



## MORAN COLLEGE, MORANHAT

### E-GOVERNANCE POLICY (EGP)

#### 1. INTRODUCTION:

The necessity of adoption of a policy for e governance in the academic institutions has been geared up due to the rapid use of internet and technological devices by humans for various activities and endeavours. E governance is the urgent necessity to ensure efficiency, accountability, responsiveness and transparency in the administrative and managerial activities. The integration of ICT in education in fact reflects the necessity of E governance.

Moran College has adopted an E-Governance Policy with the objective of including electronic aids and devices in various administrative and managerial activities. The college incorporates electronic inputs in Administrative, Examination, Finance, Library and Admissions services etc. This policy also aims to achieve efficiency in all the functioning of the college in order to ensure swiftness, clarity and accessibility.

#### 2.0 POLICY OBJECTIVES:

- 1) To incorporate E-governance in all kinds of operations of the college with a view to provide a smooth and efficient system within and outside the institution.
- 2) To promote transparency and accountability in the functioning of the college.
- 3) To create a paperless working culture in the institution.
- 4) To ensure easy and quick access and availability to data and information.
- 5) To make the college campus Wi-Fi enabled.
- 6) To provide ICT enabled classrooms in the college.
- 7) To fully automate the Library of the college.

#### 3.0 AREAS OF IMPLEMENTATION

The E Governance Policy of Moran College covers a wide range of activities and services of the college. The Policy will be implemented in the following areas:

**4.01 Administration:** The E Governance Policy covers various types of administrative services of the college. It will provide a smooth, efficient and responsive administrative environment in the college. It will also cover Biometric Attendance for Teaching Faculty and Office Staff to record and track their attendance. The policy emphasizes use of e modes such as WhatsApp groups, Moran College Official App, website notification etc. for communication to all stakeholders of the college.

**4.02 Admission:** The policy advocates students' admission process through online mode for maintaining transparency in the process. The college will display the brochure on the college website mentioning in details about the guidelines and procedure for the admission process. An Admission Portal need to be used to manage the admissions into HS and UG courses. All admission related matters shall be managed through this Portal.

**4.03 Finance:** The policy advocates incorporating electronic strategies in finance and accounting activities of the college. The College will ensure the use of software like Public Financial Management System (PFMS) to manage the funds received from the Government. In addition to that, software like Fin Assam to be used to automatically calculate the salary, generate salary slips, disburse the salary to the bank accounts. Moreover, TDS, e-NPS (provided by NSDL), NEFT, RTGS, SBI collect (for collection of students' fees online), etc. are also used for finance and accounting purpose. Besides, the policy ensures training and workshops for the existing staff for their up gradation and for their efficiency in using the existing software on regular basis.

**4.04 Teaching, Learning and Evaluation:** The policy advocates improvement in the quality of ICT facilities with an objective to improve the teaching learning environment in the college. The college needs to integrate smart and ICT enabled classrooms. Moreover, the policy ensures for increase in additional teaching learning activities linked to e platforms/ e resources. The policy will work for encouraging faculty members to develop e-content and use ICT. The examination process is regulated by the affiliating University, therefore the e governance policy relating to examination will be adopted from time to time as per the rules and regulations of the University.

**4.05 Library:** The college continues to maintain its academic excellence through maintaining a well stored library. The college will add more e learning resources for the benefit of both teachers and the students. The college should take recommendations from the teachers and students while subscribing to the e resources and the subscription be done in regular basis. The library should install fully automated ILMS software and use Online Public Access Catalogue module.

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