



**OFFICE OF THE PRINCIPAL**  
**NALBARI COLLEGE**

ESTD-1945  
NALBARI-781335 (ASSAM)

Mobile:+9194353-10880  
Fax: 03624-220241

Accredited "B" Grade by NAAC

Website:[www.nalbaricollege.ac.in](http://www.nalbaricollege.ac.in) E-mail:[nalbaricollege1945@gmail.com](mailto:nalbaricollege1945@gmail.com)

Ref. No.

Date

**Policy Document in E-Governance**



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**Policy document in E-Governance**

Nalbari College implements E-governance in the areas of administration, finance and accounts, student admission and support, and in examination process for the smooth functioning of the college.

**A. Administration**

- i. The college has a dedicated and accessible website, <https://nalbaricollege.ac.in/>
- ii. Attendance of teaching and non-teaching staffs is monitored through biometric device.
- iii. The college has a centralized monitoring system through CCTV cameras.
- iv. The college circulates the news and notification electronically.
- v. All the staff members have webmail for communication.
- vi. The college has a digital notice board in college campus.

**B. Finance and Accounts**

- i. The college prepares the salary bill using online portal <https://fin.assam.gov.in/>
- ii. Bill payments to the vendors/ suppliers/contractors are made through NEFT/RTGS mode.

**C. Library**

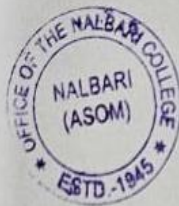
- i. The library collection is computer analogued and searchable through the OPAC (Online Public Access Catalogue)
- ii. The library provides a computerized barcode-based issue/return/renewal of books from the circulation desk.
- iii. The college library has a dynamic display system for notice, rules and regulation etc.
- iv. Computerized user attendance has been initiated.


**D. Student Admission**

- i. The whole admission process is carried out in online mode.
- ii. Admission related queries are addressed in online mode through admission portal.

**E. Examination Process**

- i. Examination form fill up is carried out through online portal.
- ii. Notice related to examination programme, admit card distribution are published in the college website as well as in digital notice board.
- iii. Scan copy of the question paper for previous years examinations are available in the college website for the benefit of the students.



  
Principal  
Nalbari College  
*Principal*  
Nalbari College, Nalbari  
Nalbari : Assam