TARANATH SHIKSHANA SAMSTHE'S

SOMA SUBHADRAMMA RAMAN GOUD WOMEN'S COLLEGE

Station Road, Raichur - 584101

(Affilated to Akkamahadevi Women's University, Vijayapur)

Re-Accredited by NAAC with "B" Grade

Website: www.ssrgians.org   AISHE CODE : C-8703   Email: ssrgwcr20@gmail.com   Fax: 08532-225770

Principal: Sri. Amaregouda. S., M.A., M.Phil

Policy Document on E-Governance-2022-23

A remarkable growth in the higher education sector has made the administration of higher education institutions intricate. The integration of ICT helps to reduce the intricacy and enhance the overall administration of higher education. Electronic governance is the use of information and communication technologic for the planning, implementation and monitoring of govt. programs projects and activities.

Scope:

The scope of this policy extends to the following areas:

- **Administration**
- **Finance and Accounts**
- **Student Admission and Support**
- **Examination**

The college implemented e-governance in some aspects of functioning like Admission, library, accounts, HRMS, K-2, IA Marks Submission, teaching and no-teaching staff attendance, etc. The policy is designed and framed to make each and every function transparent and accountable. The College decides to make the following policies and procedure:

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PRINCIPAL
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OBJECTIVE

1. Implementation of E-governance in various functioning of the institution

2. Achieving efficiency in our functioning

3. Promoting transparency and accountability

4. Achieving paperless administration of the institution

5. Providing easy access to information

POLICY

1. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e governance in maximum activities of our functioning

2. The institution has already started the E-governance in some aspects of functioning like Library, Accounts etc... Now we have resolved to implement E-governance in many more areas.

1. Administration:

Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance. The college will use the HRMS, K-2, PF, ESIC, Gratuity etc. for the staff members.

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Website: The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose of service provider/web designer maintained by college separately some outsourcing. Training will be given to the administrative and teaching staff to make important updates on the website. The IT Coordinator appointed for the administration of the college website. The IT Coordinator will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required 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.

2. Finance and Accounts:

The office continues to maintain its account on Tally. Latest versions of the software Tally Prime purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet is generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating of the existing software must be done regularly.

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3. Student Admission and Support:

Admission: The UUCMS website is used for the online admission of the students.

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. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e- resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database. The Library to install fully automated e-lib software for book circulation.

ICT TOOLS

Hardware Infrastructure:

The College to ensure that it has adequate number of desktops for students and staff. Computers and printers to be made available in the administrative block, computer lab, Language Lab and Digital Library .

Projectors and other multimedia devices to be provided in the auditorium and classrooms.

The infrastructure to be complemented by Resograph, computer networking devices, scanners and interactive teaching board/smart board etc.

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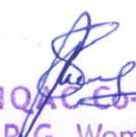S.S.R.G. Women's College, RAICHUR.

Software Infrastructure:

The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
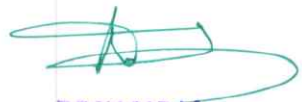
Office automation packages for desktops, like Open Office, MS Office, Digital Teacher, Tally, E-Lib. and Antivirus purchased and updated regularly.

4. Examination:

All the students will fill the examination form through online In UUCM Portal.

The IA Marks will be enter through online in UUCM Portal to the University

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