E-Governance Policy and its implementation

As per E- Governance policy of Government of Haryana, huge potential of Information Technology is being used for the benefits of students. This policy seeks a deep impact initiated by the state Government in encouraging replacement of traditional delivery IT driven system that is capable of serving the student's needs with ease.

Policy Purpose and Objectives:

The aim of this policy document is:

• To ensure effective implementation of e-governance across all the functions within the college.

• To review, replace, complement and/or supplement the erstwhile physical governance infrastructure with e-Governance facilities for improving the efficiency of various functions within the college.

Scope of the Policy:

The scope of this policy covers day-to-day operations of various functions and processes within the college, namely, Administration, Accounts and Finance management, purchases, establishment of ICT Infrastructures, Library, Student Administration, Admission, Examination, etc. facilitating all the stake holders in the college viz. the administrative staff, teaching faculty, non-teaching staff and students.

E-Governance Policy of the college

In order to promote E-Governance in the Colleges, in holistic manner, it is mandatory for all Departments, Units to follow and implement the E-Governance policy of the government in letter & spirit and follow the procedure to procure hardware, software and networking equipment etc., according to specifications and standardization laid down by HARTRON (Haryana State Electronics Development Corporation Limited) which shall be the sole agency of the state government. General use application software like personal information system, budget expenditure control, grievance

handling and office automation system etc., are implemented in the college on the technical advice of HARTON.

The college has decided to implement the policy of e-governance in the following areas of operation

1.Administration:

The E-Governance system is functional in the college through the system developed by the Department of Higher Education, Haryana as well as by the college administration. The Department of Higher Education, Haryana issue notices and circulars through online portal, in Google sheets and through emails etc. and the college complies with all the instructions through the email and other electronic means. The administration has integrated e-governance platforms to enhance productivity and transparency, including:

HRMS and Intra Haryana: The Human Resource Management System (HRMS) has simplified the organization of personnel records, leave, attendance, service records, and other HR duties efficiently. On Intra Haryana portal an employee can access salary slip, GPF statement, Service Book, Property Return, ACR etc.

E-Salary: The E-salary system simplifies salary handling and distribution digitally, ensuring timely, accurate payments with minimal errors.

Biometric Attendance : AEBAS is used to mark attendance by all staff and it become easier to maintain daily digital record of employee attendance efficiently and accurately.

MIS: MIS portal is used to update all the information of teaching and non teaching staff.

Apart from these college tries its best to keep in touch with latest electronic tools of administrations such as, Wi-Fi facilities, installation of CCTV cameras in the campus and communication through emails & Whatsapp. CCTV-cameras are installed and maintained at all strategic locations to ensure proper surveillance. The college shall maintain a user-friendly interactive website and social media handles to disseminate general information as well as updates to its students, teaching and non-teaching staff and to the public, in general.

2.Finance:

To expedite financial procedures, the department has adopted several e-governance solutions, including streamlined digital approval and transaction systems.

Online Fee Collection: The college collects all student fees and funds through the Higher Education, Haryana online system.

Treasuries and Accounts: College uses the software of e-treasuries, Haryana for billing of salary and utilization of various grants sanctioned for the purpose of maintenance, augmentation of infrastructure and other facilities.

Government Electronic Market (GEM) Registration: The college is registered as a buyer on the Government Electronic Market (GEM) portal, utilizing it for procurement to enhance transparency and efficiency.

Financial Record Keeping: The administrative office maintains separate financial records for each event and transaction.

NPS: Faculty and staff can access their NPS account details, including balance and transaction history, online via the CRA -NSDL system.

3. Student Admission and Support:

ERP Portal: Fair and transparent admission procedure is the main function of the college. The admission process is made through Online System of Higher Education, Haryana purely on merit basis and college also coordinates in this process by updating the sanctioned intake, course combinations and fee structure of all the programmes as per affiliated University Guidelines.

College Website: The college website provides students with access to academic resources, course details, exam schedules, event updates, and essential announcements, facilitating student services.

Scholarship Portal: **Har-Chhatravratti"** is a centralized portal developed by the Department of Higher Education that provides one stop solution for end-to-end scholarship process right from submission of application, verification and disbursal to end beneficiary. college has disgnated the faculty member as Nodal officer to provide assistance and support to students in scholarship process.

4. Examination:

Registrar Office: The college Registrar office, equipped with computers and printers, resolves students' university-related issues efficiently and manages examination-related tasks.

University Web Portal: All registered students, admit cards, roll lists, and examination forms are managed through the university's web portal and internal assessment and practical awards are also uploaded via the web portal.
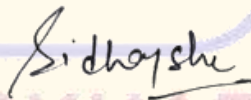
Expected Outcomes:
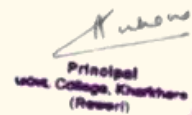
The outcomes expected from this policy include:

• The overall improvement in the productivity of the college through simplification and digitization of the various processes across various functions.

• Ensuring transparency and accountability in all the functioning bodies of the college.

NAAC Coordinator   **IQAC Coordinator**   **Principal**