



OFFICE OF THE PRINCIPAL
SONARI COLLEGE

P.O.: Sonari, Dist.: Charaideo (Assam)
PIN 785690
e-mail: principalsonaricollege@gmail.com
Phone No .03772 256515(O)

Ref. No.

Date.....

DVV Clarification

Criterion VI: Governance, Leadership and Management

Metric No. 6.2.2: Institution implements e-governance in its operations

DVV Query 3: ANNUAL E-GOVERNANCE REPORT APPROVED BY THE GOVERNING COUNCIL/ BOARD OF MANAGEMENT/ SYNDICATE POLICY DOCUMENT ON E-GOVERNANCE



[Handwritten Signature]
Principal
SONARI COLLEGE
SONARI



| Metric No: | Heading |
|------------------|---|
| 6.2.2 | ANNUAL E-GOVERNANCE REPORT APPROVED BY THE GOVERNING COUNCIL/ BOARD OF MANAGEMENT/ SYNDICATE POLICY DOCUMENT ON E-GOVERNANCE |
| 2018-2019 | |

Annual E-Governance Report (2018-19)
Approved by the Governing Body

Sonari College, Charaideo has believed in staying upto date. It ensures that the college and its processes need to improve. E-Governance is also one of the ways to ensure that the efficiency, transparency and accessibility of the college system is to be reached the stakeholders.

This report provides an overview of E-Governance initiatives implemented by the college during 2018-19. The college aims to facilitate the stakeholders this efficiency, transparency and accessibility.

The services provided to the stakeholders by the college are

1. Online admission system:- The college initiated and implemented the online admission system for this session through which prospective students can apply for online admission.
2. Online platforms like Google Classroom, Google Meet, Zoom, Whatsapp Group etc. were used by the college fraternity.
3. Attendance of faculty and staff were recorded in Biometric Process.
4. Updating of website and digitalization of Library.
5. A Software designed by Adroit DigiSoft Solutions Pvt. Ltd., Guwahati was used for accounting.
6. All notifications and related information were uploaded in online group and website for staff and faculty.
7. Salaries were paid using online accounting system.
8. Communications with Govt. and Higher Education Department were made through online.
9. The submission of required data to UGC/Higher Education etc. was made through online mode.
10. Online Library system was made user-friendly and accessible to all stakeholders which facilitated the efficient management of library resources.
11. E-Waste Management System ensured safe disposal of E-Waste under relevant laws and regulations. The College followed Reduce-Reuse and Recycle process.
12. Institutions ensured the update of its hardware and software as necessary for proper functioning. The institution established SOP for proper maintenance of hardware and software.
13. Payments to vendors were made through PFMS

Conclusion :-

The E-Governance facility initiated by the institution in the Session 2018-19 aimed to facilitate efficiency, transparency and accessibility to stakeholders. The initiative was successful in streamlining the administrative process and promoting accountability and increasing public trust in the College. The College will continue to implement E-Governance initiative in future.




Principal
Sonari College
SONARI COLLEGE
SONARI



2019-2020

Annual E- Governance Report (2019-20)

Approved by the Governing Body

In the year 2019-2020 Sonari College installed a software designed by Adroit Digisoft Solutions Pvt. Ltd., Guwahati for proper functioning of e-governance effectively. This report provides an overview of e-governance initiative and implementation during – 2019/2020 which aims to facilitate better experiences to the stake holders.

E- Governance Initiatives

1. Software designed by Adroit Digisoft Solutions Pvt. Ltd., Guwahati was installed to make the online admission more user-friendly for students to apply for online admission.
2. Library was completely digitalized.
3. Smart ICT tools were purchased for classrooms.
4. Wi-fi was installed in the College campus.
5. ICT tools were purchased for computer laboratory.
6. Communication with Govt. and Higher Education department was exclusively made through online.
7. Communication with faculty was made through online.
8. Students groups were created to convey messages and class-wise study materials.
9. Students and College fraternity were trained for using digital payment system.
10. Updating of the College Website.
11. Payments were made through PFMS.

Conclusion

The e-governance initiatives were implemented by the college during the year 2019-20 to facilitate the transition to online works and provision of education and allied services.

