

GOVERNMENT DEGREE COLLEGE FOR WOMEN

BEGUMPET, HYDERABAD – 500 016

(Autonomous - Affiliated to Osmania University)

Re-Accredited with 'B+' Grade by NAAC



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OUR MOTTO: "LEARNING IS THE BEST ORNAMENT"

POLICY ON E GOVERNANCE

Our college functions under the aegis of Commissionerate of Collegiate Education, Telangana. As it is a Government institution and follows rules and procedures laid down by the Telangana Government, as well as those of Osmania University, which is the affiliated university. The college, therefore, offers an array of services which are provided through the optimal use of ICT ensuring efficiency and transparency.

Definition of e-governance:

Electronic governance or e-governance can be defined as the usage of Information and Communication Technology (ICT) by the government to provide and facilitate government services, exchange of information, communication transactions and integration of various standalone systems and services.

Rationale:

Because the welfare of citizens is a fundamental goal of e-governance, bearing in mind, the students-it tries to improve the efficiency and effectiveness of delivering services to them. It also ensures accountability and openness. As a result, a policy and governance is required to establish the standards by which the institution implements e governance as well as the apps that are utilized for various areas of operation.

Policy statement:

In order to create a simpler and more effective method of administration within the Institution, the institution adopts and implements e-governance in specified areas as established by the Commissioner of Collegiate Education of Telangana State.

Aims:

- To achieve ultimate efficiency in administrative and academic concerns;
- to accomplish paperless administration;
- to promote online internal and external communication;
- to provide easy access to information;
- to ensure openness and accountability; and
- to make the institution accessible internationally.

E-OFFICE:

The college employs the "A Digital Workplace Solution" e-Office system, which was launched in Telangana in December 2015 in collaboration with the National Informatics Centre in New Delhi. E-Office is a paperless office automation system built specifically for government entities, PSUs, and other organisations. The E-Office system is an integrated file and records management system that improves accountability, speeds up file clearance, and allows for quick tracking and retrieval of files/data. This is accomplished by a phased process of scanning, registering, and routing all inbound correspondences: (File creation — noting — referencing – correspondence attachment – drafts for approvals – file movement – receipts)

CA & IMS WEB APP —MODULES:

The College Administration and Information Management Software is a systematic college administration and information management software system developed by the Telangana Commissionerate of Collegiate Education and Extreme Informatics, an IT Solutions Provider. Its goal is to offer information management in a timely way so that it may be accessed whenever needed. It decreases data errors and improves the efficiency of maintaining current records. With the aid of this solution, complete student histories for all college years can be readily searched, examined, and reported with the push of a button. It keeps track of a student's academic progress and issues certificates. The five modules in the CA & IMS modules are:

1. Student Information Managements System (SIMS);
2. Accounts Management System (AMS),
3. Marks Management System (MMS);
4. Certificate Management System (CMS) and

5. Academic Audit System (AAS)

ACADEMIC AUDIT SYSTEM (AAS):

Academic Audit Mechanism is a system for inspecting all records of Government Degree Colleges and monitoring their academic activity through a verification procedure. The Academic Audit is undertaken in two aspects at the college:

- Institutional audit, which assesses the institution's overall performance.
- The second is a faculty audit, which is used to determine whether or not the faculty is functioning in accordance with the established standards.

Furthermore, the conduct of the academic audit will result in the activation of the College's Internal Quality Assurance Cell (IQAC) and the updating of the necessary records, which are required for NAAC assessment and accreditation as the maintenance of all academic activities are monitored during the Academic audit.

FINANCE AND ACCOUNTS:

CAIMS:

Accounts Management System (AMS): The key features of this programme are:

- Creation of Head of Accounts/ Ledger like
 - Fee collected on a daily basis (DFC)
 - Personal deposit account/special fee (PD)
 - Fee for self-financing the course
 - PG Accounts
 - CPDC
 - DRC
 - Scholarship SC/ST/BC/Minority/EBC/PHCs/Other NSS Account, etc.
 - Receipts and payment vouchers are posted.
 - Various reports are created
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- **User creation:** Admin can create new users by providing them with a New User ID, Password, and Account ID. After the New User has been successfully created, the admin may

provide the New User ID and Password to the user, and the user can access the programme using this information.

