6.2.2. IMPLEMENTATIONS OF E-GOVERNANCE

GARGAON COLLEGE

ESTD: 1959 **Reaccredited by NAAC with B Grade**
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GARGAON COLLEGE
E-GOVERNANCE SERVICE

Gargaon College has a systematic way of implementing E-governance to manage and automatic all activities with respect to Academic, Administrative and other areas of operation in the college. The implementation of E-Governance helps a clear visibility in understanding and analyze the performance in administrative bodies as well as the students. E-governance service covers various areas including computerization and management processes such as admission, student information, faculty information, attendance, examinations, etc. The institution maintains the ERP for effective resource planning.

Various Modules operating in Gargaon College

1. Administration
2. Admission
3. Student Portal
4. Examination
5. Library
6. Finance

Area of implementation of E-Governance

1) **Administration:** Attendance of teaching and non-teaching is monitored through biometric device as well as register. The college has a centralized monitoring system through CCTV cameras. It involves in the generation of various reports, Human Resource, Hostel, online fee payment and Academic Admission. To improve the administrative work, the college uses different ICT tools and E-Governance in the office.

2) **Admission:** The College has adopted E-Governance mechanism for admission process for UG and PG programme. Admission related queries are addressed on online mode through admission portal, or through email.

3) **Student Portal**

The whole admission process is carried out through online mode. College Prospectus containing all the required information such as course-related information including syllabus, faculty details, library facility, sports and other facilities are displayed online. The College has adopted E-Governance mechanism for admission process. The College extends necessary supports to the students in applying to various national and regional scholarships.

4) **Examination**

The college has conducted examination following the instructions of Dibrugarh University. Examination form fill up is carried out through online portal. Question paper for previous year's examination are available in the college website for the benefit of the students. Examination Internal marks entry, compilation of internal marks etc. through online portal.

5) **Library Services**

Student, Staff login, Book issue, Return, Maintenance of Books, Records and retrieval of data etc. The Gargaon College Central Library is computerized with open access for the students, teachers, non-teaching and other academic staff of the college. The entire library collection is computer catalogued and searchable through OPAC (Online Public Access Catalogue). The high quality library facilities are further equipped with following software CDS/ISIS, SOUL, KOHA http://gargaoncollege-opac.koha.co.in/ The library website (https://librarygargaoncollege.blogspot.com/) and the digital library (http://gargaoncollege.digitallibrary.co.in/) have the link to UGC N-List and different scholarly open access journals / database. The institute has the subscription for the following: e-journals, e ShodhSindhu, Sodhganga membership, e-book, Databases.

6) **Finance Section**

Use or Tally for accounting and other Accounting Management system. The college prepares a salary bill using online portal. The College has Public Fund

Management System (PFMS) for all the financial transactions related to government funds. The college is enrolled in PFMS portal and infrastructure grant received under RUSA 2.0 scheme has been spent through using this portal The College utilizes Tally ERP9, TDSMAN, and Clear Tax software for calculating Tax/GST.

(Dr. Sabyasachi Mahanta)

Principal

Principal
Gargaon College
Simaluguri