



OFFICE OF THE PRINCIPAL

# Karmashree Hiteswar Saikia College

SIXMILE, PANJABARI ROAD, GUWAHATI-781 022

Phone : 0361-2330646 / 8811037156

Ref. ....

Date : 15.06.2020

NOTICE NO- 397(A)

## E-GOVERNANCE POLICY

Karmashree Hiteswar Saikia College is obliged to regulate its activities towards E-Governance. Due to Covid-19 Pandemic the college for the benefits of its stake-holders proposed to switch over to e-governance as the situation demands. The following are the different aspects of our e-Governance Policy to maintain transparency and accountability within the campus:

### SCOPE :

This policy extends to the following areas:

- Students Admission and Support
- Examination

### OBJECTIVE :

- To provide simpler and efficient system of governance within the institution
- To provide easy and quick access to information
- To make campus Wifi enabled.

### POLICY :

The college will implement e governance in all aspect of functioning of admission , examination etc. The policy is designed to make every function transparent and accountable. The college decides to make the following policies and procedure:

**Student Admission and support :** An open and transparent strategy for the admission process will be adopted which is further strengthened by the ethical practices and regulations. The College brings out its Brochure which is displayed in the website that has guidelines for the admission process. An Admission Portal will be used to manage the admissions in the college.

**Examination:** The Examination process is regulated by the University and thus college will implement the e-governance policy that is governed by the Parent University.

**Website:** The website of the college will reflect all its activities, important notices, available courses etc. For this purpose, a separate service provider/web designer will be appointed by the college. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.



*[Signature]*

Principal

Karmashree Hiteswar Saikia College  
Principal & Secretary  
Karmashree Hiteswar Saikia College  
Six Mile, Panjabari Road,  
Guwahati 22

KARMASHREE HITESWAR SAIKIA COLLEGE  
SIXMILE, PANJABARI ROAD, GHY- 22  
DIST- KAMRUP (M), ASSAM



RECEIPTS & PAYMENT ACCOUNT FOR THE YEAR ENDED 31.03.2021

RECEIPTS	AMOUNT	PAYMENTS	AMOUNT
To, <u>OPENING BALANCE</u>		By, Salary	9,69,660.12
Cash in Bank	30,98,980.69	" Construction Expenses	1,45,020.00
Cash in Hand	177.32	" Examination Expenses	2,02,345.96
" Examination Fees	2,63,888.00	" Internet Bill	78,223.00
" Admission Fees	1,74,100.00	" Purchase of Computer	1,01,100.00
" Bank Interest	82,633.00	" Purchase of Furniture	67,600.00
" Salary Return	10,000.00	" Electricity Expenses	16,350.00
" DHE Fund	32,07,171.00	" Electricity Bill	2,80,248.64
" KKHSOU Study Centre	40,000.00	" Software Expenses	1,11,741.00
" Red Cross Society	4000	" Telephone Bill	12,865.00
		" Printing & Stationery	47,487.00
		" Audit & Consultancy Fees	69,384.00
		" Bank Charges	9,083.60
		" Repairs & Maintenance	1,04,183.00
		" Transfer to Library Account	1,56,016.52
		" Transfer to Students Union Account	3,90,023.60
		" Guest Lecturer Remuneration	1,500.00
		" Hardware Expenses	34,074.00
		" Affiliation Fees	1,18,502.00
		" Meeting Expenses	36,114.00
		" Transfer to Misc. Account	74,004.72
		" GMC Tax	1,13,818.00
		<u>CLOSING BALANCE</u>	
		Cash at Bank	37,41,328.53
		Cash in Hand	177.32
TOTAL	68,80,950.01	TOTAL	68,80,950.01

Signed in terms of our separate report of even date

Date: 20.12.2021

Place: Guwahati



For, A Ray Choudhury & Co.  
Chartered Accountants

*Akhyadhee*  
(Akhyadhee Ray Choudhury)  
Partner

M. No. 064664

UDIN: 21064664AAAAUF7074

*[Signature]*  
Principal & Secretary  
Karmashree Hiteswar Saikia College  
Six Mile, Panjabari Road,  
Guwahati 22