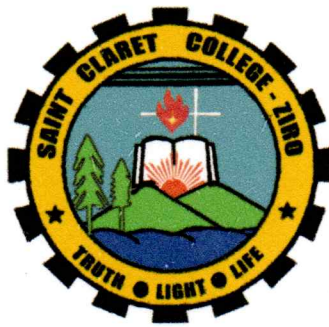


SAINT CLARET COLLEGE, ZIRO

P.B 22, Salaya, Lower Subansiri (Dt) Arunachal Pradesh



POLICY ON E-GOVERNANCE

July

2020

Policy on E-Governance

Introduction:

Saint Claret College, Ziro (SCCZ), recognizes the importance of E-Governance in streamlining administrative processes, enhancing transparency, and improving the overall efficiency of the college. This policy document outlines the guidelines for the implementation of E-Governance in the following areas;

- Administration,
- Admission, Issue of Certificates,
- Examination
- Finance and Accounts

Administration:

The college will implement a comprehensive E-Governance system for the administration, which will include modules for attendance management, leave management, employee self-service, and performance management. The system will be offline and based on need, it will be upgraded to online or cloud-based, and access to the system will be granted only to authorized personnel with proper credentials.

Admission:

E-Governance system for Admission will be implemented through the online application portal that will enable students to apply for admission, upload relevant documents, and pay the application fees. The portal will be accessible from the college website and will be available 24/7. The portal will be kept open at relevant times.

Issue of Certificates:

The college will implement an E-Governance system for the issue of certificates, including Character Certificate, Bonafide Certificate, Transfer Certificate, Provisional Degree Certificate, etc. The certificates will be generated from the database of the College. Access to the system will be granted only to authorized personnel with proper credentials. The College will gradually upgrade to online request and issue of digital certificates with proper authentication.

Examination:

E-Governance in examination system will be implemented through the ERP of the College. The system will provision for recording the Internal Assessment marks of students. The system will be taken online in the future and access will be given to each student and respective parents.

Finance and Accounts:

E-Governance system for finance and accounts, including modules for fee collection, payment of bills, and financial reporting will be implemented in the College. The system shall be integrated with the college's banking system and will enable students to pay fees online using various payment methods. The system will be accessible only to authorized personnel with proper credentials.

Conclusion:

The implementation of E-Governance in the areas of Administration, Admission, Issue of Certificates, Examination, and Finance and Accounts will streamline the college's processes, enhance transparency, and improve efficiency. SCCZ will ensure that the E-Governance system is secure, user-friendly, and accessible to all authorized personnel and students. The college will also provide adequate training to all stakeholders to ensure the smooth implementation of the system.



A handwritten signature in blue ink, appearing to read "Allyn G. Landa".

CHAIRPERSON
Management Council
Saint Claret College
Ziro - 791 120