



HAZI A.K.KHAN COLLEGE

ESTD : 2008

P.O + P.S.- Hariharpara . Dist.-Murshidabad Pin-742166

Website: www.haziakkhancollege.ac.in E-mail Id : haziakkhancollege@yahoo.com

E-mail Id: haziakkhancollege@gmail.com

Mob:

E-Governance Policy

E-Governance has become an integral part of Hazi A.K. Khan College's operational framework. This policy outlines our commitment to adopting e-governance principles and leveraging technology to streamline administrative processes, improve service delivery, and foster a digital learning environment.

Objectives

- To establish a transparent and accountable governance framework.
- To integrate technology for seamless administrative operations and financial transactions.
- To provide accessible and user-friendly online services for admissions, student support, and examinations.
- To promote digital literacy and enhance learning outcomes through e-learning platforms.
- To ensure data security and privacy in all digital interactions.

Key Initiatives and Strategies:

Administration:

- Host relevant information, notices, and committee details on the college website for easy access.
- Implement a centralized database using ERP software for efficient management of student and employee information.
- Utilize digital platforms for communication with higher authorities and funding agencies.
- Establish biometric attendance systems and CCTV surveillance for security and monitoring purposes.


Finance and Accounts:

- Introduce online fee payment mechanisms through ERP software to enable cashless transactions.
- Develop digital tools for salary processing, purchase bill management, and scholarship administration.
- Implement the Integrated Financial Management System Portal for streamlined financial operations.

Admission and Student Support:

- Publish admission rules and schedules on the college website to inform prospective students.
- Create an online Admission Portal for applicants to submit applications and complete admission formalities.
- Provide online support services for student inquiries, registration for examinations, and scholarship applications.




Principal
Hazi A.K. Khan College
Hariharpara, Murshidabad



HAZI A.K.KHAN COLLEGE

ESTD : 2008

P.O + P.S.- Hariharpara . Dist.-Murshidabad Pin-742166

Website: www.haziakkhancollege.ac.in E-mail Id : haziakkhancollege@yahoo.com

E-mail Id: haziakkhancollege@gmail.com

Mob:

- Explore the use of e-learning platforms and digital resources for enhanced student learning experiences.

Examination:

- Enable online form submission and fee payment for examinations through the college's digital portal.
- Integrate digital tools for examination scheduling, result processing, and mark submission.
- Explore options for conducting online assessments and examinations in the future.

Data Security and Privacy

- Implement robust data security measures to protect sensitive information.
- Comply with data protection regulations and standards to ensure privacy and confidentiality.
- Conduct regular audits and assessments of IT systems to identify and mitigate security risks.

Capacity Building and Training

- Provide training and capacity-building programs for staff and students to enhance digital literacy and skills.
- Encourage continuous learning and professional development in e-governance technologies and practices.


Monitoring and Evaluation

- Establish a monitoring and evaluation framework to assess the effectiveness of e-governance initiatives.
- Collect feedback from stakeholders to identify areas for improvement and innovation.
- Conduct periodic reviews and reports to track progress and measure outcomes.

Collaboration and Partnerships

- Foster partnerships with government agencies, industry experts, and academic institutions to enhance e-governance capabilities and best practices.
- Leverage external resources and expertise for continuous improvement and innovation.




Principal
Hazi A.K. Khan College
Hariharpara, Murshidabad