# Janki Devi Bajaj Government Girls College Kota, Rajasthan
## Affiliated to University of Kota, Kota
https://hte.rajasthan.gov.in/college/ggcskota

## E – GOVERNANCE POLICY

E-governance is the use of information and communication technology (ICT) to deliver services, exchange data, communicate, conduct business, and integrate various stand-alone systems affecting the main college stakeholders, including the administration, finance department, students, faculty, staff and community. E-governance has been introduced by the college in all areas of operation, including the library, accounts, admissions, exams, administration and teaching. The e-governance policy is structured and developed to provide accountability for each function.

**OBJECTIVES**:
1. E-governance will be implemented throughout the institution's operations to provide a simplified, quick and effective method of governance.
2. Promotion of accountability and transparency in all college functions.
3. Establishing a paperless workplace at the college.
4. Access to information should be simple and quick.
5. To allow Wi-Fi on campus.
6. Expanding the number of classrooms ICT-enabled devices include computers, laptops, smart boards and other initiatives.
7. To develop an integrated, fully automated library.

**SCOPE**:
 The following areas are covered by this policy—
1. General Administration
2.  Student Admission
3.  Examination
4. Library
5. Accounts and Finance
6. Teaching
7. Grievance Redressal
8. Research

**WEBSITE**
1. The website will serve as an information hub for the college, reflecting all its activities, significant announcements, courses offered, etc.
2. For the management of the college website, a website committee will be established. The process of regularly updating, maintaining, and operating the website will be handled by the committee. The Committee will also search the website for necessary additional adjustments.
3. Through its website, the College aims to demonstrate its active and energetic nature. As soon as they are made public, all significant announcements must be posted on the website.

**ADMINISTRATION**:
1. Management of Attendance Software to track and record attendance is used by administrative staff and teaching faculty.
2. The college will eventually go paperless in its administration to provide a simple, convenient, and efficient approach.
3. Students must have access to the widest range of services online.
4. The college is looking into the possibility of automating some of its administrative tasks.
5. To keep the administrative staff up to date with the latest technologies, they should receive proper training and development.
6. The Commissionerate College Education shall handle all correspondence through the RAJKAJ portal.
7. Filling the Self Appraisal by the employee for 2021-22 academic session on Online ACR Portal through SSO id.

**STUDENT ADMISSION**:
1. The Commissioner, College Education, Jaipur, Government of Rajasthan, has established an open and transparent admissions process that is adhered to.
2. A portal for admissions that will be used to manage college admissions. The portal is used to manage allocations, withdrawals, fee submissions, and the number of applicants for each course.
3. For college admission, students must submit an online application form, and the Commissionerate, College Education, Jaipur has created a centralized online Program for the entire state of Rajasthan.

**EXAMINATION:**
1. Students submit their exam applications online using the University of Kota site, and the college changes any mistakes in the student's name, the name of his or her guardian, or the topics they are selecting.
2. The selection of exam centers for both the theory and practical exams is done online.
3. In an open and transparent process, the university chooses a panel of experts for practical assessments for all colleges.
4. Online management is also available for attendance and absence records.
5. Students can easily view their grades and request reevaluation if necessary.

**ACCOUNTS:**
1. The office keeps up with its Total account. The newest software versions will be bought and used by the college. The workforce is assisted by sophisticated features in properly and efficiently maintaining financial records.
2. The confidentiality of the transactions should be maintained by taking the necessary security precautions.
3. Regular training for the current workforce and software updates are required.
4. The College also makes use of a variety of software, including the Public Financial Management System (PFMS), which is used to administer monies 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, Provident Fund, Allowances, and other things. Reports can be produced for each staff member.
5. Most payments are processed and received online using methods like NEFT, RTGS, bank transfers, etc.

**LIBRARY:**
1. The College keeps up its commitment to academic success by keeping its library well-stocked.
2. To help teachers and students, the College will continue to add new online learning materials.
3. The College should be frequently subscribing to new periodicals and books. While subscribing to online resources, recommendations are obtained from educators and students.
4. To expand their knowledge base, teachers might apply to obtain books from various writers on the subjects they are teaching.
**5.** The library will install fully automated ILMS software that should have a user-friendly GUI, support for Unicode, multilingual search and export capabilities for most reports.

**GRIEVANCE REDRESSAL**
1. To make access to the redress of grievances easier, there is a website called Sampark Portal.
2. This Sampark Portal is a zone-specific distributed web system that gives stakeholders simple access to file complaints about admissions, TC/CC, tuition fee refunds, degrees, scholarships, college administration, etc.

**RESEARCH**
**1.** The purpose of projects is to familiarize students with the research process and the publication of the findings in the in-house research bulletin.
**2.** The use of information and communication technologies to support research is referred to as e-research (Electronic Research). Such research employs internet-based resources and methods.
**3.** E-research also enables researchers to collect data from a large population at a reduced cost, for instance, by employing online surveys, questionnaires, interviews, etc.
**4.** Eminent speakers from renowned research institutions are invited to give guest e-lectures.
**5.** The participation of students/faculty in e-seminars conferences and workshops held at local, national and international institutions are encouraged.
**6.** Know the productivity and caliber of information retrieved through e-resources.