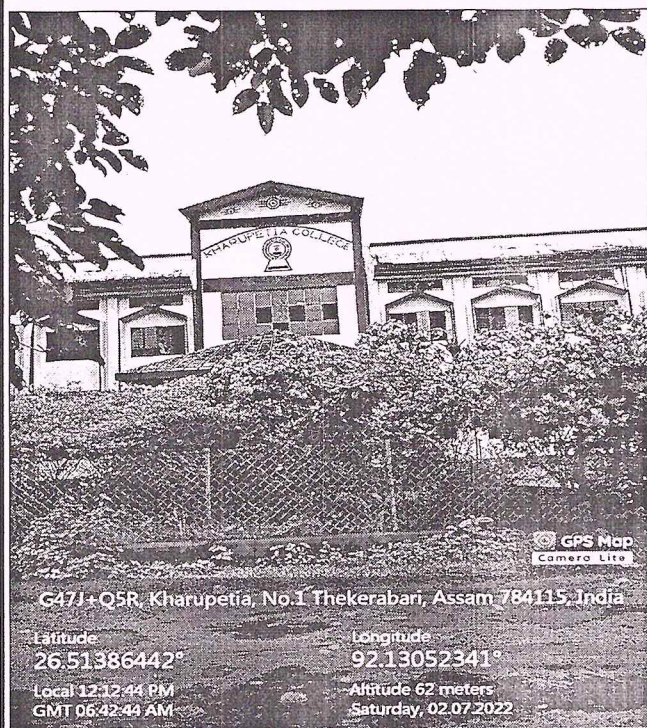# E- GOVERNANCE POLICY (EGP)

KHARUPETIA COLLEGE,

KHARUPETIA

Principal
Kharupetia College

E- GOVERNANCE POLICY (EGP)
KHARUPETIA COLLEGE, KHARUPETIA

INTRODUCTION:

This is an era of fast digitalization of all human activities in all the spheres of life. This has necessitated the adoption of a policy for e-governance in the academic institutions. This e-governance ensures transparency, efficiency and speedy discharge of administrative and academic duties and activities as well. In this connection the role of ICT classroom is remarkable. Further, ICT integration and E-governance provides speedy information, dissemination and improvement of administrative aspects.

Kharupetia College has also adopted E-Governance policy in the fields of administrative and managerial activities, examination, finance and even admission related activities. The objective behind all these is to ensure transparent electronic input and speedy and time bound performance of administrative and other works.

OBJECTIVES:
1. Implementation of e-governance in different works of the college in order to ensure better performance within and outside college premises.
2. To ensure transparency and smoothness of work within a limited timeframe.
3. To initiate a paperless work culture.
4. Providing easy and prompt access to information.
5. Making the premises wi-fi enabled
6. Making classrooms ICT enabled.
7. Automation of the college library and Students attendance.

RESPONSIBILITY:

Kharupetia college will form a supervisory cell with due approval of the G.B for the implementation of E-Governance policy of the college. The cell will be formed with the following persons:
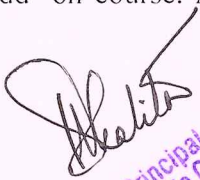   a) Chairperson: the principal
   b) Convener: One senior faculty.
   c) Members: five members (at least one each from office and library).

IMPLEMENTATON AREAS:

The Policy will be implemented to the following areas:

ADMINISTRATION: This policy will be implemented to the administrative mechanism of the college. As it provides convenient, hassle free and prompt administrative environment to the college, so it is of top priority. It will also cover student Attendance Management software for faculty members, office staff and maintenance of effective database. Also this will set up better communication system among whatApp groups.

ADMISSION: This e-governance policy encourages an open and transparent strategy for the students' admission procedures through online mode. An admission portal needs to be used to manage the admission of HS. UG and PG programmes including regular, Open, online mode and even add- on course. All admission related matters will be managed through the portal.

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FINANCE: In the matters of finance and accounting, this policy incorporates electronic strategies. The college has to use software like Public Financial Management System (PFMS) to manage the funds received from the Govt. This will also help in calculating salary, generate salary slip, and disperse of salary to the bank accounts' TDS. NEFT.RTGS SBI collect, bill desk etc. The policy also advocates training to the existing staff and up gradation of the existing software on regular basis.

TEACHING, LEARNING AND EVALUATION: This policy is also related to the enhancement of the ICT facilities for improvement of teaching- learning environment in the college. Through this policy the college will get exposure to popularize the smart classroom, e-platforms, e-resources, e- content etc. The e-governance policy relating to examination will be adopted from time to time as the examination process is regulated by the affiliating university.

Signature
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Kharupetia College

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