- **Change Password:** This option allows the user who is logged in to the programme to change their password. The user can reset his or her new password by entering both his or her old and new passwords.
- **Select Financial Year:** This option allows the user to select the financial year for which the transaction is being made, such as 2010-2011, 2017-2018, 2108-2019, and so on.
- **Update Opening Balances:** This option allows the user to update the opening balances for each account depending on the current financial year.
- **Lock Database:** This option allows the user to lock the database by choosing a lock date. After locking the database, the user is unable to make any transactions on it until the lock date provided.
- **Reports:** The programme is expected to create the following reports:
 - Cash Book Day wise, Month wise & Year Wise
 - Receipt & Payment
 - Cheque Details
 - Head wise Payments and Receipt

IFMIS, Telangana:

The State Government of Telangana established IFMIS (Integrated Financial Management and Information Systems), a online portal aimed at allowing state government employees to access data online and save time and effort. Challans, Pay slips, UTR Reports, Bank wise Reports, Cyber Treasury, and other services are available through the IFMIS. The Treasury and Accounts Department, which was the first to computerize its operations, has consistently enhanced its support to keep up with contemporary technologies and processes. Among the key reforms implemented in the previous five years are the following:

- **Human Resource Management System:** In terms of the benefits of treasury computerization, this is the most essential component. In March 2009, all STOs and DTOs were successfully brought under this application. This is a service provided to DDO in order for them to produce their pay invoices online. To update tiles, they must first input the essential information about personnel. Following that, the DDO may create the pay invoices month after month, with minor modifications as needed for each month. The bill can be

submitted electronically by the DDO. The payroll data will be immediately entered into the Treasury web application. There is no need to enter data separately. The package simplifies the process of issuing an electronic LPC that may be accepted by the new DDO, as well as the internal housekeeping of removing and attaching employees for the old and new DDOs. Loan deductions are connected to the Loan Account's previous encashment. Automatic deductions are made.

- **Online Tax payment (Cyber Treasury):** Treasuries have moved to an on-line system of interacting with the customers and computing the taxable amounts. The citizen can come to the portal of the taxation department where the tax details are worked out and the control is diverted to the Treasury portal and then to the payment gateway of the banks where the customer is having an account. The citizens account is debited and the Government pooling account is credited. Every day the funds are transferred to the Government Account at RBI.

- **Electronic Payments:** The process of online payment of Post Matric Scholarships through CINB Accounts of the Treasury Officer was started for the financial year 2010-11 (from 1-6-2010 onwards). This is extended to all payments processed through Treasuries . It ensures that the amount is credited to respective payees accounts directly.

- **Treasury (IMPACT):** The Treasury Department has created an innovative integrated software package known as Integrated Management of Pay and Accounts and Treasuries (IMPACT) that aims to computerise all Treasury processes. This package provides the most functionality, allowing you to keep track on online developments in the following areas:

- Passing of bills.
- Reconciliation
- Lapsed Deposits under PD Account.
- AC Bills and DC BiJls.
- Government Receipts and Expenditure.
- Maintenance of Class IV GPF.
- Electronic payments.
- Electronic transmission of scrolls.
- Pension payments to 3.4 lakhs existing pensioners along with new pension
- cases.
- 10.E-Kuber for salaries, pensions, Rythubandhu, Kalyanalakshmi, budget bills,
- milk, scholarship bills.

- **Personal Deposit Account:** A platform for managing all PD transactions has been launched. This is aimed at computerising all PD account activities. About (11210) PD Administrators, 124 Treasury and Government Banks have been given logins. From the setup of PD accounts through the maintenance and transmission of balances, everything is done online. AG has access to download balances as well. This would allow employees to have electronic access, track their progress, and decrease data input.

