BHERULAL PATIDAR GOVT. P.G. COLLEGE, MHOW

THE E-GOVERNANCE POLICY

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<u>FOREWORD</u>

It is envisaged that all the services of the Institution will be successfully implemented in phases under the e-Governance plan according to the National e-Governance Plan and Digital India flagship initiatives of the Government of India.

This policy is recognized as **"The E-Governance Policy"** of the Bherulal Patidar Govt. P.G. College, Mhow, and provides a documented roadmap for the implementation of the policy by ensuring the best practices related to use and implementation in the maximum possible areas of e-Governance Services.

Technology has infiltrated every part of our lives. This technological era has enhanced the governance structure of the Institute for its overall development. With an increasing demand for transparency in administration, faster information transfer, implementation of new solutions and ideas across different departments of the Institution, our aim is smooth data transition to facilitate enhanced decision-making process.

Through e-Governance, the Institution would ensure that all its services are promptly delivered to and are accessible by the teachers, students, staff and all other stakeholders. Benchmarking efficiency, transparency, accountability, and convenience for all the stakeholders is the core idea behind the implementation of this policy and it is a step further towards the promotion and implementation of e-Governance in the Institution.

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Vision and Mission of the Institute

Vision:

"Our vision is to excel as an educational institution by providing career-oriented, value-basededucation. We aim to cultivate a community of independent, morally upright, and socially conscious young individuals, empowering them to contribute meaningfully to society."

Mission:

➢ Provide quality education across various disciplines to encourage connectivity between research technologies and employability.

➢ Strive to become an institute focused on student needs, fostering experiential, innovative, and lifelong learning approaches to tackle societal challenges.

➢ Ensure literacy, learning and life skills to all, particularly girl scholars from tribal background.

➢ Inculcate an entrepreneurial mindset and values in students.

➢ Enhance collaboration with industries and institutions for mutual benefit.

Objective of the Institute

Objectives

➢ To enrich students with best that is to learn.

➢ To infuse an environment of academics with skill-based education and technologies.

➢ To make the learners grow as a confident and well-groomed citizen.

➢ To enable learners to be creative, dynamic and competitive to face the challenges of academic demands at regional, national and international levels.

➢ To raise a generation rich in ethical values and cognitive empowerment to mobilize the available resources.

THE E-GOVERNANCE POLICY

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Information and Communication Technology (ICT) enabled technology can transform Governance by the adoption of global best practices in Governance. Based on the Information Technology Act, 2000 of the Government of India, it is mandated that public services are to be delivered electronically wherever and to the extent possible. It is the power of e-Governance that imparts good governance, empowers the stakeholders, lowers the process cost, and time upgrades the administrative performance (e-Administration), enhances its services, provides fast services and so on. This policy highlight Bherulal Patidar Govt. P. G. College Mhow's stride towards building global competencies.

Preamble: -

It is envisaged that all the services of the Institution will be successfully implemented in phases under the e-Governance plan according to the National e-Governance Plan and Digital India flagship initiatives of the Government of India.

This policy is recognized as **"The E-Governance Policy"** of the Bherulal Patidar Govt. P.G. College, Mhow and provides a documented roadmap for the implementation of the policy by ensuring the best practices related to use and implementation in the maximum possible areas of e-Governance Services.

Introduction: -

Technology now permeates every aspect of our existence. The Institute's governance structure has been improved for its general development in this technology era. Technology has given us globalization and its advantages have led to the establishment of the concept of e-governance. Smooth data access and improved decision-making are made possible by the institution's departments implementing innovative ideas and solutions in response to the growing demand for administrative transparency, quicker information transfer and improved decision-making. Planning and enabling any infrastructure for the introduction of state-of-the-art applications and deployment solutions for the efficient operation of the institute are the goals of e-governance. Furthermore, it is possible to reduce transaction costs and improve service accessibility.

Scope: -

The scope of this policy extends to the following areas:

- Website
- General Administration
- Student Admission
- Examination Management

- Library Management
- Financial Management
- ICT Implementation

Objectives: -

The Institution would use e-Governance to make sure that all of its services are promptly provided to and accessible by staff, teachers, students and other stakeholders. The main aim of this policy's adoption is to benchmark efficiency, transparency, accountability and convenience for all stakeholders. This is a step further in the promotion and implementation of e-Government inside the Institution.

This policy has been drafted keeping in mind the following objectives:

- The goal of this policy is to improve leadership by giving the institution's e-governance a straightforward and effective system of governance.
- To give all stakeholders access to online service resources.
- To encourage openness and accountability in all institutional functions and to make information easily and quickly accessible to all stakeholders.
- To encourage and progress toward a paperless environment within the college; this will enhance the administration's ability to make decisions.
- As a result the institution's work culture will be of higher calibre and the faculty and administration will operate more efficiently overall.
- The Institute will abide by the e-governance guidelines and policies set forth by the Madhya Pradesh and Indian governments.

