

E-GOVERNANCE POLICY



**BENGTOL COLLEGE, BENGTOL
CHIRANG, BTR, ASSAM**

www.bengtolcollege.ac.in



Office of the Principal

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Memo No.

DECLARATION

I hereby declare that all the information furnished herewith are true to the best of my knowledge and belief.


Principal
Bengtol College
Bengtol
Principal
Bengtol College
Bengtol

E-Governance Policy

Bengtol College, Bengtol

Introduction:

The integration of information and communication technology (ICT) has had a profound impact on reshaping the landscape of e-governance. This transformative mechanism has not only significantly improved operational efficiency but has also considerably broadened the scope of governance by seamlessly merging accessibility and effectiveness. Bengtol College implements an e-governance policy to improve efficiency, transparency, communication, and accessibility while reducing costs and enhancing the overall quality of education and administrative services. It empowers institutions to adapt to the digital age, respond to changing educational needs, and better serve their diverse stakeholders. The college integrates and utilizes E-Governance across all its operational aspects to enhance administrative connectivity with all stakeholders. E-Governance provides an efficient system for managing various functions, including accounts, administration, library operations, and teaching. It digitizes data and information, eliminating the need for manual processes. E-Governance replaces traditional data handling methods, reducing costs related to physical space and maintenance. The E-Governance policy emphasizes transparency and accountability throughout its implementation across all aspects. It has substantially enhanced administrative connectivity across various units, including the library and academic departments. The college remains steadfast in its commitment to further expanding and incorporating additional facets of governance in the near future.

Scope:

The scope of e-governance encompasses initiatives aimed at improving the governance systems within our college through the strategic utilization of technology. These initiatives span across various aspects of our objectives and institutional planning.

1. Administration
2. Student
3. Faculty
4. Library
5. Accounting and finance
6. ICT infrastructure

1. Administration:

E-governance in administration is implemented with the aim of automating administrative processes and reducing paperwork and manual tasks. This leads to increased efficiency in handling tasks such as admissions, registration, grading, and financial management. It also promotes transparency in decision-making and operations. Information related to policies, academic calendars, financial transactions, and more can be easily accessed by stakeholders, ensuring accountability and trust. It also facilitates effective communication between various departments and stakeholders within the institution. This helps in coordinating activities, disseminating important announcements, and addressing concerns promptly. There are established mechanisms for feedback and grievance redressal related to e-governance services and platforms at the college. The college website plays a crucial role in disseminating comprehensive information about the college's operations and notices and is regularly updated and maintained by the Website Maintenance Cell. All significant notices are promptly published on the website, and there is a provision for updating departmental and administrative activities.

2. Student:

E-governance significantly benefits students by eliminating the need to queue for various tasks like admission, examination, and document requests. This efficient approach reduces hassle during peak hours. To prioritize students' well-being, the college has extended e-governance to cover most of the student-related areas, enabling them to transfer data online and provide feedback conveniently. Bengtol College has made the readmission process online, although the central online admission process since the academic session 2023-24 has been arranged by the state government under SAMARTH PORTAL. This portal stores all the relevant data about the applicants, which the concerned institute can extract at any time.

3. Faculty:

E-governance has had a significant impact on teaching at the college. Teachers are mandated to take measures to offer classes and maintain records using ICT technology. Each department now features digital blackboards, enabling teachers to leverage technology in their instruction. Additionally, individual accounts for Heads of Departments under SAMARTH PORTAL is established, streamlining the process of verifying students' accounts online, eliminating the need for manual document scrutiny.

4. Library:

The college library has undergone full automation, featuring SOUL 3.0 software and a digital library management system that includes RFID (Radio Frequency Identification) Technology. The central library includes a digital library section to fulfill the requirements for both online and offline digital resources. Additionally, the college library offers E-learning resources for

both teachers and students. Furthermore, the automated library offers a wide array of resources through INFLIBNET and N-list, including subscriptions to various national and international journals.

5. Accounting and finance:

The college maintains all financial records and balance sheets in electronic format for efficient and accurate financial record-keeping. This includes the management of transactions and payroll, which is facilitated by cutting-edge software designed for automated salary calculations. Both internal and external auditors review the college's accounts regularly to ensure transparency and accuracy.

6. ICT infrastructure:

More effective teaching-learning services can be achieved through the utilization of information and communication technology (ICT). The college has adopted strategies to promote the efficient use of ICT. The institution offers digital classrooms equipped with e-learning tools such as laptops, desktops, projectors, audio systems, and Wi-Fi to support and enhance the learning experience. The college has been actively updating all its ICT tools with the latest technology. The ICT tools for classroom delivery have a significant impact on fostering student creativity and enhancing the learning process.