



## **Institutional E- Governance policy**

### **Context of the Policy**

A wide expansion of the higher education sector had created a complexity in the administration of such institutions. The situation was eased out due to the introduction of ICT based administration. It helps to reduce the intricacy and enhance the overall administration of college. E-Governance is expected to help deliver cost-effective and easy-to-access services, and improve processing of transactions both within and outside the college.

In order to improve the quality of governance within the institution, implementation of e-governance in maximum activities of institutional functioning is a prime requisite. Although the institution has already started with e-governance in some aspects of functioning like admissions, accounts, examinations etc., however, the institution has now resolved to implement e-governance in many more areas and update the already existing services. With this aim in view the college has devised its e-governance policy.

## **Objectives of the policy:**

1. Achieving quality and efficiency in functioning
2. Promoting transparency and accountability
3. Moving towards paperless administration
4. Facilitating online internal and external communication
5. Providing easy access to information
6. Making the institution accessible to all
7. Stepping towards blended learning

## **Implementation of the policy**

### **Website**

The website of the college has been redesigned taking into account the new changes. The website reflects the information about the college and also gives a glimpse of all the important activities, notices, Staff details with their contact No.s, Sports achievements, Semester Results, College Policies, Subject combination, etc... Also, dashboard Posts are posted on the important activities so that students are informed in time and they can discuss through comments on that posts. Students are encouraged to be in constant touch with the website.

### **Admission**

As a part of e-governance initiative, admission of students takes place through online mode on University of Kashmir website. Students are advised to visit college website also. The admission committee issues e-prospectus and endorses admission forms, authenticates data/ documents in off line mode. The merit list/ admission/Roll Nos. and Time table are issued in online mode through college website <http://www.srinagarwomenscollege.com/> and WhatsApp groups.

**Examination** The college conducts regular annual/semester examination in off line mode. However, in view of COVID-19 pandemic and subsequent guidelines from UGC the college switched to online examination pattern using Google forms portal. The awards of theory and practical examinations are submitted to IT section of affiliating university through online mode of University portal. The examination related issues like rechecking and re-evaluation, declaration of results are ensured through online mode. For smooth conduct of all these activities affiliating university has provided the college with dedicated IT section with IT professional/Data operator. The broadband facility to the IT Section of the college has been provided by the University of Kashmir. It provides basis for Online Registration, File Tracking, Re-Evaluation, Migration, E-Tutorials and Results of the students. The students can access/update their credentials from the IT Section of the college without visiting the university.

### **Administration**

The college administration is mostly operated through e- governance mode like biometric attendance, discipline monitoring through CCTV displays, official communication through emailing, whatsapp, Google sheets, and zoom app. The administrative office is fully automated for activities related to accounts, student's admissions and administration including internal assessment, admit card, and other human resource management services. To perform these activities the library and administrative office have 11 desktops and 04 laptops. Of late the official communication takes place through paperless mode like electronic mail and administrative Department's web portal. The meetings with administrative secretary and top Govt. functionary take place through Video conferencing mode and Zoom App. Mode.

### **Finance and Accounts**

The ICT based mechanisms which are implemented in college. On line transfer of payments to vendors doing repair and repair work in college and to firms engaged in supply of items through GeM/e- tendering process. Employee salary is being transferred online through JKPaySys portal. JK Payment System (PayManager) provides the common and integrated platform for DDO's to prepare all types of bills for booking of expenditure. State funds are being transferred online of to Govt. approved executive agencies like R and B (PWD), JKSCICOP through BEAMS portal under the component CAPEX budget. Administrative Approval (AA) to approved vendors is also issued online on GeM portal and payment to vendors is issued through PFMS/BEAMS. E-Tendering and GeM process are operational for procurement component.

### **Library**

The Library also provides access to about 6000 plus e-journals and 1, 64,300 plus e-books through NList programme of INFLIBNET. The library is in process of getting fully automated with SOUL based automation and barcoding. The equipment and machinery required for the same has been purchased by the college.

### **Alumni**

In order to strengthen alumni interaction, a separate alumni whatsapp group has been created. The main purpose of the group is to provide facilities like registration, information of college activities, milestones achieved by alumni, feedback etc.

### **Browsing Centre**

The college provides High Speed internet facility through 30+ All In One(AIO) computers in the college browsing center.

### **Teaching Through IFPD**

All the class rooms have been converted into smart classrooms. 75 inch Interactive Flat Panel Display (IFPD) has been installed in all 8 class rooms, Skill centre and in browsing Centre.

### **Scholarships**

The college facilitates all the eligible students to apply for the Government aided scholarships through online mode on <https://nsp.gov.in/>. The various scholarships students can apply for are: 1. Post matric scholarship 2. ST Scholarship. 3. Merit cum means scholarship.