



# SAROOP RANI GOVERNMENT COLLEGE FOR WOMEN AMRITSAR

## e- Governance Policy

The e-governance policy of the college revolves around promoting transparent and accountable functioning. Inspired by the **Digital India initiative**, the college started the online admission process in 2015-16. The college aims to promote and strengthen the implementation of e-governance in the areas of **administration, finance & accounts, student admission & support, examination and library.**

### Objectives of e-Governance

In order to bring efficiency in governance, the institution has implemented e-governance in following areas:

- *Administration*
- *Finance and Accounts*
- *Student Admission and Support*
- *Examination*
- *Library*

The main aim of e-governance is:

- to promote paperless management
- to provide easy access to information
- to provide efficiency in the working of the administrative office.
- Wi-fi enabled campus to aid Teaching Learning facilities.
- to make the e-learning resources available in the library

### Key areas of e-Governance in college

#### Website

The website of the college mirrors the vibrant institution in multi-dimensional ways. The concerned committee looks after the process of updating and maintaining the website on a regular basis. Gradual efforts are made to keep it interactive, informative. Various documents in electronic form like **Leave applications, project report formats, smart class connection layouts and NOCs** are accessible and can be downloaded from the website.

#### Student Admission & Support

An open and transparent admission process is carried out by the institution. It has been given the impetus by strengthening the online mode of admission. The regulations from the office of DHE, government of Punjab are adhered. The college displays its e- prospectus on the website for the public at large in which all the guidelines are written in bilingual manner i.e. both in English as well as Punjabi.

#### Student Management System:

- This module deals with retaining basic data of students viz: their fee details, fines if any, personal and academic details, admission and examination returns.

- The economical help extended by the government to the SC students and those belonging to minority communities go directly to the accounts of the beneficiaries. The college maintains all the details of the scholarship beneficiaries.

### **FINANCE AND ACCOUNTS**

- The disbursement of salaries and budget is done online on IFMS portal of Punjab government.
- As per the directives of Government of Punjab the disbursement of RUSA funds is done on PFMS.
- The non-teaching staff is adept and trained at handling the different softwares as per the demands of the module.

### **LIBRARY**

**LMS (Orbit)** is implemented to automate the operations of Amrita Pritam library. All the operations like book issue/return, accession number are performed with the computerized software. The software has the facility of Online Active Public Access Catalog. It facilitates the accessibility of books from various parameters like author, title, accession no, etc. Customized reports can be generated through LMS.

### **ADMINISTRATION**

#### • **State level**

Efforts to carry out all the operations in the paperless manner are carried out. All the instructions by the state government are received on emails. Government of Punjab has been promoting paperless governance

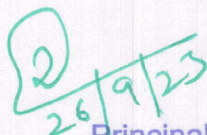
- IFMS- ePunjab is being used for all the operations related to treasury.
- iHRMS is used for catering the services related to employees like leaves, ACRs, Property return, etc.
- PFMS used for RUSA grant

#### • **College Level**

- CCTV cameras for surveillance in the campus

### **EXAMINATION**

The examination process is under the affiliating university. The awards of Practical, memos of theory and practical examination are uploaded online. During COVID-19, online teaching and open book examination was carried.

  
 Principal,  
 Saroop Rani Government  
 College For Women  
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