



GOVT. COLLEGE FOR WOMEN, GOHANA

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E-Governance Policy (2022-23)

Objective:

- To implement E-Governance in various functioning of the institution.
- To facilitate online internal and external communication between various Departments/ members of the institution.
- To promote accountability and transparency.
- To promote paperless administration.
- To make the institution globally visible.
- To provide easy excess to information.
- Feedback.

Policy:

- The institution has decided to provide simpler, robust and efficient system of Governance by implementing e-governance in almost all activities of the institution.
- The institution has already started e-Governance in many areas like Administration, Finance and accounts, Student support like information update through Website and WhatsApp groups, Library Usage and Examination.
- The Society has resolved to implement e-Governance in many more effective areas and with this aim in view we have drafted this policy framework.
- For convenience purpose, the policy is divided into various areas of functioning.

1. Website:

The college website acts as a mirror to College's Vision and Mission, all the information of activities going on in the institution, different programs offered and important notices etc. are disseminated through this and are made accessible to others. The College Website Committee is responsible to update website at college level.

2. Finance and Accounts:

The institution collects the fee and funds from the students as per the specifications of online system of Department of Higher Education, Haryana. The Administrative Office


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keeps all financial record online separately as per the events and transactions made.

3. Library:

The institution has one of the best Library facilities provided to the staff and the students. Library is presently using SOUL 2.0 software and is updated from time to time. Any new recommendation from the teachers and students is taken into account while subscribing any new resource. At the beginning of every new session, the Librarian conducts Orientation Program for students and staff.

4. Administration:

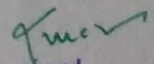
To provide hassle free, convenient and Economical process, maximum of the Administration is handled with ICT based technology. E-Governance system is functional in the college through the system developed by the DGHE, Haryana as well as by the College Administration. All the notices and circulars issued by Department of Higher Education , Haryana are shared with the college via email. The Institution always try to use updated electronic tools of Administration like Biometric Attendance System. Wi-Fi Facility, installation of CCTV cameras in almost all prime locations in the campus and communication through emails and creation of WhatsApp groups etc.

5. Examination:

As per the requirement of the University, all the Registration & Continuation Return of the students, and examination forms are filled through the web portal of the university. Whether it is Internal Assessment or Practical Awards, all are uploaded through web portal of the University. During the Examination, Admit Cards and Confidential lists of the students are uploaded by the University on its web portal with college login ID and the examination department downloads and takes the printout of the same and issues the admit cards to the students and Confidential lists to respective Centre Superintendents.

6. Student Admission and Support:

There is a complete transparency in Student's Admission system. The Admission process in UG and PG courses is made through online system of Department of Higher Education, Haryana. All the admissions are done purely on merit basis and as per the merit lists and seats provided by DGHE, Haryana. All the urgent notices and information are shared with the students through their respective class WhatsApp groups.


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