



**OFFICE OF THE PRINCIPAL
RABINDRASADAN GIRLS' COLLEGE**

P.O. & DIST KARIMGANJ (ASSAM) 788710

Grade – 'B' (Re-Accredited by NAAC)

www.rabindrasadangirlscollege.in

Email: rabindrasadancollege@gmail.com

E-Governance Policy



Ashok kv Das
Signature of the Principal with seal
Principal
Rabindrasadan Girls' College
Karimganj

E-Governance Policy of Rabindrasadan Girls' College, Karimganj

To raise the administrative efficiency the college moves towards the direction of enhancing the level of technology and digital solutions which improves communication and facilitate better services to students, faculty, and staff. The E-Governance Policy of Rabindrasadan Girls' College highlights the guidelines and principles for implementing E-Governance initiatives within the College.

Digital Infrastructure

It promotes a robust and secure digital infrastructure for supporting e-Governance initiatives. It accomodates high-speed internet connectivity, reliable hardware and software systems, and adequate data storage facilities.

Online Admission and Enrollment

- I. To facilitate admission system, an online system has been introduced to streamline the application and enrollment process for students.
- II. To offer an online platform where application forms can be submitted by the students and upload necessary documents, and to trace their application status.
- III. To facilitate the process, online payment options for admission fees and other related charges.

Student Information System

- I. Give opportunity to the students to take access to their individual portals where they can view their course schedules, grades, and attendance records.



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- II. To enable students to go for online registration for various undergraduate courses.

Faculty and Staff Management

To offer an online platform for faculty and staff to have a proper payroll information and submit online requests.

Online Learning and Collaboration

- I. To facilitate the use of digital learning platforms and tools to promote online classes, assignments, and assessments.
- II. To encourage faculty to preserve course materials, lecture recordings, and supplementary resources.
- III. To enhance collaboration and communication among students and faculty-through online discussion forums.

Digital Library and Resources

- I. To enhance the digital library with access to e-books, scholarly journals, research databases, and other relevant digital resources.
- II. To enable remote access to library resources for students, faculty, and staff.

Grievance Redressal and Feedback Mechanism

- I. To create an online platform for students in order to raise grievances, provide feedback and seek suggestions.
- II. To make certain a time oriented and distinct process for resolving grievances and addressing feedback.



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Training and Support

- I. To offer an adequate training and support to faculty, staff, and students to effectively utilize the e-Governance systems and tools.
- II. To organize regular workshops and awareness programme for enhancing digital literacy and expedite the use of E-Governance services.

Monitoring and Evaluation

- I. To monitor the implementation of E-Governance initiatives regularly and making thorough evaluation for their effectiveness.
- II. To collect feedback from stakeholders and analyze them for making necessary improvements based on their suggestions.

Budget Allocation

The requisite budget allocations have been made to develop, implement and maintain E-Governance systems and initiatives. The objectives of E-Governance policy for Rabindrasadan Girls' College is to create a digital ecosystem that increases the level of administrative efficiency, develops access to services, and enhances effective communication and collaboration among all stakeholders.

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Dr. Ashok Kumar Das, M.Sc, M.Phil, Ph.D.

Principal

ACCOUNT OF EXPENDITURE REPORT APPROVED BY GOVERNING BODY OF THE COLLEGE

This is to certify that Accounts of Expenditure report had been placed in the Governing Body Meeting cited below in tabular form, and the members after reviewing the expenditure during the period mentioned below duly approved it.

Serial Number	Period of Expenditure	Date of GB Meeting	Date of Approval	Remarks
1	From 9.02.2019 to 31.03.2020	10.12.2020	10.12.2020	Approved
2	From 8.04.2020 to 31.12.2021	19.09.2022	19.09.2022	Approved
3	From 8.04.2022 to 16.09.2022	8.02.2023	8.02.2023	Approved



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