Clean & Green Campus Policy

Bijni College, Bijni

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Accredited by NAAC
ISO 9001 : 2015 Certified
Swachhta Action Plan Institution
District Green Champion- 2021-2022
Best College Eco Club- 2022
Affiliated to Bodoland University

Policy on E-Governance
Bijni College, Bijni, Chirang, Assam

Introduction

Incorporation of Information and Communication Technology is the need of the hour to provide quality and transparency in education and governance in the higher educational institutions. It certainly enhanced better governance, paperless administration, integration of all the stakeholders etc. Therefore, the governing body of Bijni College realise the necessity to have this E-governance Policy for the all-round betterment of the college enabling it to confront the new challenge.

Objectives

- To Implement E-governance in various administrative and academic functionalities of the college.
- To enhance transparency and accountability.
- To enhance effectiveness of teaching-learning process.
- To enhance involvement of various stakeholders.
- To reach towards the goal of making the college a paperless institution.
- To convert the teaching-learning process ICT enabled.
- To make the college a user friendly institution.
- To automated the library.
- To provide e-facilities like ICT & Wi-Fi to the stakeholders.

Procedure

- The governing body of Bijni College is authorised to select the vendor to meet e-governance related service.
- When select MOU's are signed with the vendor the terms and conditions and duration of the service.

Areas of applicability of the policy

- Administration
- Admission
- Evaluation

- Library
- Account and Finance
- Website
- ICT Infrastructure
- Attendance

Administration

- ✓ Attendance management software to be used by administrative staff and teaching faculty.
- ✓ Internal assessment marks are recorded using software of the affiliated university.
- ✓ (Most of the administrative functions are to be operated through appropriate software)
- ✓ To initiate effort towards making the administrative process paperless, easily accessible and convenient.

Admission

The admission process is carried out through online mode through admission portal provided by the vendor selected by G.B.

Evaluation

The students can access the evaluation marks in the website of the affiliated university. The internal marks are uploaded in the portal provided by the affiliated university.

Library

The library advisory committee will supervise and enhance the library's electronic database by adding E-book and journals. The stakeholders will be encourage to register and access N-List which is subscribed by the college. The library to initiate implementation of the following measure:

- ✓ Fully automated ILMS Software.
- ✓ Online Public access Catalogue (OPAC) module.
- ✓ The circulation module of software.
- ✓ The database maintenance module.
- ✓ RFID system.

Account and Finance

For maintaining the accounts of the institution e-governance software to be gradually incorporated. College will gradually utilise software like Public Financial management system etc. The payments to various vendors and other parties to be made and received in online mode such as NEFT, RTGS, online banking etc.

Website

The college website will be the central storage of all its activities, notices, programmes, facilities and most related information by outside vendor through MOU.

ICT Infrastructure

As a major part of e-governance, ICT infrastructure of the college will be strengthened and periodically upgraded and regularly maintained. In ICT maintenance cell will monitor the implementation of the same. Providing sufficient number of smart class with interactive boards, projectors, computers, Wi-Fi coverage for internet etc. Will be ensured by the college.

The college aims to implement the policy gradually over the next five years to convert functioning of the college fully automated.