Government PG College for Women Rohtak

POLICY

ON

E-GOVERNANCE

'Go Digital, Go Paperless'

INTRODUCTION

Over the years, a large number of initiatives have been undertaken by Government of Haryana to usher in an era of e-Governance. Sustained efforts have been made at multiple levels to improve the delivery of public services and simplify the process of accessing them. e-Governance in Haryana has steadily evolved from computerization of Government Departments to initiatives that encapsulate the finer points of Governance, such as institutes of higher education. E-governance in education sectors has allowed use of information and communication technologies with the aim of improving education, improve information, service delivery, encourage student participation in the decision-making process, making administration transparent and effective.

Our institute has always been a pioneer institute in the state to implement the policies of the Government to **"Make all Government services accessible to the students and ensure efficiency, transparency, and reliability of such services to realize the basic needs of the students"**
e-Governance Plan, takes a holistic view of e-Governance initiatives of DGHE, reaching down to the each and every student, and large-scale digitization of records is taking place to enable easy, reliable access over the internet. **The ultimate objective is to bring services closer home to students**

Scope:

The scope of this policy extends to the following areas:

- ➢ **General Administration**
- ➢ **Student Admission**
- ➢ **Accounts and Finance**
- ➢ **Library**
- ➢ **Online Classes**
- ➢ **Examination**

Objectives:

- ❖ To make campus Wi-Fi enabled.
- ❖ Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.

- ❖ To promote paperless administration, transparency and accountability in all the functions of the college hence to achieve and create a paperless environment in the college.
- ❖ To make the institution globally visible and provide easy and quick access to information.
- ❖ To facilitate online internal and external communication between various stakeholders/ departments/ Members of the institution.
- ❖ To make our Classrooms ICT Enabled having Desktops, Smart boards, Projectors, etc.
- ❖ To establish a fully automated Library.
- ❖ An effective feedback management system

Policy:

The college has started implementing e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. since 2008 itself. The policy is designed and framed to make each and every function transparent and accountable. The institution has implemented e- governance in student support and feedback, information update **through website and WhatsApp groups, "Shiksha Setu App"**, Library usage and Examination. E-governance in education provides new ways of communicating to the students, imparting education and organizing and delivering information and services.

The College has decided to make the following policies and procedure:

College Website:

Our college was provided with *gcwrohtak.ac.in* domain wherein college had been displaying limited information as per guidelines of DGHE and available links and on that domain. As desired by NAAC and with due permission from DGHE we are creating a new website *gpgcwrohtak.com.* This website will act as an information centre which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, an expert committee has been framed by the college who will be providing service for web-designing. Training will be given to the administrative and teaching staff to make important updates on the website.

A Website Committee has been formed for the administration of the college website. The Committee looks after the process of updating, maintaining and working of the website on a regular basis. The Committee also looks for other changes and updation on the website. 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.

General Administration:

Our institute uses an efficient and effective **Aadhar Enabled Biometric Attendance Management System** to register employee attendance and make the process of marking attendance as well as generating attendance reports easy and effortless. The entire trouble of updating the attendance details as well as record-keeping has become much easier and transparent due to the enhanced security and accessibility provided by the biometric attendance management system.

Most of the general administration is managed through ICT based e-governance system developed by the DGHE Haryana as well as by the college administration. Notice and circular issued by DGHE Haryana are shared by Google sheets, email etc.

Institute uses updated electronic tools of administration viz., biometric attendance system, **Wi-Fi facilities, CCTV cameras** in almost all prime locations in the campus and communication through emails and creation of Whats App group etc.

After the implementation of e-governance, we have improved delivery of services to students and faculty by providing services like **enrolment, examination, result, feedback, requests for documents, requests for certificates, issuing admit cards and ID cards** etc. The system provides timely alert to faculty, students and support staff through SMS /Emails.

Student Admission:

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by Department of Higher Education Haryana. Students are required to submit online application form for taking admission to the college on **Online Admission Portal (OAP), an initiative of DGHE Haryana.** Online Admission System is **a web portal of admission for computerization of all pre and post admission activities of an Institution**. The portal supports various modern technologies such as – Online Payment Gateway, auto SMS, and

auto Email for student admission application and confirmation of admission. OAP accelerates the journey of a potential student until enrolment. It simplifies and streamlines the admission process, which is otherwise very long and consists of various stages. Aiding students in all their questions throughout the way would help them admitted into the college. The main questions on **scholarships, financial aids, courses offered and hostel admissions** etc. are also addressed through OAP and DGHE Website.

