



Office of the Principal
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E-Governance Policy

Good governance can be termed as the ability to address the challenges and need of the current situation in the high tech world. The purpose of E-Governance policy of an institution is for enhancing the system of good governance for development of institute through new and advanced technologies. It aims at planning and enabling any infrastructure for the deployment of cutting-edge applications and deployment of solutions for seamless administration of the institute. To sustain and to make it a mark as one of the Institutes of Excellence among the HEIs of the country, Govt. Degree College Vailoo Larnoo, Anantnag (J&K) has developed a good E-Governance Policy document and has been implementing many good E-Governance initiatives.

Objectives:

1. To implement e-governance in several aspects of the institution
2. To implement automation in library facility
3. To improve the efficacy of operations
4. To promote transparency and accountability
5. To achieve paperless office administration
6. To facilitate online internal and external communication among the various units of the institution
7. To make information readily available



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Policy:

- ❖ In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
- ❖ The institution has already started with e-governance in some aspects of functioning like library, accounts, Examination, payment system, purchases etc. In order to deliver honest and efficient governance system within the institution e-governance must be followed in the following areas:

Website: The website must be functional and serve as a reflection of the institutional operations. The information about all activities, updates, and other important areas must be readily accessible to visitors. All the relevant data should be made easily available to the students, faculty and anyone who intends to check the institute's progress. Website shows the college activities and information about all activities, important notices etc. The website must be kept updated on daily basis and students must be encouraged to check the website for necessary updates from institute.

Student Admissions: An Admission Portal is to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all are to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Co-coordinator, authorized by the university. The institution encourages online admissions and the payment of fee for all semesters of the institute.

Accounts: The staff in the establishment section of the college should be qualified and trained to deal with online financial transactions taking appropriate security measures. The College also uses multiple software like Public Financial Management System (PFMS)



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which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, and disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc. all are managed through the portal

Administration: To provide a hassle-free, convenient, and cost-effective process, majority of the administration must be handled with the help of ICT-based technology. Internal communication with employees and students is to be done through Whatsapp Student Groups, and faculty are to be sent important information through e-mails.

Library: The institution has a rich library with ample e-learning opportunities for the teachers and students. The library should use the Soul2.0 Software for all the housekeeping operations of the library like cataloguing, issue and return of books. The use of Online Public Access Catalogue module of the software allows library database searching by entering preferred terms for information retrieval. The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.

Examination: The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard. As per the directions of the University, it is mandatory to handle Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything has to be done in online manner using the portal of the university. The online payment for invigilators, evaluators and paper setters has to be done using Examination Management system of university.

The Principal has the right to make reasonable decisions and designate individuals to put the policy into action.



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