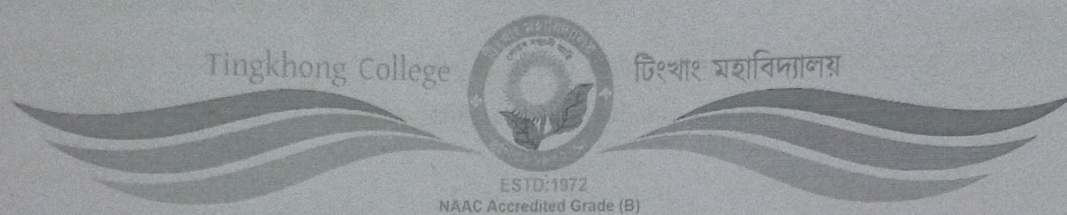


Policy Document for E- governance



Tingkhong College
Tingkhong- 786612

POLICY DOCUMENT

POLICY STATEMENT

Tingkhong College is committed to advancing participatory and decentralized management across a range of administrative, financial, and exam-related domains. It also aims to improve smooth information sharing across the institution's many stakeholders and reinforce the physical governance infrastructure that already exists.

RANGE AND RELEVENCE

E-Governance encompasses the following areas and seeks to improve the college's governance system for development by utilizing cutting-edge and reliable scientific technologies:

ADMINISTRATION

FINANCE AND ACCOUNTS

EXAMINATION

STUDENT ADMISSION AND SUPPORT

KEY OBJECTIVES OF THE POLICY

1. The main goal is to integrate e-governance into every aspect of the institute's operations to provide an effective governance system.

2. To promote accountability and openness in all of the organization's operations using ICT in college, which can be used to automate, transfer, and examine the information or data kept by the college administration for each and every goal for admissions, workload, schedule, and internal evaluation, exam, attendance, outcome, etc.
3. To enable rapid and easy access to data.
4. To guarantee a campus equipped with Wi-Fi.
5. To equip the classrooms with smart boards, projectors, and other ICT-enabled tools.
6. To establish a fully automated library

POLICY

The following policies and procedures have been formulated for Tingkhong College's implementation of e-governance in many areas of operation, such as the library, accounting, admissions, administration, teaching, etc.:

Website:

The college has a website that includes information about its history, mission, goals, and objectives as well as details about its professors, facilities, courses it offers, activities it engages in, commendable actions it has made, notices of importance, and more. The college has hired a different service provider and web designer to make sure the website operates well. Via the college website, one may stay up to date on all the latest announcements and events. Through its website, the college hopes to highlight its vivid personality and level of activity.

Student Admission

The college has an open admissions policy that is supported by its code ethics and conduct. Admission portal handles all admission related matters, such as updates on the number of students applying to each course, fee payments, withdrawals, etc. The website displays the prospectus, which contains comprehensive information about student-related admittance.

Accounts:

To handle financial records properly and efficiently, the accounts office employs Tally software, which has comprehensive functionality. To ensure the secrecy of the transactions, appropriate security measures are implemented. In addition to making sure that software is updated on a regular basis, the college trains its current workforce. The College also makes use of the Public Financial Management System (PFMS), which is used to manage government finances, and the Payroll Management System, which facilitates the creation of pay slips and

the distribution of fund to different bank accounts. PFMS is also used to manage TDS, Provident Fund, and Allowances.

Library

The Tingkhong College Library has been computerized. To guarantee openness and efficiency, a distinct digital record of the books is kept up to date. All legitimate students in all classes are welcome to use the library. To help the students write their tutorials, all essential textbooks are stored in the Reserve Section. A well-stocked reading room with many dailies, weeklies, magazines, and journals covering a wide range of topics is available. For the benefit of the instructors and students, the institution keeps adding e-learning materials, and suggestions are solicited from them when they subscribe to the e-resources.

Administration:

To maintain an efficient database, the administrative Office makes use of Excel and File Management System technologies. Regular and sufficient training is given to the administrative staff to enable them stay up to date with new technologies.

Examination:

All exam registrations are completed online using the linked university website. Grades are posted on the affiliated university website. All aspects of registration and admit card issuance are automated. Internal evaluations are done automatically. The internal examination procedure carried out by the affiliated university is supported via a specialized portal.

Schein
Principal
Tingkhong College
Tingkhong College

Principal
TINGKHONG COLLEGE

[Signature]
IQAC Coordinator
Tingkhong College
Coordinator, IQAC
Tingkhong College
Tingkhong