transparency, Accountability and Accessibility:** Facilitate access to information, services and resources through digital platforms, catering to the diverse needs of students, faculty and staff. To encourage transparency and accountability in all the functions of the college with the help of ICT that can be utilized to automate, transfer, and analyse the data or information in the college



administration for all the purposes of admissions, workload, internal assessment, examination, result etc.

3. Promote use of ICT: To render the classrooms ICT Enabled, equipped with smartboards and projectors etc.

4. Library Automation: To establish a fully automated Library.

SCOPE AND APPLICABILITY:

E-Governance aims at enhancing the system of governance for development of the college by leveraging innovative and scientifically sounds technologies and extends to the following areas:

- | | |
|------------------------|----------------------------|
| (a) Website | (b) General Administration |
| (c) Student Admission | (d) Accounts and Finance |
| (e) Examination | (f) Library |
| (g) ICT Infrastructure | (h) LMS |
| (i) Social Media | |

1. WEBSITE:

The college website is the visage of the institution. All the relevant data should be made easily available to the outside world through the website. The website will act as an information hub which will reflect about the college, all its activities, important notices and courses offered, fees etc.

The website shall be hosted and deployed by a third party on a secure platform. For this purpose, a separate service provider/web designer will be appointed by the college.

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 of the website on a regular basis. Training will be given to the members of the committee including administrative and teaching staff, to make important updates on the website. The Committee will also look after all statutory requirements of the website. All the important notifications will go live on the website as and when they are released.


Principal
South Saimara College



The website of the college will be updated continuously as per recommendations of UGC, NAAC, Gauhati University, the State, and the Central Government.

11. GENERAL ADMINISTRATION:

The college administration strives to be paperless to give a hassle-free, convenient, and smooth process. Students must be able to get the most out of online services. The college investigates the possibility of automating some of its administrative duties. To keep administrative staff up to date with new technologies, proper training and development would be offered. Provisions be made for the students to access information such as attendance, results, timetables, assignments, and other study tools.

Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database. The college will explore opportunities to automate some of its functions related to administration.

Administrative Staff to be provided with adequate training and development to keep them abreast with the new technology.

STUDENT ADMISSION:

An open and transparent process is followed by the college for the student admission process. Being a Government provincialised college, new admission to the Semester 1 is conducted online as per direction/orders of the Department of Higher Education, Government of Assam, and the University of Gauhati University.

Admission process is conducted through a dedicated portal accessed through the college website, hosted, and deployed by a third party on a secure platform. For this purpose, a separate service provider/web designer is appointed by the college. Through the portal prospective students can complete their entire admission process and gets access to all admission notices, fees structure, payment methods, refund policy, merit lists etc.

To further enhance the transparency of the process the College will bring out its E-Prospectus which will be displayed on the college website. The e-prospectus will have all information/guidelines for the admission process. A Prospectus Sub-Committee is to be formed for the preparation of the e-prospectus. The Committee will also look after the process of updating the e-prospectus before the beginning of every academic year.



Admission of all FYUGP/CBCS semester students is to be done by SAMARTH e-Govt. Portal and college website respectively.

IV. ACCOUNTS AND FINANCE:

The College adopted e-governance in the year 2023 through SAMARTH e-Govt. Portal. The SAMARTH e-Govt. Suite is a purpose built platform for HEI to deploy a digital framework of good governance. Samarth increases the efficiency of institutions by enabling them leverage digital technologies to define and govern administrative processes. The College also adopted GeM Portal recently. The Government eMarketplace (Gem) is a 100 percent Government owned & National Public Procurement Portal.

The College will also introduce an Accounts Management System Software in coming days if possible.

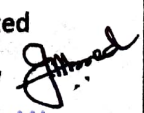
V. EXAMINATION:

South Salmara College is affiliated to the University of Gauhati University. All the semester end examinations process is regulated by the University and thus e-governance policy of the University is to be adopted through the following activities are done online:

- Issue of list of eligible candidates (Checklist)
- Filling up of Examination form by the students
- Approval of Examination forms by the college
- Uploading of Admit Cards by the University
- Downloading of Admit Cards by the college for distribution to the students
- Assessment of answer scripts (Internal/Tutorial/ Theoretical/Practical) are done by Examiners.
- Uploading of marks after correction of answer scripts (Internal/Tutorial/ Theoretical/Practical) by Scrutinizer in the observation of Head Examiner.

