HARIDEO JOSHI RAJKIYA KANYA MAHAVIDHYALYA BANSWARA

Policy document on E-Governance

E-governance, meaning 'electronic governance' is using information and communication technologies at various levels of the government and the public sector and beyond, for the purpose of enhancing governance

.The college has adopted E governance in different aspects of college functioning such as Governance, admission, finance, examination etc. The main objective to adopt e governance is to bring transparency and accountability in the functioning system.

A robust Infrastructure of the institution is possible through implementation of various components of e-governance under the schemes such as RUSA under MHRD . It has furnished the campus with Wi-Fi, smart classrooms, security camera CCTV.

Website-The college webpage should serve as an information hub for the college, reflecting all its activities, significant announcements, courses offered, etc. A committee and its Nodal officer should take care of its management .It is ought to regularly update the website and all significant announcements should be posted on the website.

RAJ KAAJ-All correspondence to the government department should be held through the RAJKAJ portal. From the academic session 2021-22 the employees ought to submit their Self Appraisal on Online ACR Portal through their respective SSO ids.Similarly the employees must fill and submit their IPR(Immovable Property Return) on this portal every year.

ADMISSION,EXAMINATION and SCHOLARSHIP-Component of e-governance are effective in the admission, examination and scholarship process of the college .

Admission-The Commissioner, College Education, Jaipur, Government of Rajasthan, has established an open and transparent admissions process and the college must adhere to the online admission process .Through this portal anyone can access information about number of seats,number of applications received, fees structure and merit list as well as subject allotted to them .Even student Identity Cards and Voter cards can be generated from this portal.

Examination-The student apply for examination through online process.The college verifies and forwards their forms to University from College Panel provided to each college for its exclusive use. Allotment of Centre, Attendance Sheet ,Online Absent Filling ,Practical Marks entry, grievance etc all such exam related functions are done through e governance.

Scholarship Portal-The students apply for scholarship through online process.The College committee reviews ,forwards or objects through e governance mechanism. The student can view the progress of his scholarship online and be alert.

FINANCE Platforms-The College also makes use of a variety of platforms including the **Public Financial Management System (PFMS),** which is used to administer funds received from the government, and the **Pay Manager** System, which makes it possible to automatically determine salaries, produce pay slips, and distribute funds to bank accounts. This system is used to manage TDS, Allowances, and other things. Reports can be produced for each staff member. SIPF portal is used for employees provident fund and state insurance.GEM portal for purchase of equipment should be the mode of operation.The college should adopt maximum usage of e governance to bring transparency and accountability.For payments online transfer should be practiced.

SAMPARK PORTAL and RTI Portals for grievance Redressal-To provide transparent and accountable means of grievance redressal the app popularly called Sampark Portal is active in the institution . The complaints about admissions, TC/CC, tuition fee refunds, degrees, scholarships, college administration, etc. are being redressed regularly by the committee on time. Besides the offline method of RTI,online platform of RTI is also operative.The committee should view applications on online portal and redress the grievance at the earliest.