Madhab Choudhury College, Barpeta
E-Governance policy

Internal Quality Assurance Cell (IQAC)

Madhab Choudhury College

Barpeta – 781301, Assam

E – Governance policy

Policies & Guidelines

E – GOVERNANCE POLICY

Information and communication technology has proven beneficial to academic institutions in the realm of education, aiding in the simplification of governance frameworks and upholding educational standards. The definition of excellent governance is the capacity to deal with new changes and adjust to the demands of the existing situation. The management of the college understands how crucial it is to have a coordinated e-government system in place as it develops into a well-known institution of higher learning. The integration of all the institution's stakeholders and the automation of many tasks will be made easier by the presence of an e-governance system. Additionally, it will increase the process' level of transparency.

By utilizing innovative and cutting-edge technology, Madhab Choudhury College, Barpeta envisions as its only goal of improving the governance framework for the development of the institute. The policy will gradually be implemented in the areas of exams, admissions, daily departmental operations, academics, placements, management information systems, and stakeholder inclusion. It seeks to plan and facilitate any infrastructure for the adoption of innovative applications and solutions for seamless institute governance.

Objectives:

- E-governance will be implemented in all aspects of college operations to provide a more simple and efficient system of internal governance.
- To attain and establish a paperless environment and to render the green campus.
- Fostering accountability and transparency throughout all college functions.
- To enable rapid and simple information access.
- To make the teaching and learning processes more effective.
- To promote the institution worldwide.

Policy:

E-governance will be used in all areas of college operations, including the library, accounting, admissions, administration, and teaching. Each function will be designed and framed to be transparent and accountable.

Area of implementation:

- College website and social media
- Administration
- Student admission and support
- Finance and accounts
- Examination
- Library
- Quality enhancement

The policy is divided up into various operational areas for efficiency. These operational domains are merely illustrative, and the society retains the authority to introduce e-governance even in those areas that aren't listed here.

College website and social media:

- ✓ The college website will be updated regularly to reflect the latest updates. The website should serve as a reflection of college activities and should make information about all events, significant notices, etc. easily accessible.
- ✓ Website will be launched and hosted on a safe platform by a third party. Additionally, existing staff members should receive training, and those who will be in charge of managing and maintaining the website at the college level should be identified.
- ✓ A Website Committee will be formed to supervise the management of the college website.
- ✓ The Committee shall regularly supervise the procedure for operating, maintaining, and upgrading the website. The Committee will also look for any additional website modifications that are required.
- ✓ Social media platforms will be updated with significant news and accomplishments.

Administration:

- ✓ To develop college automation service for recording and maintaining students' attendance, feedback, internal assessments. etc.
- ✓ College administration will go paperless in order to create a simple, convenient, and efficient approach.
- ✓ The college will automate the system of teachers' leave application;
- ✓ To install CCTV cameras as necessary in all relevant locations.
- ✓ ICT to be incorporated into all administrative tasks and roles.
- ✓ The maximum number of services must be accessible to students online.
- ✓ To keep the admin staff up to with the latest technologies, they should receive proper training and development.

Student admission and support:

- ✓ The college will develop a fully automated platform for the student admission process.
- ✓ Students will be admitted online through the affiliated University's ERP software system.
- ✓ There will be interfaces on the website for online admission and transactions.
- ✓ Information on the course and programme information, intake, amenities, etc. will be made accessible via an e - brochure on the website.
- ✓ To develop a website-based alumni portal for information concerning the alumni.
- ✓ Online system of class lecture delivery, assignments, notes, requirements, and class videos to be made available in the college automation site for students' support and progress.
- ✓ To make students' certificate download available in the college automation.

✓ To develop the students' grievance and other complain facility online through college automation.

Finance and accounts:

✓ The college's accounts will be maintained utilizing the most recent software.
✓ All transactions will be carried out online using services like PFMS, NEFT, RTGS, UPI, and bank transfers.
✓ To ensure the transactions' confidentiality, suitable security precautions should be used.
✓ Regular training for existing employees and software updates are essential.
✓ An automated payroll management system will be used for every aspect of payroll processing, including salary calculation, salary slip generation, salary distribution to bank accounts, TDS, etc.

Examination:

✓ The affiliated University regulates the examination procedure; hence the University's e-governance policy should be applied in this case.
✓ The college will implement an online system that allows students to examine their overall internal assessment scores at the end of each semester and report any anomalies.

Library:

✓ To implement a fully automated library.
✓ The entire library system, including issue, reference, and staff and student access to library materials both inside and outside of the campus, will be automated.
✓ Within the campus, there will be access to electronic journals and resources.

Quality enhancement:

✓ The IQAC will utilize all e-governance features to carry out all of its actions and processes, as well as those of its committees and cells.
✓ Programs for teacher and student exchange will embrace online provisions.
✓ to host online workshops, seminars, and other similar events, and to promote greater engagement from the student community.
✓ To acquire online feedback from students, alumni, parents, and teachers while also compiling and analyzing it utilizing ICT tools.

ICT tools and software:

✓ The college will make sure that there are enough Desktop computers and laptops for both students and staff.
✓ Projectors and other multimedia equipment will be available in the laboratories, seminar rooms, and classrooms.

- ✓ The administrative block, departments, and library each will have computers and printers available.
- ✓ The infrastructure will be enhanced by computer networking tools, scanners, interactive whiteboards, and other technology.
- ✓ Office automation programmes like Open Office, MS Office, and antivirus should be acquired and updated on a regular basis for desktops and laptops.
- ✓ In order to enable quick data transmission to the various computers, the College must maintain servers with the proper configuration.

Review and update:

In order to provide the utmost service to the college administration, the College is committed to implementing the approved policy and will continually evaluate and update it.

(Dr. Abani Kumar Das)
Coordinator, IQAC
Madhab Choudhury College.
Co-Ordinator,
Internal Quality Assurance Cell
Madhab Choudhury College
Barpeta

(Dr. Prakash Sarma)
Principal
Madhab Choudhury College.

Principal,
Madhab Choudhury College
Barpeta