

GIANI KARTAR SINGH MEMORIAL GOVT.COLLEGE TANDA URMAR (HSP)

No: 384

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E-GOVERNANCE POLICY

The integration of Information and Communication Technology (ICT) in education has proven to be a boon for academic institutions, helping in the maintenance of educational standards and the streamlining of administrative processes. Effective governance requires the ability to adapt to new changes and cater to present needs. As our college evolves into a renowned institute of higher learning, we recognize the importance of implementing an e-governance system to manage administrative tasks efficiently. This system facilitates seamless coordination among all stakeholders, including the Principal and Heads of Departments of the college automating various institutional functions. Furthermore, the adoption of an e-governance brings transparency to our operations, ensuring accountability and building trust into the system.

Benefits:

- Quick availability of Data
- Reduction in human resources
- Enhanced standard
- Improved search features
- Increased productivity
- Enhanced predictability
- Real time-liberation
- Consistency

This policy encompasses the following areas:

- College Administration
- Student Admission
- Library Management
- Examination & Evaluation
- ICT Infrastructure
- Account & Finance Section
- College Website

Objectives of the Policy:

- The implementation of E-governance aims to establish a simpler and more efficient system of governance within the college.
- To attain and establish a paperless environment within the college.
- To establish a sustainable and eco-friendly campus.
- Increasing the institution's global presence.
- Providing easy access to information
- To maintain the Data on a secure environment.
- To facilitate convenient and quick access to information.
- To make campus Wi-Fi enabled.
- Fostering transparency and accountability throughout all college operations.
- Ensuring efficiency in our functioning.
- Facilitating online internal and external communication between various stakeholders of the institution.

Policy:

To establish a simpler and more efficient system of governance within the college, it has been decided to adopt and implement e-governance in maximum operational activities. The institution has embraced e-governance to ensure seamless access to data, facilitating better decision-making at various levels of the organization.

For convenience, the policy is categorized into different operational areas. These areas are illustrative, and the institution reserves the right to implement e-governance in additional areas beyond those listed.

- **Website & Social Media:**

The website serves as an information hub, offering insights into the college, its activities and courses offered. It reflects the activities of the college while also accommodating any new changes. Website <http://gctanda.ac.in/> is hosted & deployed by a third party. Along with it, training is given to the existing staff

and persons are identified who would undertake the responsibility of website administration and updating at the college level. The college endeavors to present its vibrant spirit and activity through its website. Continuously updated, the website reflects the latest changes and developments within the institution. Important information & achievements are also posted on the Social Media platforms such as Facebook & YouTube.

- **Student Administration:** The college brings out its notices for the admission process through both the website and physical notice boards. Website <https://online.gctanda.ac.in/> is used to manage the admissions in the college. Students can access information about each course through the website. Additionally, they are required to submit a separate Online Application Form for admission to the college.
- **Academics & Office:** Both teaching and non-teaching staff will receive sufficient training and development opportunities to keep them updated with new technologies at regular intervals.
- **Communication System:** Regular updates to be communicated with respect to Student on Fees, college updates & other academic matters by posting notices on Notice Board and Whatsapp groups made by the faculty.
- **Finance & Accounts:** Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, online banking etc.
- **Library:** The college upholds its academic excellence by maintaining a well-equipped library. The faculty can apply to get books of different authors for the subjects they are teaching to increase the knowledge database. . The library is linked with NLIST consortiums for online books and Journals.
- **Online Lectures and E Content:** The sudden emergence of the Covid-19 pandemic shook the world, presenting a formidable challenge to the global education system. In response, educators were compelled to transition to online teaching methods. During this period, faculty members diligently crafted online lectures and e-content. To facilitate this transition, the institution was made Wi-Fi enabled.
- **Online Examination:** Due to Covid-19 the examinations were online. Both the students and faculty adapted to this new mode of examination and learnt new methods both in conducting the exams and evaluation.

- Internal Assessment Examinations are evaluated and marks are online uploaded on the specific university site:
<https://ugexam.puexam.in/Login.aspx> through college login.
- iHRMS portal is used by Punjab Government to keep service records of permanent teaching and non-teaching staff.
- The salary received by the institution staff through online mode.

Praveen
Coordinator IQAC
IQAC
Coordinator
GOVT. COLLEGE
Tanda Umar (Hso.)

Anshu Bala
Principal,
GKSM Govt. College,
Tanda Umar
G.K.S.M. GOVT. COLLEGE
Tanda Umar (Hoshiarpur)

1. Dr. Bikram Singh Virk *Bikram*
2. Mr. Gurmeet Singh *Gurmeet*
3. Ms. Raminderjit Kaur *Raminderjit*
4. Ms. Sonia Chahal *Sonia Chahal*
5. Dr. Deepak Kapoor *Deepak*