An admission portal lays the foundation brick for a student lifecycle management namely –

➢ Provision for students/ parents to apply the online application form using the admission portal.
➢ Automate the admission process by, communicating with them via SMS/emails and calling them up if required.
➢ Reduce the manual efforts of college faculty and support staff

Finance & Accounts:

Institution collects the fee and funds from the students as per the specification of OAP of DGHE preferably on online transaction mode. For the benefit of employees e-salary portal was also started in the session 2008, which has not only facilitated employee's reach to know salary structure in a transparent way but also removed manual errors in generating salary. In addition to this sanction of grants and their utilization have also been digitalized. Digitalization of funds and finances has eased the management of all financial transactions and records.

The College uses software like Public Financial Management System (PFMS) which is used to manage the funds received from the government, payroll management system which helps to automatically **calculate the salary, generate salary slips and disburse the salary to the bank accounts. TDS, Provident Fund, Allowances, ACRs, Property Return etc.** all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library:

The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students.

Library is presently using SOUL software and is updated from time to time. **Software for University Libraries (SOUL)** is an state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre based on requirements of college and university libraries. It is user-friendly software developed to work under client-server environment. The software is compliant to international standards for bibliographic formats, networking and circulation protocols to automate all housekeeping operations in library. Recommendations are taken from dedicated library committee, teachers and students while subscribing to the e-resources.

The College will continue to subscribe to new journals and books regularly.

Online Classes and Innovative Teaching Tools:

The new technologies have offered vast opportunities for progress in all walks of life with the introduction of new technological initiatives the structure of higher educational institutions has changed. The changing role of lecturers, the changeable learning environment and the design of e-Learning facilities, potentially more flexible organizational structure of higher education. The future delivery of education will be based through e-Learning technology providing lecturers with superior teaching tools. The online methods have enabled more effective education and offer significant advantages over traditional teaching methods. In an initiative of DGHE on E-Content Development for Govt Colleges Haryana Under UGC Scheme of "PARAMARSH", in June 2020, our teachers were specifically trained and exposed to learning through presentation skills and building of innovative capabilities during COVID-19 times. They are very well equipped with knowledge of using ICT in effective teaching through Teacher's Training workshops. In these workshops teachers were trained to use **Interactive Board/LED, Desktops/ Laptops/Tablets** equipped with latest Operating systems. During Covid-19 era the **Mobile learning (m -learning)** was the only solution where the education has outgrown the physical constraints of the classrooms and acquired mobility. Students were able **to access information whenever and wherever they wanted, and our institution had emerged pioneer in the state that provided such advanced technological terrains**. Online interactions have facilitated learning without time constrains and it has made much easier to conduct assessments and generate reports instead of manually handled data which has resulted in flexible and considerably smoother learning environment and which in turn has facilitated better results. **To summarize,** making use of

technology in education has created an easy-to-manage learning environment where the delivery of information is so much smoother and the learning easier.

Examination:

As per the requirement of university all the registration and continuation return of the students and examination forms are filled through the web portal of the university. Whether it is internal assessments and practical awards, all are uploaded through web portal of the university. During the examinations, admit cards and confidential list of the students are uploaded by the university on its web portal with college login ID and the examination department downloads and taken the print out of the same and issue the admit cards to students and confidential lists to the respective centre Superintendents.

On receiving directions from DGHE our institute initiated to adapt to remote instruction to cover lectures, exams, evaluations, and result publications. This technology-driven measure to promote education with equity during lockdown worked for online learning and teaching. To conduct online examinations during COVID was the only way out to evaluate teachers and their teaching. For online examinations first of all faculties were advised and trained by a team of computer science faculty members.

Eventually, with online examinations becoming the new normal, **protecting the integrity of exam and exam data hassle free conduct of online exams** were key areas of concern which were carefully addressed. Our faculty conducted online exams **securely and** evaluated student performance confidently and provided timely remediation measures for improvement, now and beyond COVID. "It isn't just about conducting exams digitally, but about ensuring error-free exams where the students have their integrity intact".

Convener
IQAC

Principal
Govt. P.G. College for Women, Rohtak