



Tara Government College Sangareddy

(Autonomous)

Accredited 'B' by NAAC

(An ISO 9001: 2015 certified college)



e-Governance Policy

Introduction

Governance is a vital part to run any institution. Tara Government College, Sangareddy devised its own policy on e- governance. Our college recognises inevitable role played by ICT to run an institution. It offers speed in delivering services, efficiency in transaction and transparency. It also brings accountability into administration.

Salient features

- ❖ ICT is used in the college in academic transaction.
- ❖ E- Office is used for communication, to and fro of official letters with the Honourable Commissionerate of Collegiate education.
- ❖ For all financial transactions through CAIMS.

Policy

Since the college is a government autonomous one, it is headed by Honourable commissioner of collegiate education who is also head of the Governing Body. The college works under the CCETS.

Goals

- ❖ To improve the efficiency of the institution with reference to administration.
- ❖ To accomplish the goal of paper less office in a phase wise manner.

- ❖ To make the information accessible to all stake holders.
- ❖ To reach the goal of accountability.
- ❖ To make communication easy and by ensuring speed.

Admissions

The Telangana State Council of Higher Education (TSCHE) started a new admission process into all UG courses through innovative, time saving and user-friendly admission system called Degree Admission System for Students in Telangana (DOST). It was started in 2015. All universities and colleges are part of DOST. Students who are interested in joining degree shall first register in the portal. The process is linked to biometric system and Aadhar ID number. At every stage, student is alerted with messages. Students can apply any number of colleges with many numbers of programme combinations just by paying rupees 200. Students must register in the DOST portal <https://dost.cgg.gov.in/>.

Centralised system operates in authenticating the registration process. Tara Government college, Sangareddy is a DHLC, namely, District Help Line Centre. We help students in their entire admission process: Right from registration to self-report and verification. Students may also take services from MeeSeva centers. From the present academic year, TSCHE has bestowed app-based DOST registration. After providing basic details such as name, DOB, Intermediate Hall ticket number, the app requests the user to upload his/her selfie. This follows authentication and response.

CA&IMS

CA&IMS is an abbreviation for College Administration and Information Management System. It helps students by providing information of the college.

Admissions:

The following certificates are generated.

- ❖ Bonafide certificate
- ❖ Transfer certificate
- ❖ Admission register

Marks Management System (MMS) :

By utilising the services of this module, the teachers can enter internal marks which shall be guided and directed by the branch. Also

1. Enter subject-wise marks list
2. Download/print subject report card
3. Report generation

Certification Management System (CMS): It is system for creating certificates. Transfer Certificate, Bonafide certificates are generated in this way.

Biometric Attendance system:

Principal, Staff and students use biometric attendance system. We acquired the machines from the parent university. The machine authenticates user by recognising the ID and thumb.

Examination Branch:

The examination branch of the college is automated with ARK technologies and working in collaboration with it.

QFIX:

Students pay their fee through this. This is a gate way process which is linked to their data of admission, Hall Ticket number etc. This helps in easier payment of fee at their convenience. It also prevents queues.

Library

Our College Library is automated with NewGenLib is an integrated library management system (Open Source Software) developed by Verus Solutions Pvt Ltd. The latest version of NewGenLib is 3.1.1 released on 16 April 2015.

NewGenLib has the following main modules - Acquisitions, Technical Processing, Serials management, Circulation, Administration, MIS Reports, Task to do today (daily scheduler), OPAC. WebOPAC is feature rich solution providing enhanced facility for easy to search and locate any article, catalogue, book or any material held by our college library. It is supported with most advanced search technology and gives quick and timeless. It has great features in terms of relevant ranking, faceted search, enriched user interface, tagging and reviews.

Name of the ILMs software: NEW GEN LIB PACKAGE

2. Version: 3.1.1. released on 16-04-2015

3. Year of Automation: 2020

OPAC (Online Public Access Catalogue) :The books entered in the library package are to be kept in Public Domain so that the users could able to access the books and other materials.

WEB OPAC is providing the online access to the books and other documents.

The library equipped with E-Shodh Sindhu, N-List National Digital Library to enrich students to upgrade their knowledge and faculty also.

Library is automated using Integrated Library Management System (ILMS) The name of the software is NEWGEN LIB Open Source Software.

e-office

Our college had adopted e-office system. It is provided only to the Government offices. All correspondences, both internal and external, can be conducted. It is a paperless office system.

The e-Office product aims to support governance by ushering in more effective and transparent inter and intra-government processes. The vision of e-Office is to achieve a simplified, responsive, effective and transparent working of all government offices. The Open Architecture on which e-Office has been built, makes it a reusable framework and a standard reusable product amenable to replication across the governments, at the central, state and district levels. The

product brings together the independent functions and systems under a single framework.

- ❖ Enhance transparency – files can be tracked and their status is known to all at all times
- ❖ Increase accountability – the responsibility of quality and speed of decision making is easier to monitor.
- ❖ Assure data security and data integrity.
- ❖ Provide a platform for re-inventing and re-engineering the government.
- ❖ Promote innovation by releasing staff energy and time from unproductive procedures.
- ❖ Transform the government work culture and ethics.
- ❖ Promote greater collaboration in the work place and effective knowledge management. (data extracted verbatim for clarity from https://eoffice.gov.in/about_us.php)

CAIMS web APP Modules

CAIMS (COLLEGE ADMINISTRATION and INFORMATION MANAGEMENT SYSTEM)

CAIMS (College Administration & Information Management System) is a unique endeavour of the Telangana Commissionerate of Collegiate Education. It helps in the free and fair access of information in a speedy way. Its software is user-friendly. It also helps colleges in saving, sorting and retrieving information. It also reduces errors. The below-mentioned five modules are part of CAIMS.

MODULES

- 1 Student Admission Management System
- 2 Student Information System
- 3 Certificate Management System
- 4 Accounts Management System
- 5 Academic Audit System

ACADEMIC AUDIT SYSTEM

It is a mechanism in scrutinising all the academic records are prepared and furnished in the college as per the established norms and in accordance with the Commissionerate of Collegiate Education. This ensures periodical academic audit. All teachers shall submit their academic achievements including results. All departments take part in submission of records. Audit at institution level gives overall performance of the institution with reference to academic achievements.

FINANCE AND ACCOUNTS

In CAIMS, a module is mandatory, this is called Accounts Management System.

Salient features of AMS are

Access: New users can be created. So, an admin can give ID, password and accounts ID to the new user. The new user can access data. The user can change his/her password.

Financial transactions: This allows the admin to select and access data of the relevant financial year. The admin can update balances and lock databases.

Creation of reports: In account management system, cash books (day wise/monthly/ annually) are created. Payments and receipts data is prepared. Details of the payments are prepared ledger wise.

IFMIS, Telangana:

Government of Telangana had created an online portal for the state government employees to access salary slips. The Integrated Financial Management and Information System also helps in accessing challans.

Through this, bank wise reports and other services are available. This saves precious time of employees. All the salary bills of the employees are prepared online and submitted to STO (Sub Treasury Office). Signed hard copy is submitted to STO for verification. Income taxes in the form of TDS are paid online. Scholarships of students are paid online in the electronic format. Amount is directly deposited into their accounts. The treasury department, Government of Telangana had computerised all transactions. So, all salaries, pensions and other payments and receipts are exercised online.

Website:

Tara Government College, Sangareddy uploads all relevant data onto the college website. Anyone can access the data. The website can be accessed at <https://gdcts.cgg.gov.in/sangareddy.edu>

