

# GOVT. POSTGRADUATE COLLEGE, GUNA

Affiliated to Jiwaji University, Gwalior (M.P.)

Phone No.: 07542-251641

Email : hegpgcgun@mp.gov.in

Website : <https://pgcollegeguna.in/>



## E-GOVERNANCE POLICY

### 1. Scope:

The scope of this policy extends to the following areas:

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination
5. ICT Infrastructure
6. Library
7. Alumni
8. E-waste Management

### 2. Objectives:

- To implement e-Governance in all functioning of the institution for efficient system of governance
- To provide easy and quick access to information
- To maintain transparency in accessing information
- To encourage paperless environment in the institution
- To make at least some classrooms ICT enabled

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## 3. Policy:

The institution aims at using e-Governance in most of the activities of the college. The policy is functional in the following areas:

- **Website:** The website gives all the information regarding the college activities, departments, courses offered, important notices. There is a Website Committee which monitors the updates and maintenance on the website.
- **Administration:** Email is the primary means of official correspondence for planning and development matters. Online forms are used to generate and submit utility reports, yearly reports, and proposals for funding. Computers and internet access are available in the offices and departments. Additionally, specific WhatsApp & Telegram groups are made for each college committee to guarantee effective information sharing. Students give feedback regarding the institution through a Google Form. E-governance is being implemented by the college administration across all administrative tasks. Online orders for the college are communicated via emails and other digital channels. Employee-related records are also kept in corresponding e-formats like ER Sheet, IFMS Portal for pay slip, Data from Annual Appraisal (APAR), Biometric Attendance for students and staff, Scholarship Portal (MPTAAS & Scholarship Portal 2.0), e-Library. CCTV cameras have been deployed in the campus.
- **Student Admission and Support:** Admissions to undergraduate and graduate programs are handled by MP online using the "e-Pravesh" web platform. Only online payment is accepted for the college fee and admission cost. Online portals oversee the management of the scholarship programs.
  1. Online admission and support activities additionally guarantee:
  2. Online scheduling and guidelines for admission, including the number of seats available in each course
  3. Digital notifications regarding open seats and counselling at the college level
  4. Document verification online
  5. Online scholarship program administration
- **Finance and Accounts:** Direct bank transfers and cashless transactions are adhered very scrupulously by the finance and accounts department. Salary and other compensation are paid to the employees online. To maintain accountability

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and transparency, the beneficiaries receive their scholarship payments online. Our college adheres to the following crucial procedures.

1. GPF's online accounting
  2. Online payments for scholarship programs using the DBT method
  3. Students' online payments for admission & examination through e-Pravesh and MP Online Portal respectively
  4. Due and other fees of the students through Q-fix Portal (HDFC) and SBI Challan Portal
- **Examination:** Our college's examination cell is entirely computerised. Students are provided with access to the internal examination schedules electronically well in advance and university examination schedule is uploaded by Jiwaji University, Gwalior on their website. The internal assessment marks are uploaded on [jiwaji.mponline.gov.in](http://jiwaji.mponline.gov.in) which directly goes to Jiwaji University, Gwalior. The digital features of exam system are-
    1. Online exam registration
    2. Exam fee payment via net-banking/UPI/Debit & Credit Card & Kiosk
    3. The university website for e-admit cards
    4. Internal Assessment results are posted on the university website
    5. Online declaration of results by Jiwaji University
  - **ICT Infrastructure:** There is ICT based teaching in the classrooms and through online modes. WhatsApp and Telegram groups for all UG and PG students to exchange information and announcements quickly and to avoid the use of the paper to avoid the use of paper.
  - **Library:** There is availability of e-Resources in the library like N-List (INFLIBNET). the record of the books and magazines are maintained on computer.
  - **Alumni:** Students register and give feedback online to Alumni Association. There is a WhatsApp group of the Association through which the college connects and communicates to the alumni.
  - **E-Waste Management:** The college makes sure that the use of technology and generation of e-Waste does not harm the environment.