

HEM CHANDRA DEV GOSWAMI COLLEGE

E-GOVERNANCE POLICY

2023



NITAIPUKHURI, SIVASAGAR

ASSAM

785671

Hem Chandra Dev Goswami College has an E-Governance Policy for taking decisions regarding phase wise implementation of e-governance in different sections. The purpose and objectives of this policy statement are to guarantee the efficient deployment of e-governance throughout all functions within the college and to assess, enhance, and/or add e-Government tools to the previous physical governance infrastructure in order to boost the effectiveness of different college operations.

Policy's Scope:

In order to support all college stakeholders, including administrative staff, teaching faculty, non-teaching staff, and students, this policy's scope includes day-to-day operations of various functions and processes within the college, such as general administration, accounts and finance management, purchases, establishment of ICT infrastructures, library, student administration, admission, online classes and examinations, etc.

Components of the Policy

E-Governance in Administration:

- All the Correspondence related to Director of Higher education are done with emails provided by the Directorate of Higher Education, Govt. of Assam. (directorhigherassam123@gmail.com) (gb.dheassam@email.com) (dheassambudget@gmail.com)
- Promotion and Fixation of Salary of the Teachers are initiated online by DHE: Pay fixation web portal. (<https://dhecollege.assam.gov.in/clguni/home>)
- All the important communication are provided to the Teachers through email and WhatsApp
- Every employee in administrative offices must have access to ICT-enabled systems with licenced software and internet access, if needed, for essential tasks.
- The ICT enabled classroom and conference hall would be upgraded and checked regularly.
- To guarantee adequate surveillance, CCTV cameras must be installed and maintained at all key places.
- The institution will create and manage an easily navigable interactive website to provide general information and updates to its students, faculty, staff, and the public at large.
- The Website committee will review the website on a regular basis.

E-governance in Finance and Accounts:

- Public Finance management System(PFMS) Ministry of Finance, Department of Expenditure Public Finance management System-PFMS 3rd & 4th Floor, Shivaji Stadium Annexe Connaught Place, Shaheed Bhagat Singh Marg New Delhi- 110001
Phone/Fax(0 1 1) 23343860
Email : helpdesk-pfms@gov.in
- Salary Bill and Arrear bills of the Teachers are prepared online with <https://www.finassam.in/assamfinance/welcome>
IFMS Finance Department Govt. of Assam, Dispur, email cgu_finassam@gmail.com
- Scholarships are provided under Direct Benefit Transfer (DBT) to the beneficiaries.

- Gem Portal

E-governance in Examination:

- Marks for the internal examination are entered using the Dibrugarh University internal examination management system (https://dibruexam.in/dibrugarh/Gradesheet_login.php)
- Registration of Students also done online using the Dibrugarh University portal (<https://dibruexam.in>)
- Form fill up for the end semester examination are done using <https://dibruexam.in>
- Results of end semester examination is also declared online by https://dibruexam.in/dibrugarh/Gradesheet_login.php

Student Support and Admission

- Student admission from the year 2020-21 has been implemented online. A website is developed for the Student admission and support. The link for admission and support is <https://hcdgonline.co.in>
- Admission for 2023-24 session is done under SAMARTH portal.

The following are the anticipated results of this policy:

- A general increase in the college's productivity through the digitalization and simplification of several procedures across numerous departments.
- Ensuring accountability and openness in all college-functioning entities;
- Promptly responding to student-focused questions or issues.

