



OFFICE OF THE PRINCIPAL
SONARI COLLEGE

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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 4: POLICY DOCUMENT ON E-GOVERNANCE




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Policy document on e-governance

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 wider 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.


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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:


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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.




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