

Ref No.

Date:

SHILLONG COLLEGE E-GOVERNANCE POLICY

ABOUT SHILLONG COLLEGE:

Shillong College, Shillong accredited Grade 'A' by NAAC Bangalore is an educational institution which has striven, since its inception, to turn the youth of North East India into leaders of their own society: politicians, bureaucrats, businessmen, judges, lawyers, engineers, media person, social activists and others. The college continues to nurse, nurture, teach and train rural youth which is its avowed mission. Starting from very humble origins in 1956, the College has grown into a multi-faceted, multifaculty institution. Successively affiliated to Gauhati University and then to North-Eastern Hill University, the college's pre-eminence in the field of higher education in North-East India is well established by its student strength and long list of achievers. With a staff strength of over 130 (Teaching and Support Staff) twenty-two options for Honours, the college caters to around 3500 students with the number likely to go up to 5600 students in 2022. With rural youth in its fold, students from different ethnic communities and international students on its rolls, it is a microcosm of the North-East and a vibrantly alive experiment of national integration at its best. From 2004 the College has decisively taken a new direction in its emphasis by enthusiastically launching out into a number of professional courses that should go a long way in developing skilled and knowledgeable manpower in the region as well as creating avenues for self-employment. In 2018 the College reached a new milestone, it became the first College in Meghalaya to offer (NEHU affiliated) Post Graduate Programme in English. The College has evolved into an active hub engaged in a number of extension activities emerging out of its academic programmes. In 2013 the college started with skill development programme Entrepreneurship Development Cell a novel venture, one of its kind in the state. The Entrepreneurship Development Cell has seen major success imparting entrepreneurship training to rural youth a venture which has found support and sponsorship of various reputed agencies like UGC, MIE, Government of Meghalaya. The Cell conducts UGC sponsored Three Month Certificate Course every year.

VISION OF THE COLLEGE:

- We envision Shillong College as a Centre of Excellence for Wisdom, a beacon of hope, a model embodiment of the ideals upon which our Great Nation was built.

MISSION OF THE COLLEGE:

- To remain socially committed and hence mould the generations of students always alive to emerging needs and the challenges of the world with constructive mind-set to develop a scientific progressive society that consists of citizens who are intellectually proficient, morally honest and also who nurtures a sense of belonging.
- To serve and give our students a competitive edge in the employment market, in keeping with developments in educational, social, professional and personal lives of people all around world-wide.

POLICY STATEMENT:

This E-Governance Policy is made with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. It shall apply to the areas of Administration, Finance and Accounts, Student Admission and Support and Examination sections of the institution.

OBJECTIVES:

- To install an integrated, user-friendly system to automate various functions of the institution.
- To provide simple and efficient system of governance within the institution and stakeholders.
- To promote transparency and accountability.
- To achieve and create a paper free environment.
- To provide easy and quick access to information.

ADMINISTRATION:

- The regular functioning of all service units in the office which will be supervised by the authorities through appropriate software.
- An Attendance Management Software will be used by the faculty and staff to record and track attendance, Internal assessment.
- Digital messaging services like SMS, Mails will be put to maximum use for real time information sharing with parents, students and staff in relation to absentee intimation, academic performance, holidays and other required information.
- The administrative Office will use advanced Excel and File Management System Tools to maintain database.
- Make transition towards Paperless transactions by enhancing the use of technology.
- The Administration shall use email service in its communication with Governing Body members as well as the teaching and non-teaching staff.
- Regularly publish administrative information including notices and circulars on the website and digital displays at all strategic locations.
- Upgrade to a fully automated, wireless office with 24x7 internet facility.
- CCTV Cameras has been installed at various places of need.
- ICT has been installed in every classroom.

FINANCE:

- The accounts of the institution are being maintained through Tally software.
- All payments/transactions are being encouraged through online mode such as NEFT, RTGS, Bank Transfers, UPI.
- Update and upgrade to latest software versions.
- Make application of software to generate Profit and loss, Balance Sheet etc.
- Implemented appropriate security measures for maintaining confidentiality in transactions.
- Have been providing regular training in updated versions of software to the new as well as existing staff.
- Appropriate software will be installed to manage all student data including course, programme, and fee submission.
- Update college website for real time information sharing/dissemination, including admission and online transaction interfaces etc.
- Make timely update of website by the designated Information and Website Committee.
- Post regular updates on Alumni portal for information of passed out students.
- Share Digital Brochure, video teaser, social media posts on course details, sanctioned intake, placements, and facilities during admission time.

SHILLONG



COLLEGE



Assessed and Re-Accredited in 2016 by NAAC as "A" Grade with CGPA: 3.06/4

EXAMINATION:

- Use Google Form to handle the examination process.
- Make the examination records of students available online with an interactive platform for students to view their internal assessment and semester marks/grades and raise discrepancies online, if any.
- Maintain compatibility of examination process with the regulations of the affiliating university as far as e-Governance Policy is concerned.

This policy will be reviewed from time to time and updated to reflect changes deemed necessary for effective e-governance implementation.

Dr. (Mrs.) E. Kharkongor
Principal
Shillong College

**Principal
Shillong College
Shillong- 3**