

# **NALBARI COMMERCE COLLEGE**

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(Affiliated to Gauhati University)



## **E-Governance Report**

**2023-2024**

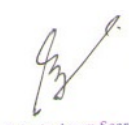
## E-Governance Report of Nalbari Commerce College

2023-2024

Nalbari Commerce College has embraced e-governance to streamline its administrative processes and enhance efficiency, and transparency for both students and staff. The integration of technology in various aspects of the college operations reflects its commitment to ensure smoother functioning.

1. **Online Payment System in Admission Through SAMARTH Portal:** The college has implemented an online payment system for student admissions through the SAMARTH Portal. It provides a secure platform for students to complete their admission fees. This system eliminates the need for physical transactions reducing queues and delays. Students can now make payments from the comfort of their homes.
2. **Online Payment System in Examination Form Fill-Up:** Continuing its digital transformation, the college has introduced an online payment facility for the filling up of examination forms. This system allows students to pay their examination fees digitally. It simplifies the entire process. It also ensures accurate tracking of payments.
3. **Online Submission of Form for Admission:** The online submission of admission forms has been a significant step towards reducing paperwork and improving the efficiency of the admission process. Students can easily fill out and submit their forms online, reducing the chances of errors and speeding up the admission process. This system ensures a faster, paperless approach, saving time for both students and the college administration.
4. **Online Management of Scholarship:** Students submit applications for Scholarship under various scheme viz. Ishan Uday Special Scholarship for NER, Post Matric Scholarship for OBC/SC/ST students, Post Matric Scholarship for Students with Disability through online system in the NSP launched by government and their scholarship amount is also credited to their personal bank account through DBT mode.
5. **No Cash Payment:** Nalbari Commerce College has adopted a "No Cash Payment" policy for all its transactions. This initiative encourages the use of digital payment methods, enhancing security, and transparency. By eliminating cash payments, the college reduces the risks of financial discrepancies and fosters a more professional and organized approach to financial management.
6. **Online Salary Payment Through Fin.Assam, Government of Assam:** The government of Assam has made it mandatory to pay salaries through Fin.Assam portal executed by the Dept. of Finance, Government of Assam. This initiative ensures that the staff and faculty receive their salaries directly into their bank accounts, minimizing delays and errors associated with manual processing.
7. **Online Billing for Salary Payment to Teachers and Staff Through Fin.Assam:** Alongside online salary payments, Nalbari Commerce College has to make an online billing system for salary disbursement through Fin.Assam. This system generates and manages salary bills electronically, ensuring greater accuracy and accountability in salary payments.
8. **Biometric Attendance for Teachers and Staff:** In an effort to ensure accuracy and punctuality, Nalbari Commerce College has implemented a biometric attendance system for teachers and staff. This system records attendance in real-time and prevents proxy attendance, ensuring that faculty and staff adhere to their working hours.
9. **Online Publication of Various Notifications:** The college has made use of e-governance to publish various notifications online, keeping students and staff informed about important events, deadlines, and college updates. Through digital platforms, the college ensures that information reaches its stakeholders promptly and efficiently.

10. **Biometric Attendance System (BAS) for the Students of PMKVY, Government of Assam Run by Dept. of B.Voc.:** For students enrolled in the PMKVY (Pradhan Mantri Kaushal Vikas Yojana) program, the college uses a biometric attendance system to track their attendance. This initiative, under the Department of B.Voc., is designed to ensure that students receive the benefits of skill development programs.
11. **Software for College Administration Viz. “Amar College” Was Functioning but Turned Down Due to Mandated Application of SAMARTH Portal:** Initially, the college used the “Amar College” software for administrative tasks. However, due to the government's mandate to adopt the Samarth Portal for student admission and management, the college transitioned to the new system. This change aligns the college with national-level e-governance initiatives, providing a more robust and standardized platform for student data management, admission processes, and academic records.
12. **Facilities for Online Classes, Seminars, Workshops Through Interactive Panel:** Nalbari Commerce College has equipped its classrooms with interactive panels to facilitate online learning, seminars, and workshops. It provides a platform for hosting webinars and workshops, making knowledge-sharing more accessible and efficient.
13. **Comprehensive Computer Laboratory with Uninterrupted Internet Connectivity for Students**  
The college established a well-equipped computer laboratory that ensures uninterrupted internet connectivity for students. This facility provides students with access to necessary resources for academic research, projects, and practical learning. The constant availability of internet services allows students to engage in e-learning and complete their coursework without technical hindrances, contributing to an enriching and forward-looking educational environment.
14. **Online Submission of Proposal for Pension, Gratuity and Leave Encasement through Kritagyata Portal**  
The proposals for pension and gratuity for the retired staff for pension, gratuity and leave encasement are submitted online through the Kritagyata Portal launched by Govt. of Assam.



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Nalbari Commerce College  
Nalbari, Assam

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Governing Body  
Nalbari Commerce College  
Nalbari, Assam

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