

POLICY DOCUMENT



Manabendra Sarma Girls' College, Rangia

e-Governance Policy Document

Scope:

The scope of this policy extends to this area:

1. General Administration
2. Student Admission
3. Examination
4. Library

Policy:

The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.

The policy is designed and framed to make each and every function transparent and accountable.

The College decides to make the following policies and procedure:

Website: The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a MoU is signed with S.S. Technologies, Guwahati to design and develop the website. Training is given to the administrative and teaching staff to make important updates on the website. A faculty member will look after the process of updating, maintaining and working of the website on a regular basis and also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

Website: <https://www.msgcollege.co.in>

Student Admission: An open and transparent strategy for the admission process is followed. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admission in the college.

Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software is being used by the Admission Committee.

Administration:

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

Examination:

The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.


PRINCIPAL, I/C
M. G. GIRLS' COLLEGE
RANGIA