



**VIVEKANANDA GOVERNMENT DEGREE COLLEGE
VIDYANAGAR, HYDERABAD – 500 044.**

(Accredited with B Grade by NAAC)

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e-Governance Policy

Vivekananda Government Degree College (VGDC), Vidyanagar, Hyderabad, functions under the aegis of the Commissionerate of Collegiate Education, Telangana (CCE). As it is a Government college, it follows the rules and procedures laid down by the Government of Telangana, as well as those of Osmania University, which is the affiliating university. The College therefore has designed E- Governance Policy that works in tandem with the CCE and Osmania University. This policy will help in achieving efficiency in all the various operations of the College in an integrated manner in order to enable transparency, clarity in different functionalities of the College.

Scope of the policy:

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance'
- ICT Infrastructure
- . Website
- Communication System

Objectives:

- Implementation of E-governance in all functioning of the College in order to provide simpler and efficient system of governance within the College.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the College.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Smart boards, Projectors, etc.
- To establish a fully automated Library.


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Policy:

The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each and every function transparent and accountable.

The College decides to make the following policies and procedure:

Administration:**E- Office**


E-Office is a 'paper-less initiative' with the main aim to significantly improve the operational efficiency of Government Ministries and Departments through improvement in the workflow mechanism and office procedure manuals. The vision of e-Office is to achieve a simplified, responsive, effective and transparent working of all Government Offices. Transform the Government work culture and ethics. VGDC uses the e-Office system which was implemented in Degree Colleges of Telangana by the Commissioner of Collegiate Vide CCE's Prog.Rc.No.183/Ser.I.1/2018, dated: 17/04/218, wherein the Principals are directed to exercise their power through e-Office only.

CAIMS: (COLLEGE ADMINISTRATION INFORMATION MANAGEMENT SYSTEM)

The College will implement CAIMS introduced by the CCE, in association with Extreme Informatics, IT Solution in Government Degree Colleges. The College will make use of CAIMS software in the following Modules:

1. Student Admission Management System:

The College will follow the DOST online Services introduced by the CCE under Student Admission Management System for admissions. DOST is a friendly and effortless way to apply for undergraduate courses. It helps in Choosing the favourite undergraduate course with all the information required, Minimizing the efforts and maximizing the choices to opt for an undergraduate course, to access, Equality and Excellency to each and every student in Telangana by applying online for as many colleges and courses with just Rs.100/- through an easy payment mode like net banking, credit and debit card. This system updates timely with SMS alerts and Help Line Centres Support. Few challenges like hard copy submission, separate physical registration, allotment, and verification are easily faced using this system with complete transparency. With the entire process computerized, visit to the College is not necessary till the admission reporting with registration and web options simultaneous. VGDC is also a DOST help line centre wherein the staff help students across the state to upload their certificates and also rectify the errors of any mismatch in the details submitted.


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1. Student Information System:

The College will implement Student Information System (SIMS) to collect, store and process student data.

The main features of this application are:

- Creation of College details
- Posting of student information
- Generation of Various reports

Admissions:

- 1) Student Information
- 2) Acknowledgement of Documents

Received Reports:

- 1) Bonafide Certificate
- 2) Transfer Certificate
- 3) Admission Register
- 4) Statistical Reports

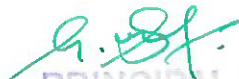
2. **Certification Management System: (CMS):** The College will implement Certification Management System wherein the college will generate certificates like Bonafide certificate, Transfer Certificate and other Certificates through CAIMS.

3. **Accounts Management System (AMS):** The College will implement Accounts Management system in the Office administration matters,

The main features of this application are:

- Creation of Accounts/Ledger like
 - Fee Collection
 - Special Fee/ Personal deposit Account (PD)
 - Self-finance course fee
 - CPDC
 - DRDC
 - PG accounts
 - Scholarship SC/ST/BC/ Minority/EBC/PHCs/others
 - NSS Account, etc.
 - Posting of receipt and Payment Vouchers
 - Generation of various reports
- **Creation of User:** Admin can create the new users by giving New User ID, Password and Account ID and access the application.
- **Change Password:** By using this option user can change the password by user who was logged in to the application. In which user can reset his/her new password by giving old and new passwords.

Select Financial Year: By using this option user can Select Financial Year for which particular financial year user is doing transaction like 2010-2011, 2017-2018 etc.


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Vidyanagar, Hyderabad-44.

- **Update Opening Balance:** By Using this option user can update the opening balances under each category.
- **Lock Database:** By using this option user can lock the data-base by specifying lock date. After locking the database user cannot perform any transactions on database below specified lock date.
- **Reports:** The following reports shall be generated from the application:
 - Cash Book Day Wise, Month Wise & Year Wise
 - Receipt & Payment
 - Cheque Details
 - Head Wise Payments and Receipt.
- **IFMIS (Integrated Financial Management and Information System):**
Since VGDC is a government College, the salaries of the employees will be paid through IFMIS

5 Academic Audit Systems (AAS):

The Commissioner of Collegiate Education has initiated academic audit of the Government Degree Colleges to enhance quality of education in the colleges. VGDC will update all the records of the College for Audit every year. The Academic Audit will be conducted at the College in two dimensions:

- A. Institutional audit where the performance of the institution as a whole is measured.
- B. The second is Faculty audit meant for checking whether the faculty is performing as per the prescribed norms or not.


Further, conduct of academic audit shall also result in activating Internal Quality Assurance Cell (IQAC) of the College and updating of the necessary records, which are mandatory for NAAC assessment and accreditation as the maintenance of the records of all academic activities are monitored during the Academic audit.

6. Faculty Digital Diary: The faculty of VGDC will go digital and use Digital Diary and support paperless workplace.

OTHER AREAS:

Website:

VGDC has a dynamic website that is updated regularly. The website will be put in to full use as a vital information source to all the stakeholders and all important communications / circulars notices will be made available in web site to ensure reaching of information to the stakeholders any time anywhere. Notices and Circulars regarding admissions, examination fee, almanac, etc. will be put up on the website to inform the students. The SMS feature will be put in to maximum use to stay connected with parents, students and staff for the purpose of intimating absentees, academic performance, holidays and other required information.


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 Vidyanagar, Hyderabad-44.

Library:

The College provides a library facility to scaffold the teaching and learning process. The aim of the library will be to provide necessary information sources and services the students and faculty and ensure maximum, utilization of available resources. The Library will be fully automated and Students and Staff will be given access to online e-resources. The library subscribes to N-List online resources of the INFLIBNET which is a college component of the e-ShodhSindhu consortium with access to 6,000+ e journals, 1,64,300 + e Books, and 6,00,000 e-Books through the National Digital Library. The College Library is automated using the proprietary library software “SOUL” of the INFLIBNET, and has presently switched to “Koha” open source library software.

Bio-Metric Attendance System:As per the Mandate of the State Government and Osmania University, VGDC implemented biometric attendance to for the Staff and Students. The Staff and Students will mark their attendance on the biometric machines installed in the college Premises. This practice ensures transparency and accountability as it discourages and eliminates all possibility of manipulation or any other kind of misuse.

ICT TOOLS:

Hardware Infrastructure:


The College will ensure that it has adequate number of desktops and laptops for students and staff.

- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the classrooms, seminar rooms and laboratories.
- To update the virtual classroom which will be available for staff to use it and expose students to gather information through technology.

Software Infrastructure:

- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MSOffice and Antivirus to be purchased and updated regularly.

VGDC will thus ensure that it adopts e-governance in all its management and administrative activities. The college resolves to adopt paperless administration as a green initiative. All stakeholders will be oriented and encouraged to practice e- governance.


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