The initiations on implementations were successful to make the students use the online mode. The College was trying to update the Hardware and Software equipment. The college would continue to implement e-governance initiatives in future to support the provision of education services to students.




Principal
Sonari College
Principal
SONARI COLLEGE
SONARI



2020-2021

Annual E- Governance Report (2020-21)

Approved by the Governing Body

This annual report provides an overview of e-governance initiations and implementations by the institution during the period 2020-2021. It was a challenging year with the onset of Covid-19 pandemic. The e-governance effort of Sonari College proved a boon to manage this phase. The pandemic period necessitated a shift towards online education. The e-governance of this year facilitated online education and ensured continuous learning provision to the students.

E-Governance facilities

1. The College implemented a software designed by Adroit Digisoft Solutions Pvt. Ltd., Guwahati for institutional management system.
2. The faculty members used the online platforms which enabled the students to attend the online live classes and submitted the assignment under the guidance of the teachers.
3. Virtual meeting platforms like Zoom, Google Class Room, Microsoft Team, Google Meet etc. were used extensively by the faculty to conduct online live classes, seminar presentation etc.
4. Institution conducted online assignments and enlisted the students to enable them to continue learning.
5. College shared the e-learning materials and other sources of learning through online platforms to help the students during the pandemic.
6. Hardware and software were updated as required to perform the duties of the staff efficiently.
7. The e-governance initiatives and implementation during this year aimed at facilitating the transition to online education and ensuring the provision of continuing Education Service.
8. The Affiliated University conducted the Final Examination through online mode and the college supported them by e-governance tools.

Conclusion :

The use of e-governance enabled the institute to maintain academic integrity. The college will continue to implement e-governance initiatives in future to support the provision of education services to students and stakeholders.




Principal
Sonari College
Principal
SONARI COLLEGE
SONARI



2021-2022

Annual E- Governance Report (2021-22)

Approved by the Governing Body

This annual report of E-governance provides an overview of its implementation and initiatives during the period 2021-22. This year is also marked by the continued impact of the Covid-19 Pandemic. The year shifted to hybrid classes of both offline mode and online mode adopting e-learning technologies. The e-governance initiatives and implementations aimed at facilitating the transition to hybrid classes and improving the overall e-learning experiences of students.

E- Governance initiatives

1. The College continued to implement its online admission process in an effective manner.
2. Examination process was completely computerized and everything was done through online mode.
3. Registration process of student was through online mode.
4. Learning materials were supplied to students through online.
5. Library was by registering to N-list to access e-resources.
6. Accounts were maintained digitally through ICT tools.
7. Classrooms were Wi-Fi enabled.
8. Smart ICT tools were installed in Classrooms.
9. Skill based courses on computer were continuing.
10. The college Website was updated with necessary information.
11. Hardware and software were updated as required to make the process user-friendly.
12. ICT tools were installed in college campus.

Conclusion

The e-Governance initiatives and implementations aimed to facilitate and improve the e-learning and teaching of the college. All the university related works were performed through online mode to ensure efficiency and effectiveness of stakeholders. Above all, the e-governance initiatives and implementations were successful. The college would continue this effort to support the provision of education services to the students.




Principal
Sonari College
Principal
SONARI COLLEGE
SONARI



2022-2023

Annual E- Governance Report (2022-23)

Approved by the Governing Body

The E-governance report of the session 2022-23 of the college provides an overview of initiatives and implementations of ICT tools. The college has tried to support the stakeholders by facilitating efficiency, transparency and accessibilities of ICT tools to increasing the trust of the institution.

E- Governance initiatives

1. Admission and selection process was made through online.
2. Updating the Library.
3. Classrooms are Wi-Fi enabled and ICT tools installed.
4. Accounts are maintained through by Adroit Digi Soft Software.
5. All examination works are performed through online.
6. All communications with Higher Education and Govt. are paperless.
7. Communication with students and faculty is made through online.
8. Software and Hardware were updated as per SOP.
9. Students are motivated to go through online e-learning.
10. Website is updated,
11. Payments are made digitally.
12. Salaries are paid through online to staff and faculty.

Conclusion

The e-governance initiatives and implementations of the institution facilitate transparency, accountability, effectiveness and accessibility of the students. The resources they need are provided by the institution.

