e-Governance Policy Document of College

Rajkiya Mahavidyalaya Amori (Champawat) takes a holistic view on the e-Governance initiatives across various activities of the college in an efficient manner.

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, General Administration, Accounts and Finance management, purchases, establishment of ICT Infrastructures, e-Waste management, Library, Student Administration, Admission, Online classes and Examination, etc. facilitating all the stakeholders in the college viz. the administrative staff, teaching faculty, non-teaching staff and students.

Elements of Policy:
Implementation and up-gradation of Information Technology (ICT) enabled processes in the various realms of e-governance at Hansraj College are enumerated below:

- **e-Governance in Administration:**
  - All functionaries in administrative offices shall be adequately equipped with ICT-enabled systems with licensed software and internet facilities, wherever required, for necessary connectivity.
  - The college administration shall be equipped with a customized user-friendly.
  - Enterprise Resource Planning (ERP) solution to manage students' attendance, annual fee submission and internal assessment etc.
  - All the classrooms, conference rooms and the seminar rooms shall be furnished with ICT-enabled projectors and screens.

- CCTV-cameras shall be installed and maintained at all strategic locations to ensure proper surveillance.
- The college shall develope and maintain a user-friendly interactive website (www.gdcamori.in) to disseminate general information as well as updates to its students, teaching and non- teaching staff and to the public, in general.
- The website shall be periodically reviewed by the ICT enabling unit of the college.
- In addition, all official communications and notices shall also be sent via e-mail, College WhatsApp Group and other available online platforms.
- The college shall ensure that all the faculty members and non-teaching staff are imparted special ICT training programs for their continuous growth.
- The college shall also ensure that all the students are sufficiently skilled to enable them to benefit from ICT-enabled systems installed in the college.
- The college shall also subscribe to online platforms to support online teaching-learning process, lectures, webinars and other official interactions etc.

- **e-Governance in Finance and Accounts:**
  - The office accounts section shall operate and manage their entire accounting operations on IFMS software including pension and payroll-related processing.
  - The college shall perform all the financial transactions through the IFMS and Public Financial Management System (PFMS) in line with the extant guidelines by the Government of India.
  - The college shall utilize Government e-Marketing (GeM) portal for procurement of all goods and services available on GeM to enhance transparency and efficiency in public procurement.
  - All financial transactions and tendering processes shall use digital signatures for enhancing efficiency in processing.
  - The college is ready to develop a customized portal to enable students to pay their annual fee, examination fee etc through online mode.

- **e-Governance in Student Admission and Support:**
  - The college shall adopt online mode of admission process through SAMARTH Portal as mandated by Govt. of Uttarakhand and university from time to time.
  - The college shall automate and digitize its Library functions to not only support contactless procurement, accession and issue/return of books from the library but also provide e-resources for remote access of the content from other sources also

- **e-Governance in Examination:**
  - The college shall adopt online mode of performing exam-related processing e.g., generating of admit card, conducting the examination etc as mandated by the university from time to time.

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.
- Providing speedy response to student-centric queries or problems.
- College is trying to become excellence in the Higher education sector of Uttarakhand.

Principal
Rajkiya Mahavidyalaya
Amori, Champawat-262523
Uttarakhand

Implementation of e-governance in different areas of operation

S.N.	Official Portal	Link
1	Government of Uttarakhand	www.uk.gov.in
2	Soban Singh Jeena University	https://www.ssju.ac.in/
3	National Scholarship Portal : NSP Portal	www.scholarships.gov.in
4	Directorate of Higher Education, Uttarakhand	www.directorateheuk.com
5	MIS Portal: Director of Higher Education Uttarakhand	https://heukmis.in/
6	Higher Education Department, Government of Uttarakhand	https://he.uk.gov.in
7	e-Granthalaya	https://eg4.nic.in/UKHED/
8	District Administration Champawat	https://champawat.nic.in/
9	CM HELPLINE 1905	https://cmhelpline.uk.gov.in/
10	SAMARTH	https://uttarakhand.samarth.ac.in/
11	University Grant Commission	www.ugc.ac.in
12	Ministry of Human Resource Development	www.mhrd.gov.in
13	All India Survey For Higher Education	www.aishe.gov.in
14	Uttarakhand Open University	www.uou.ac.in
15	IFMS	https://ifms.uk.gov.in/
16	SSJU Portal	https://www.ssju.ac.in/
17	University Grants Commission (UGC)-NET	https://ugcnet.nta.nic.in/
18	SSJU Portal	https://www.ssju.ac.in/
19	College Login for Internal Marks Entry	https://www.ssju.in/ERP/index.php/marks/CollegeLogin
20	Affiliation Portal	https://uttarakhandaffiliation.in/university-login.php

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