

Government Autonomous  
Girls Post Graduate  
College of Excellence,  
Sagar M.P.



e-governance  
Policy



# THE E - GOVERNANCE POLICY

Information and Communication Technology (/CT) enabled technology can transform Governance by the adoption of global best practices in Governance. Based on the Information Technology Act, 2000 of the Government of India, it is mandated that public services are to be delivered electronically wherever and to the extent possible. It is the power of e-Governance that imparts good governance, empowers the stakeholders, lowers the process cost, and time, upgrades the administrative performance (e-Administration), enhances its services, provides fast services, and so on. This policy highlights Government Autonomous Girls P.G. College of Excellence, Sagar M.P. stride towards building global competencies.

## **Preamble:**

It is envisaged that all the services of the Institution will be successfully implemented in phases under the e-Governance plan according to the National e-Governance Plan and Digital India flagship initiatives of the Government of India.

This policy is recognized as "The E-Governance Policy" of the Government Autonomous Girls P.G. College of Excellence, Sagar MP, and provides a documented roadmap for the implementation of the policy by ensuring the best practices related to use and implementation in the maximum possible areas of e-Governance Services.

## **Introduction:**

Technology has infiltrated every part of our lives. This technological era has enhanced the governance structure of the Institute for its overall development. Globalization is a gift of technology, and the notion of E-governance was established as a result of technology and its benefits. With an increasing demand for transparency in administration, faster information transfer, implementation of new solutions and ideas across different departments of the Institution enables smooth data access and enhanced decision-making. E-governance aims at planning and facilitating any infrastructure for the deployment of cutting-edge applications and deployment solutions for the smooth administration of the institute. In addition, the transaction costs can be cut down and services can be made more accessible.

## **Scope**

The scope of this policy extends to the following areas:

- Website
- General Administration
- Student Admission
- Examination Management
- Library Management
- Financial Management
- ICT Implementation

### **Objectives**

Through e-Governance, the Institution would ensure that all its services are promptly delivered to and are accessible by the teachers, students, staff, and all other stakeholders. Benchmarking efficiency, transparency, accountability, and convenience for all the stakeholders is the core idea behind the implementation of this policy and it is a step further towards the promotion and implementation of e- Governance in the Institution.

This policy has been drafted keeping in mind the following objectives:

- This policy aims at strengthening the leadership by providing a simple and efficient system of governance within the institution in the area of E-governance.
- To provide online service facilities to all the stakeholders.
- To provide easy and quick access to information for all the stakeholders and promote transparency and accountability in all the functions of the Institution.
- To promote and move towards a paperless environment in the college.
- This will optimize the administration's performance in decision-making.
- This will enhance the overall efficiency of the faculties as well as the administration and thus improve the quality of the work culture in the Institution.
- The Institute shall comply with the e-governance norms and policies of Govt. of India and Govt. of Madhya Pradesh.

### **Policy & Areas of Implementation**

The IT Centre, Government Autonomous Girls P.G. College of Excellence, Sagar shall act as an implementing Agency for all e-Governance implementation in the institution. IT Centre shall coordinate the overall implementation of the policy.

The Institution has implemented E-Governance in the following areas, which is regularly upgraded:

#### **Website**

- The College strives to showcase its vibrant self and activeness through its website.
- The website of an institution is its face; therefore, it should showcase its vibrant self and activeness through its website.
- All the activities, important notices, courses offered, etc should be timely updated.
- Training should be given to the administrative and teaching staff to make important updates on the website.
- A Website Committee should be in place to monitor the input Institution's website.
- The IT department shall look after the process of updating, maintaining, and working on the website on a regular basis.
- As and when required, the website should be upgraded.
- All the important notifications have to go live on the website as and when they are released.

### **General Administration**

- The Institution is governed by the Department of Higher Education, Govt. of Madhya Pradesh, and all its communication with the higher authorities is governed through the Official website and email.
- The Administration communicates with teaching and non-teaching staff through email and ISMS Platform.
- All the important administrative information including notices is regularly published on the website.
- Biometric attendance for all staff members on Sarthak App of State Government.
- Campus with wi-fi internet facility.
- To progress towards Paperless Culture, institution promotes usage of Google sheet I Google forms I Google Docs for data collection from Various Departments, to prepare notices and activity reports and prepare Feedback forms and get online feedback from students, teachers, alumni, and employers.
- The college campus is equipped with CCTV cameras installed at various places for e-surveillance.
- Additionally, institutionally designed ISMS and WhatsApp Groups are used to disseminate general and specific information to students and are also used for Mentor-mentee interaction.
- The Institution also uses multiple software like Electronic Human Resource Management System (e-HRMS) for the management of the service matters of the

employees. e-HRMS is an integrated software of Central Government.

### **Student Admission**

- The institution follows the centralized admission procedure as per the guidelines of the Online admission procedure of the Department of Higher Education, Govt. of Madhya Pradesh since 2012 by E-Pravesh Portal of State Government.
- The admission portal takes care of all the processes from initial data filling by the institution, from filling by students, verification of the documents, generation of the admission list, payment of Admission fees, and generation of receipt and admission letter, all are through e-mode.