As per necessity of the students hardware and Software will be updated. E-wastes are maintained as per SOP following the rules Reduce-Reuse and Recycle.

The organization will continue the e-governance process in the future to support the provision of education services to students and society.




Principal
Sonari College
Principal
SONARI COLLEGE
SONARI



Sonari College E-Governance Policy

Introduction :-

E-Governance Policy is a framework which outlines the proper implementation and utilization of communication technology tools and information in the management process of an organization. The use of ICT tools enhances the efficiency transparency and accessibility of the services provided by an organization to different stockholders. By comparing the dependency in the technology of the people E-Governance policies are increasingly relevant at present. E-Governance policies can streamline the administrative processes improve service delivery and increase the participation of the people in decision calling process. The implementation of E-Governance policies can promote accountabilities, reduce ambiguity and increase public trust in the organization. In today's digital age an effective E-Governance policy is crucial for success of an organization.

Objective:-

The objective of the E-Governance policy is to provide a framework for effective implementation an utilization of ICT tools in the college administration and management process. The E-Governance Policy aims to enhance the efficiency, transparency and accessibility of services provided to various stakeholders (Faculty, Staff, Students and wifes community)

Policy:-

1. The College will establish an E-Governance System that will enable stakeholders to access services online and facilitate the smooth functioning of college's administrative processes.
2. The College will ensure that E-Governance comply with relevant laws and regulations including data privacy and security .
3. The College will ensure to train and support the stakeholders to enable them to use E-Governance effectively .

Procedure :-

1. College will establish the standard operating procedure (SOP) for implementation and maintenance the E-Governance initiatives.
2. College will ensure that that all SOP's are regularly reviewed and updated as required .
3. College will establish a dedicated responsible cell for implementation E-Governance initiatives.

College website :

1. The college website will be the primary source of information for all stake holders.
2. The college website will be regularly updated with relevant information (Admission, course information, fees structure, examination and other importance notice)
3. the College website will be designed to be user friendly and accessible to all stakeholders.

Admission :

1. The College will establish an online system for admission.


Principal
SONARI COLLEGE
SONARI



2. Initial interaction with students will be conducted online using e- platforms to ensure fair access from other locations.

3. The admission system will be design user friendly and accessible to all applicants.

4. The e-admission process will exists alongside traditional mode of admission to ensure inclusivity and accessibility.

Accounting:-

1. The college will establish an online accounting system that enable transparent processing of financial system.

2. The accounting system will be designed user friendly that accessible to all authorized personnel.

3. The accounting system will be integrated to college administrative system to enable seamless processing of financial transactions.

4. Students will be encouraged to pay all fees by using the e-platforms.

Administrative Software:-

1. The college will implement administrative software system for efficient management of administrative system.

2. The administrative software will be designed user friendly and accessible to authorized personnel and which will be updated regularly .

3. A third party software will be duly accounted for audited internally .

Library:-

1. The college will establish an online library system which will enable stakeholders to access the library resources.

2. The library system will be designed user friendly to access by the stakeholders.

3. The library system will be updated with new resources and maintained to ensure efficient functioning.

4. Apart from Govt. and University driven repositories efforts will be made to introduce E-Learning materials, store E-Books and E-Journals through library.

E-waste management

1. Efforts will be taken to Reduce-Reuse and Recycle the e-waste responsibility .

2. The college will ensure safe disposal of electronic waste.

3. The waste management system will comply with relevant laws and regulations.

4. The college will establish a dedicated responsible cell for implementation and maintenance of E-waste management.

ICT tools Hardware and Software information:

[Signature]
Principal
SONARI COLLEGE
SONARI

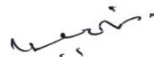


1. The college will ensure that hardware and software infrastructure be updated regularly and maintained to ensure efficient functioning.
2. The college will establish the standard Operating System (SOP) for maintenance of Hardware and Software infrastructure.
3. The college will ensure that all authorize personnel name access the hardware and software platform to perform their duties effectively .

Conclusion:-

The E-Governance policy aims to provide comprehensive frame work for implementation and utilization of ICT tools in the college management process. The policy recognize the importance of efficiency, transparency and accessibility in providing quality services to stakeholders in furthering the quality journey of the college.




Principal
Sonari College
