



# SETH RL SAHARIA GOVERNMENT PG COLLEGE, KALADERA JAIPUR, RAJASTHAN

Affiliated to University of Rajasthan, Jaipur  
[www.https://hte.rajasthan.gov.in/college/gckaladera](https://hte.rajasthan.gov.in/college/gckaladera)

## ***E-GOVERNANCE POLICY***

E-governance is the application of information and communication technology (ICT) for delivering services, exchange of information, communication, transactions and integration of various stand-alone systems affecting the major stakeholders of the college: Administration, Finance Department, Students, Faculty, Staff, Community, etc. The college has implemented e-governance in all aspects of functioning like library, accounts, admissions, examinations, administration, teaching. The e-governance policy is designed and framed to make each and every function transparent and accountable.


### **OBJECTIVES:**

- Implementation of E-governance in all functioning of the institution in order to provide simpler, faster and efficient system of governance within the institution.
- Promotion of transparency and accountability in all the functions of the college.
- Creation of a paperless environment in the college.
- Provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make more and more classrooms ICT Enabled having desktops, laptops, smart boards, projects etc.
- To establish a fully automated and integrated Library.

### **SCOPE:**

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination

  
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- Library
- Accounts and Finance
- Teaching
- Grievance Redressal

### **WEBSITE:**

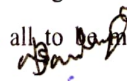
- The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc.
- A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working 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 must go on the website as and when they are released.

### **ADMINISTRATION:**

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance.
- To provide a hassle free, convenient and smooth process, administration of the college is to be gradually made paperless.
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

### **STUDENT ADMISSION:**

- An open and transparent strategy for the admission process is followed as promulgated by the Commissionerate, College Education, Jaipur, Government of Rajasthan.
- An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only.

  
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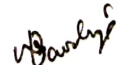
- Students are required to submit an Online Application Form for taking admission to the college and for this purpose a centralised online software for the whole of Rajasthan has been developed by the Commissionerate, College Education, Jaipur.

### EXAMINATION:

- The students fill examination forms online on the University of Rajasthan portal and the college remedies any discrepancies in the name of the student or his/her guardian or their subjects.
- The allotment of examination centres for theory and practical examinations is done online.
- The university selects panel of experts for practical examinations for all colleges in an open and transparent procedure.
- The attendance and absentee records are also managed online.
- The students have a ready access to their marks and can apply for revaluation if required.

### ACCOUNTS:

- The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently.
- Appropriate security measures should be taken for maintaining confidentiality of the transactions.
- Training to the existing staff and updation of the existing software must be done regularly.
- The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Pay Manager System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members.
- Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

  
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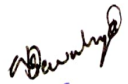
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## LIBRARY:

- 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 ILMS software which should have an easy to use- Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports.

## GRIEVANCE REDRESSAL:

- There is an online portal known as Sampark Portal to ease access to redressal of grievances.
- This Sampark Portal is a zone wise distributed online system which provides easy access to the stakeholders to enlist their grievances regarding admissions, TC/CC, Tuition Fee Return, Degree, Scholarship, College administration, etc.



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