### **Examination Management**

- Examination Management is efficiently handled through Examination Management System Software designed by IT Cell and developed by Sai Smriti InfoTech Solutions.
- Filling examination forms, obtaining admit cards, uploading of mark sheets, etc. everything is done through e-mode.
- The Examination Department monitors the complete process of examination and its management under the guidance of the examination controller of the institution.
- Library Management
- Keeping in pace with the modern internet age, the library is also modernized by automating it with ILMS and E-Granthalaya 4.0 Software.
- E-resources such as NLIST-INFLIBNET and DELNET should be regularly procured for increasing access to faculty, researchers, and students.
- Appropriate training for the staff and students should be provided for the use of
- e-learning of these e-resources.
- The institution must strive to provide remote-access facilities to all its stakeholders.

### **Financial Management**

- The Accounts Section maintains its account on Tally.
- Latest versions of the software to be procured and used by the institution to maintain financial records effectively and efficiently.
- Profit and loss, Balance Sheets are generated through this software only. All the analysis reports are also being generated through Tally.
- Proper security measures should be taken for maintaining the confidentiality of the transactions.

- Updating of the existing software and training of upgraded software to the existing staff must be done regularly.
- The Institution also uses multiple software like Integrated Financial Management System (IFMS) and Public Financial Management System (PFMS) for the management of the funds received from the Government for disbursement of salary to respective bank accounts, generating salary slips, TDS, Provident Fund, Allowances, etc.
- All Payments should be done and received through online modes such as NEFT, RTGS, Bank Transfers, etc.

#### **ICT Implementation (Hardware Infrastructure & Software Infrastructure):**

As per the IT Policy of Government Autonomous Girls P.G. College of Excellence, Sagar.

#### **Student Participation in Governance**

Being an integral part of the institute campus, the students have a stake in the governance of the institution. The various policies and procedures laid down by the institution in the administrative and academic governance shall also have the involvement of the students. The students should be encouraged to put forth their views and suggestions, for strengthening decision making. Therefore, all the students who are enrolled or are going to be enrolled in the institution are advised to uphold the policy and inform the institution of any violation of it and assist in the qualitative effectiveness in the implementation of the E-governance policy.

#### **Amendments**

- The Institute shall examine its "E-Governance Policy" on a regular basis and change it as necessary to comply with national policies and directives issued by competent apex bodies.
- Pertaining to any contradiction in any Policy of the Institution, the later revised policy will take precedence.

#### **Publication of E-Governance Policy**

- The "E-Governance Policy" shall be widely publicized among the Institute's stakeholders with all the possible means, as well as prominently displayed on the Institutional Website to attract the attention of concerned stakeholders.

## Important links

- <https://www.digitalindia.gov.in/content/e-governance-%E2%80%93-reforming-government-through-technology>
- <https://www.meity.gov.in/divisions/national-e-governance-plan>
- <https://www.edaksh.mp.gov.in/index.php?/about-us#:~:text=The%20Project%20%E2%80%9Ce%2DDaksh%E2%80%9D,of%20India%20and%20State%20Government>
- <http://deanofstudents.ucsc.edu/student-conduct/student-handbook/pdf/120.0-policystudent-participation-governance.pdf>

## ACKNOWLEDGEMENTS

A policy document on "E-Governance" has been drafted under the guidance of an Expert Committee: Prof. Naveen Gideon (Convener), Professor Renubala Sharma (Member), Prof. S.L. Sahu (Member), Prof. Anjana Nema (Member), Dr. Minoka Hardikar (Member), Dr. Gulab Devi (Member), Mrs. Sulochna Soni (Staff Member), Mr. Satish Sahu (Staff Member), Ms. Swati Dangi and Ms. Nancy Yadav (Student Member).

IQAC acknowledges Dr. Anand Tiwari (Principal) and all the Head of the Departments for their guidance and extensive support during the preparation of this document. We also thank Dr. Alka Pushpa (Master Facilitator) for her valuable inputs during the draft preparation. All the members of IQAC also need a special thanks for their suggestions and guidance during the preparation of the policy.

IQAC acknowledges and appreciates the efforts made by the Expert Committee and all others in preparing this document.

**Dr. Renubala Sharma**  
Coordinator, IQAC



# GOVT. AUTO. GIRLS P.G. COLLEGE OF EXCELLENCE, SAGAR (M.P.)



## PEOPLE (Social)

- 1 NO POVERTY
- 2 ZERO HUNGER
- 3 GOOD HEALTH AND WELL-BEING
- 4 QUALITY EDUCATION
- 5 GENDER EQUALITY
- 10 REDUCED INEQUALITIES
- 16 PEACE, JUSTICE AND STRONG INSTITUTIONS

## SUSTAINABLE DEVELOPMENT

*3 Pillars and 17 Goals*

## PLANET (Environment)

- 6 CLEAN WATER AND SANITATION
- 7 AFFORDABLE AND CLEAN ENERGY
- 13 CLIMATE ACTION
- 14 LIFE BELOW WATER
- 15 LIFE ON LAND

## PROFIT (Economy)

- 8 DECENT WORK AND ECONOMIC GROWTH
- 9 INDUSTRY, INNOVATION AND INFRASTRUCTURE
- 11 SUSTAINABLE CITIES AND COMMUNITIES
- 12 RESPONSIBLE CONSUMPTION AND PRODUCTION
- 17 PARTNERSHIPS FOR THE GOALS

