2022–2023 E-Governance Policy

E-governance is a crucial tool for the institute's governing body. **Altaf Memorial Govt. Degree College Kilam** has created an E-Governance Policy with the main goal of integrating E-governance in all of the institution's contacts and services in order to deliver a more straightforward and effective system of governance.

E-governance has already been implemented by the institution in several areas of operation, such as the library, accounts, etc. But now that we've made the decision to deploy e-governance in numerous additional sectors; to address the issue we've created the policy framework with following objectives.

Objectives:

1. Integration of e-governance into the institution's varied operations.
2. Increasing the effectiveness of our operations.
3. Encouraging accountability and transparency.
4. Making the institution's administration paperless.
5. Enabling online communication between different institutions inside the institution.
6. Facilitating simple information access.

E-Government Procedure

The vendors for EPR, WEB site development and maintenance, SMS services, and Digital Marketing partners are selected, and the necessary support is procured, after various vendors are identified and invited for demonstrations, comparative statements with unique features are verified, and the basis for recommendations by the concerned authorities. In order to get the most out of the programme, the college's teaching and non-teaching fraternity are updating themselves with the necessary training.

Domains of e-government

1. **Planning and Development:** To create and implement a computerized process for the appropriate collection, storage, and maintenance of data relating to the institution's Planning and Development.
2. **Student Admission:** The College has decided to process all admissions in online mode. This will cover admissions to all courses whether graduate and post graduate courses.
3. **Accounts:** To device and implement online tools for proper updating of accounts. Accordingly, requirements should be assessed by the Governing Body by discussion with accountant and other accounts staff and accordingly new software may be purchased. Appropriate security measures should be taken for maintaining confidentiality of the transactions.
4. **Library:** The institution has decided add more e-learning resources for the benefit of the teachers and students.
   - Similarly newer e-learning resources like journals, etc should be identified.

- Recommendations of the teachers and students also need to be taken into account while subscribing to these resources.

5. **Administration:**
   To provide a hassle free, convenient and cheap process, maximum of the administration should be handled with ICT based technology.

6. **Examination:**

   As per the directions of the University, it is mandatory to handle examination in online manner, uploading of marks, etc. everything has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while documenting examination data.

7. **Website:** Website is put in to full use as a vital information source to all the stakeholders and all important communications / circulars notices are made available in web site to ensure reaching of information to the needy any time anywhere
   The website of the college needs to revamp taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices, etc should be made easily available to the outsiders

8. **Alumni:** In order to strengthen alumni interaction, a separate alumni portal is to be provided with registration, information of the college activities, list of prominent alumni, achievements of the alumni and feedback.

9. **SMS feature:** Shall be put in to maximum use to stay connected with parents, students and staff for the purpose of intimating absentees, academic performance, holidays and other required information.