

E-GOVERNANCE POLICY



LUMDING COLLEGE, LUMDING, HOJAI, ASSAM-782447

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E-GOVERNANCE POLICY

Scope:

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- E-waste Management

Policy Objectives:

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.

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Action Initiated:

1. Administration: in order to provide a user-friendly, transparent and efficient system of e-governance within the institution, the college promised to adopt and implement e-governance in maximum areas of functioning.
The college has already started with e-governance in some areas of functioning like admission, Biometric attendance system of staffs, library, accounts and finance etc. Information dissemination through digital media like website and social mass media.
2. Website and online ERP Portal: The website of the college acts as a mirror of the institution. The college utilizes the website <https://www.lumdingcollege.org/> to disseminate all its activities for easy public viewing. Almost all the activities and information, notices etc. are being made available to the stakeholders. The college has also procured another ERP (online) portal for admission, alumni and other vital areas of e-governance <https://lumdingcollege.co.in/>. Students can able to apply pass certificate, renewal of admission, forward feedback and lodge complaint if any via online. In this online ERP portal, all the students get a user-id and individual password for entry into the ERP modules available to him or her. Registered students can view and use the online facilities. All the faculties are able to register in the portal and avail of the benefits available to them. Registered faculties are authorized to update their profiles and can upload the departmental activities. Recently Assam Govt. has made it mandatory to use e-Samarth portal for administration purpose.
3. Students Admission: The college introduced online admissions and fees collection through ERP portal. For this purpose, an arrangement has been made with HDFC Bank to facilitate a payment gateway. However, all admission from 2023-24 academic session is mainly conducted through Assam Govt. e-Samarth portal.
4. Accounts and Finance: The college followed the Government instructions and accordingly uses Public Financial Management System (PFMS) and Fin assam for salary management. PFMS is facilitating Payments and Exchequer Control, Direct Benefit Transfer (DBT), Monitoring fund flow mechanism, Accounting of Receipts (Tax and Non-Tax), Compilation of Accounts and Preparation of Fiscal Report, and Dissemination of Information. It has established interface with financial management system of states, banks and other external systems. The Public Financial Management System (PFMS) has evolved as a robust web-based online system designed, developed, owned and implemented by the O/o CGA. All

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accounts are maintained locally through computer and for ease of maintaining accounts, the college gradually introduces an online accounting process. Students fee collection is still been receiving through our ERP portal.

5. Library: The college uses SOUL 2.0 and digital library software. An OPAC system is introduced to search the library books by the users. A user registration system will be introduced shortly for the students and staffs so that proper users can be tracked by the Librarian. College has also subscribed infibnet for using resources online.
6. Examination: As per directions of the affiliating University, it is mandatory to fill up the examination, registration etc. through online mode. Filling examination forms, reevaluation forms, uploading of internal assessment marks etc. has to be done in an online manner.
7. Alumni: In order to strengthen alumni interaction, a separate alumni link is created on the college website through which an online alumni registration is introduced.
8. Feedback: Online feedback collection facility is also introduced by the stakeholders
9. Grievance: Online mechanism is introduced for lodging complaint on caste discrimination, anti-ragging, internal complaint (anti-sexual harassment) Students grievances etc.
10. Placement and career: an online system is developed for placement in the online ERP portal.

This institutional policy on e-governance drafted by IQAC, Lumding College with necessary approval from the management and shall be effective from the academic session 2022-2023 vide GB approval/Resolution No. Misc. Reso. No. 09 (3) Dated. 12.04.2023



Principal

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