The college notifies each of the above in the college website as per university schedule/notice.

A dedicated non-teaching staff maintains the University portal and coordinates all exam. related affairs with the Principal of the College. The Principal acts as the Centre-in-Charge of the university


Principal i/c
South Salmara College



examinations and is aided by Officer-in Charges/Asstt. Officer-in-Charges for conducting examinations.

The college will also maintain all records of internal assessment which can be accessed by both students and teachers.

VI. LIBRARY:

The College maintains 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.

- The library should install fully automated ILMS software to facilitate e-learning in future.
- Entire Library System with respect to Issue, reference to be automated and staff & students to access the library resource in and outside the campus.
- The Library will provide access to fully automated software for plagiarism check for students and faculty members in future.
- The central library is partial computerized through server-based KOHA SOFTWARE in 2022-23.
- Circulation and membership is done through the KOHA software.

The College library database is maintained through KOHA where accession, cataloguing and circulation processes are going on. The readers can get the book list of the college library through Online Public Access Catalogue. The link of the catalogue is available in the college website. The library has started archiving the following:

- Honours and General syllabi of all the semesters
- CBCS/FYUGP/orders of all the departments issued by the University of Gauhati
- Question Papers of the End semester examinations from 2019 onwards

- The library automation should be done through cloud-based KOHA software for better management of the library.



VII. ICT INFRASTRUCTURE:

ICT infrastructure is one of the most significant components of the college's e-governance policy. The ICT infrastructure of the college should be maintained and augmented through the following steps:

To ensure that it has adequate number of desktops and laptops for students and staff.

Computers and printers to be made available in the administrative and accounts section.

Projectors and other multimedia devices to be provided in the auditorium, classrooms (one for each department), seminar rooms and laboratories.

The infrastructure to be complemented by computer networking devices, scanners, and interactive teaching board/smart board etc.

The College to maintain adequate internet facility to allow fast transmission of data to the various computers.

Office automation packages for desktops and laptops like Open Office, MS Office and Operating System, Windos7, Windos10, Windos11 and Antivirus to be updated regularly.

The installation and major maintenance of the ICT infrastructure (computers, laptops, printers, Broad Band, Wi-Fi etc.) required for e-governance are regularly maintained. The installation and major maintenance of the CCTV cameras are to be regularly maintained. The College shall organise administrative trainings for different categories of users for using the e-governance system.

VIII. LMS:-

The college will introduce virtual classroom through the incorporation of a Learning Management System on the official website of the college for advancing upon the traditional teaching-learning methods. Aim of making the Teaching-Learning process more interactive, intellectually intriguing and engaging. This will benefit the students engaging with particular topics outside the traditional classroom and will be available for a quick refresher rendering students the capacity of self-learning and innovative methods of evaluation.

IX. SOCIAL MEDIA:-

The college will open official social media accounts of South Salmara College in all major social media platforms like Face book.



X. ALUMNI ENGAGEMENT:-

To strengthen our alumni relationships, a separate alumni page to be created on the college website providing facilities like registration, listing of the prominent alumni of the college, alumni feedback, and many other aspects. South Salmara College Alumni Association to be consulted for regular updates and database management.

CONCLUSION AND FUTURE PLAN

As South Salmara College begins on its e-governance journey, this policy sets the foundation for embracing digital transformation, innovation, and stakeholder empowerment. It is our resolve to implement e-governance in many more areas in the college. With this aim in view, we have drafted this policy framework.

By aligning administrative processes with the principles of efficiency, transparency, and accountability, the college aims to create a dynamic and responsive governance framework that supports its mission of academic excellence and student success.

This policy document is subject to review and revision as deemed necessary to meet the evolving needs and standards of undergraduate education.

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