GOVERNMENT COLLEGE, MEHAM

E- GOVERNANCE POLICY

POLICY PURPOSE AND OBJECTIVES:

The following are the goals of this policy document:

• To guarantee efficient e-governance deployment across all college operations.

• To evaluate, replace, complement, and/or augment the college's former physical governance infrastructure with e-Governance tools in order to increase the effectiveness of various roles.

In terms of establishing and integrating e-governance systems across several departments, the Government College Meham has achieved great progress. The Administration, Finance and Accounts, Student Admission and Support, and Examination departments are all covered by this Annual E-Governance Report, which lists the major e-governance systems, platforms, and projects that have been put in place between 2018 and 2023.

ADMINISTRATION

The administration division has effectively integrated a number of e-governance platforms to increase productivity and transparency. These comprise:

➢ **HRMS** : The organization of personnel records, leave, attendance, service records, and several other HR duties has been simplified by human resource management system (HRMS).

➢ **Intra Haryana**: Faculty and staff may readily access and update their service records online thanks to the digital service book, which has taken the role of traditional paper-based records.

➢ **E-salary**: The E-salary system has made it easier to handle and distribute salaries digitally,

guaranteeing on-time and error-free payments.

➢ **MIS** : MIS serves as the backbone of the educational institute; whether it is students' assessment reports, admission reports, fees management, attendance, or exam-related reports, the information system provides you with whatever data you may need.

➢ **Biometric Attendance** : Daily Digital Attendance record of all employees has been maintained with help of Biometric attendance.

FINANCE & ACCOUNTS

To speed up financial procedures, the department has embraced a number of e-governance solutions, including:

➢ **Treasuries and Accounts**: The division has digitalized its activities to guarantee effective money management and prompt payments.

➢ **NPS Information**: Faculty and staff have online access to their NPS account information, including balance and transaction history, using the information system.

➢ **Gem** : Major purchases have been done through GEM which promotes transparency inside the public procurement system of the institution.

STUDENT ADMISSION & ASSISTANT

To simplify student admissions and offer assistance, the institution has put in place a number of e-governance technologies, including:

➢ **ERP Portal** education management system, which is available online, oversees the whole admissions process from application to registration.

➢ **College website**: The college website offers thorough details on course offerings, the application process, and student services

➢ The **MDU Student Portal** gives students access to their academic records, exam dates, and other university-related data

➢ **Centralized Scholarship Portal,** integrating 7 government departments and spanning 15

scholarship schemes, promotes accessible higher education opportunities for students and

EXAMINATION

To enhance the examination process, the Examination department has implemented e-governance systems:

➢ Exam schedules, results, and other crucial information are published on the college website.

➢ The MDU Examination Portal: The portal enables online exam registration and offers alerts and updates to students.

➢ MDU Student Portal: Through the student portal, students can access additional university-related data as well as check and download their exam results.

Government College Meham as, overall, achieved major advancements in the implementation of e-governance, creating a more effective, transparent, and accessible institution for all stakeholders. In order to stay up with technology developments and meet the changing demands of its students, faculty and staff the institution is dedicated to strengthening and extending its e-governance efforts in the upcoming.

FUTURE PLANS AND RECOMMENDATIONS

In order to further improve the efficacy and efficiency of the Government College Meham as it embraces e governance, the following suggestions are made:

➢ **More Emphasis on E-Governance based Training**: To acquaint teachers, staff, and students

with the most recent e governance technologies and practices, more participation in capacity building and training programs should be encouraged. This will guarantee that the implemented systems are used and adopted effectively.

➢ **Stakeholders participation in improvising mechanism**: Create a method for gathering feedback from stakeholders on the deployed e-governance systems, and use this feedback to fix any issues and make improvements.

Government College Meham can enhance its e-governance activities and continue to offer these services by putting these ideas into practice