

Policy Document

Shaheed Udham Singh Government College Sunam

Policy on E-GOVERNANCE



**Shaheed Udham Singh
Government College Sunam.**

Near Bhai Mool Chand Smadh, Sunam.



S.U.S. Govt. College, Sunam

Established in 1969, NAAC Accredited-Grade B (CGPA 2.72) **Affiliated to:** Punjabi University, Patiala **E-mail:** gcsunam@gmail.com, **College website:** www.susgcsunam.com, **Tel:** 01676-220134

POLICY ON E-GOVERNANCE

E-governance in a higher educational institution can be defined as giving students the option to access essential information and services as it is a way of improving the way the institution functions, shares information and provides services to the students process. Shaheed Udham Singh Government College Sunam believes that the introduction of e-governance in education is a step towards empowering the education system by providing new modes of communication between teacher to student, teacher to peer teachers and student to student. E-governance can promote new ways of imparting desired knowledge to the students.

Scope:-

The scope of this policy extends to the following areas:

1. Student Support (AID)
2. General Administration
3. library
4. Accounts & Finance
5. ICT Infrastructure

Objective:

1. Implementation of e-governance in all the functioning of the Institute.
2. To provide simple and efficient system of governance within the institution.
3. To promote transparency and accountability in all the works of the organization.
4. To achieve and create paperless environment in the college.
5. To provide easy and quick access to information.
6. Making the campus Wi-Fi enabled.
7. Projectors etc. to make the classrooms ICT enabled with smart boards.
8. Setting up a fully automated library.
9. Empowering students and faculty through information.

Policy:-

The college is moving towards implementing e-governance in all aspects of functioning like student admission, library, accounts, administration, teaching etc. The main objective of this policy is to make every work transparent, keeping this in mind this policy has been designed.

1) Student Support:-

Our organization will focus most on the benefit of the students under e-governance so that this provident fund of our nation can make itself capable in the changing environment. From the following we will discuss some such facts which prove essential and beneficial for the students will be.

1.1 Website:-

The institution will create its own website which will act as an information center. Through this, important information of the college, proposed courses etc. will be told. For this purpose, a web designer will be engaged by the college. Administrative and teaching staff will be trained to make important updates to the website. A website committee will be constituted to manage the website of the college. The committee will oversee the process of updation, maintenance etc. regular functioning of the website. The committee will also look into other changes required in the website. The college will endeavor to reflect its vibrant personality and activism through its website.

1.2 Student Admission:-

There is an open and transparent strategy for admission process which will be followed and further strengthened by the rules laid down by the Department of Higher Education and Punjabi University, Patiala. The college will bring out its prospectus as per the dates fixed by the Department of Higher Education and Punjabi University, Patiala regarding admission which will be displayed on the website which will display the guidelines for the admission process. An admission portal will be used to manage admission in the college. Number of students applying for each course, withdrawal, fee submission, all will be managed through this portal only. Students will have to submit a separate online application form for taking admission in the college and the student will be able to register himself and go through this process. Students will be given admission in the college on the basis of merit of the applications received.

1.3 Examination:

The college will adopt an online system which will be based on the e-governance policy of Punjabi University Patiala. Where at the end of each semester the marks of internal assessment marks of practical examination of each student will be marked online. The marks of the papers evaluated by the faculty members of the institution will also be recorded under this method.

1.4 Student Grievance and Redressal Mechanism:-

The student will register his/her problem and complaint on the portal and while working on it, the concerned committee will record its action by providing a meaningful solution to the student's problem and complaint.

1.5 E-Content:-

Using YouTube channel, PPT, links of some other channels etc. by the faculty members keeping in view the interests of the students will also lead us towards e-governance. To motivate the students and to keep them connected with the extra co-curricular activities of the college, a YouTube channel and Facebook page of the college will be created.

1.6 Scholarship Management:

The scholarship application and disbursement process is streamlined through e-portals set up by the State and Central Governments.

1.7 Alumni:-

To strengthen the relation with our institution alumni, a separate alumni page will be created on the website which will provide facilities like registration, prominent alumni of the college, feedback and many other aspects. The Alumni Association will be consulted for regular updates and database management.

2) General Administration:-

- Under e-governance the huge data will be managed efficiently and smoothly with less and less use of paper in the office.
- Manual tasks like record keeping, inventory, stock checking and filing will also be done using digital technology.
- E-governance will be used while handling records of sending budget to the government, taking salary etc.
- Administrative staff will be trained to promote the use of ICT, and their capacity building will be done regularly to use e-governance products and services in the college.
- The scholarship application and disbursement process is streamlined through e-portals set up by the State and Central Governments.

3) Library:-

Our college continues to maintain its academic excellence through a rich library. The college will add more and more e-learning resources for the benefit of teachers and students. Recommendations from teachers and students will be taken while subscribing to e-resources. Work will be done towards fully automating the library.


4) Accounts and Finance:-

The salary and leave of the faculty members added by the institution is prepared through the portal established by the Department of Higher Education, State Government. In future the latest versions of the software will be purchased and used by the college. The payment is generally made and received by the institution through banking facilities like NEFT, RTGS.

5) ICT Infrastructure (Equipment):-

Hardware, software infrastructure

- Projectors and other multimedia equipment will be provided in smart classrooms, seminar rooms and language labs.
- The college must ensure that it has adequate number of computers and laptops for the students and staff.
- Computers and printers will be provided in the administrative block.
- Interactive teaching board / smart board etc. will have to be arranged.
- The infrastructure will be complemented by computer networking.
- Maintaining adequate configuration servers to allow rapid transmission of data to various computers in the college.
- Antivirus for computers and laptops should be purchased and updated regularly.
- CCTV cameras will be installed at necessary places to ensure proper surveillance.
- All goods and services available on the GEM portal will be leveraged to enhance transparency and efficiency in public procurement.


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