



OFFICE OF THE PRINCIPAL
SCIENCE COLLEGE, KOKRAJHAR

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Ref. No:

Date:

POLICY DOCUMENT FOR E-GOVERNANCE

Policy Statement

Science College, Kokrajhar is dedicated towards promoting decentralized and participative management in various aspects of administration, students admission and examination related affairs. The initiative aims to enhance the existing physical governance infrastructure and improve the seamless information sharing among the institution's various stakeholders.

Scope and Applicability

The scope of this policy covers day-to-day operations of various functions and processes within the college. The e-Governance initiative aims to improve the governance system of the College through the use of innovative and scientifically sound technologies the following areas:

1. Administration
2. Student Admission and Support
3. Examination

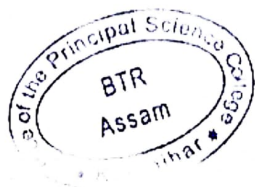
Policy Purpose and Objectives

The aim of this policy document is-

- (i) To ensure effective implementation of e-governance across all the functions within the college.
- (ii) To review, replace, complement and/or supplement the erstwhile physical governance infrastructure with e-Governance facilities for improving the efficiency of various functions within the college.

e-Governance in Administration

All functionaries in administrative offices shall be adequately equipped with ICT-enabled systems with licensed software and internet facilities, wherever required, for necessary connectivity. The college administration shall be equipped with a customized user-friendly portal. All the classrooms, conference rooms and the seminar rooms shall be furnished with ICT-enabled Technologies. CCTV-cameras shall be installed and maintained at all strategic locations to ensure proper surveillance. The college shall develop and maintain a user-friendly interactive website to disseminate general information as well as updates to its students, teaching and nonteaching staff and to the all stakeholders. The website shall be periodically reviewed by the Website committee of the college. In addition, all official communications and notices shall also be sent via e-mail and other available online platforms. The college shall ensure that all the faculty members and non-teaching staff are imparted special ICT training programs for their continuous growth. The college shall also subscribe



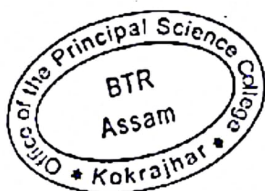
to online platforms to support online teaching-learning process, trainings, lectures, webinars and other official interactions etc.

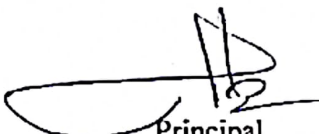
e-Governance in Student Admission and Support

The college shall adopt online mode of admission process as mandated by university from time to time. The college shall automate and digitize its Library functions to not only support contactless procurement, accession and issue/return of books from the library but also provide e-resources for remote access of the content from other sources also.

e-Governance in Examination

The college shall adopt online mode of performing exam related processing, generating of admit card, conducting the examination etc. as mandated by the affiliated university from time to time.




Principal
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