Policy & Areas of Implementation: -

The IT Centre, Bherulal Patidar Govt. P.G. College, Mhow shall serve as the institution's implementing agency for all e-Government initiatives. The IT Center will observe the policy's entire implementation. The following areas are where the institution has implemented e-government, which is updated on a regular basis:

➢ **Website: -**
- Since an institution's website serves as its public face, it should use it to highlight its lively identity and level of activity. This is what the College aims to do through its website.
- All of the provided courses, events, and crucial notifications should be updated on a timely basis.

- The teaching and administrative staff should receive training so they can make significant modifications to the website.
- The input institution's website should be overseen by a committee dedicated to website management.
- The process of regularly updating, maintaining and improving the website will be handled by the IT departments.
- The webpage should be updated when necessary.
- The website must immediately post all significant notifications as soon as they are made available.

➤ General Administration: -

- The Department of Higher Education, Government of Madhya Pradesh, oversees the institution, and it uses the official website and email for all correspondence with higher authorities. Email and the WhatsApp are used by the administration to communicate with both teaching and non-teaching staff. Notices and other significant administrative information are frequently posted on the website. A biometric attendance system for every employee is implemented.
- A campus featuring internet access via Wi-Fi.
- The college encourages the use of Google Sheets, Google Forms, and Google Docs to move toward a paperless culture. These tools are used to gather data from various departments, create activity reports and notices, create feedback forms, and gather online input from employers, professors, students, and alumni.
- Additionally, institutionally built WhatsApp Groups are utilized to convey general and specific information to students as well as for mentor-mentee contact. The college campus is outfitted with CCTV cameras set in various areas for e-surveillance.

➤ Student Admission: -

The institution follows the centralized admission procedure as per the guidelines of the online admission procedure of the Department of Higher Education, Govt. of Madhya Pradesh since 2012.

- The admission portal handles every step of the process, including the initial data entry by the Institute, student fill-out, document verification and admission list generation, payment of admission costs and electronic receipt and admission letter generation.

➢ **Examination Management: -**

- Examinees can complete forms online, get admit cards, upload mark sheets and conduct examination management more effectively with the help of the Examination Management System.

- Under the direction of the institution's examination controller, the Examination Department keeps an eye on the entire examination process and its administration.

➢ **Library Management: -**

- The library is also upgraded by automating it using ILMS, SOUL 2.0 Software, in keeping with the current internet era.

- It is important to routinely acquire e-resources like DELNET and NLIST-INFLIBNET to increase access for researchers, educators and students.

- Staff and students should receive the necessary training to use these e-resources for e-learning.

- The organization needs to make an effort to give all of its stake holder's access to distant facilities.

➢ **Financial Management: -**

- The most recent versions of the software must be purchased and utilized by the organization in order to properly and efficiently preserve financial records. The Accounts Section keeps track of its accounts on Tally.

- This program alone is used to generate profit and loss statements and balance sheets. Tally is also used to generate all analysis reports.

- Appropriate security steps ought to be done to preserve transaction confidentiality.

- It is necessary to routinely update the current software and train the current staff on the improved version.

- The institution also makes use of a variety of software programs, such as the Public Financial Management System (PFMS) and the Integrated Financial Management System (IFMS), to manage the money it receives from the government and pay salaries to the appropriate bank accounts, as well as to create salary slips, TDS, Provident Fund, Allowances, and other documents.

- Online payment methods including RTGS, bank transfers, NEFT and others should be used for all payments.

> ## ICT Implementation (Hardware Infrastructure & Software Infrastructure): -

As per the IT Policy of Bherulal Patidar Govt. P. G. College, Mhow.

Student Participation in Governance: -

Students have a stake in how the college is run because they are an essential part of the campus. Students will be involved in the many policies and processes that the institution establishes for the administrative and academic governance. In order to strengthen decision-making, it is important to encourage students to voice their opinions and thoughts. Therefore, it is encouraged that all current and prospective students support the policy, report any violations to the institution, and contribute to the overall efficacy of the E-governance policy's implementation.

Amendments: -

- In order to comply with national policies and directives issued by relevant apex bodies, the Institute will regularly review its "E-Governance Policy" and make appropriate changes.
- In the event that any policy of the Institute contradicts another, the later changed policy will take precedence.

Publication of E-Governance Policy: -

- The "E-Governance Policy" shall be widely publicized among the Institute's stakeholders with all the possible means, as well as prominently displayed on the Institutional Website to attract the attention of concerned stakeholders.

Important links:-

- https://www.digitalindia.gov.in/content/e-governance-%E2%80%93-reforming-government-through-technology
- https://www.meity.gov.in/divisions/national-e-governance-plan
- https://www.edaksh.mp.gov.in/index.php?/about-us#:~:text=The%20Project%20%E2%80%9Ce%2DDaksh%E2%80%9D,of%20India%20and%20State%20Government
- http://deanofstudents.ucsc.edu/student-conduct/student-handbook/pdf/120.0-policystudent-participation-governance.pdf

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