- **Retirement Benefits or Pension:** The A.P. state was separated into Residuary A.P. with 13 districts and Telangana State with two districts on June 2, 2014, as a result of the A.P. Reorganisation Act 2014. The intention of this site is mainly to facilitate the Pensioners to know the Present Status of their PPO and the Rates of the Pension. Treasuries and Accounts Department of AP is rendering service to 345000 pensioners in 13 districts of AP state, and Treasuries and Accounts Department of TG is rendering service to 250000 pensioners in 10 districts of TG state. To improve the quality of Service and Transparency of the Service offered to the Pensioners, this site has been created. Pensioners are welcome to share their opinion and suggest any modifications and post their grievances regarding Pension related issues.

STUDENT ADMISSION AND SUPPORT

Degree Online Services Telangana:

It is a single, online degree admission system for students in Telangana, known as DOST. The Telangana State Council of Higher Education (TSCHE) established it in 2015 with the goal of bringing all government, autonomous, private, and aided colleges under one system. The admissions procedure is as follows: In order to apply for admission to bachelor's degrees at state universities in Telangana, students must first register on the DOST site. The following universities are included on the DOST list:

Hyderabad's

- Osmania University
- Warangal's Kakatiya University
- Nizamabad, Telangana University
- Nalgonda's Mahatma Gandhi University
- Karimnagar's Satavahana University
- Nalgonda's Palamuru University

Aspiring students can register their online options and choose institutions on the official website. When a place at a degree college is given, pupils receive an SMS after the admission process begins.

In 2017-18, the student admissions process was linked to a biometric system. It was connected to the students' Aadhaar ID numbers for the academic year 2018-19. To register on DOST, the student must pay Rs. 200 and link their cellphone number to their Aadhaar ID, as they will receive an OTP to finish the procedure. Students from other states can also apply to DOST. Students at polytechnic institutions are also eligible. Students must go to the DOST webpage to register. This is the link to the DOST portal: <https://dost.cgg.gov.in/>

In 2020, there will be three options for registering for degree admissions. If a student has already connected their Aadhaar number to their phone, they can use the mobile OTP authentication to register on the DOST website <https://dost.cgg.gov.in/>. If a candidate's Aadhaar number is not connected to a mobile phone, they should link their parent's Aadhaar numbers with their Aadhaar and Aadhaar update centres.

Students can also visit the DOST Helpline Centres (HLCs) or MeeSeva Centre for DOST registrations. As many as 105 HLCs including one State HLC, six university HLCs, 33 district HLCs, and 65 colleges HLCs were established. The college has been designated as a District HLC for Hyderabad DistrJct. These HLCs will not just help students to register on the DOST, but also rectify any mismatch with Aadhaar details besides any wrong uploading of certificates. This time, the Telangana State Council of Higher Education has provided app-based DOST registrations. Students can apply for degree admissions through T-App Folio on their smart phones. The candidates need to provide details such as name, date of birth, intermediate hall ticket number, and click a selfie. The mobile application processes the information using three-factor authentication by leveraging state-of-the-art technologies.

CA & IMS:

- Student Information Management System (SIMS) • Student information management system (SIIMS) is a system of collecting, storing, processing student data that is used by decision makers. Student information system is generally a computer based method for tracking student activity in conjunction with information technology resources. The main features of this application are

- Creation of college details
- Posting of student information.
- Generation of various reports

Admissions: Student Information and Acknowledgement of Documents

Received Reports:

- Bonafide Certificate
- Transfer Certificate
- Admission Register
- Statistical Reports

• **Marks Management System (MMS):** Marks management module makes the work of the teachers and an illustration staff easy and attractive by following a few simple commands like :

1. Enter subject wise marks list
2. download/Print student wise report card
3. On demand report generation

• **Certification management system (CMS) :** The certification management system (CMS) is a system for creating certificates, defining transfer certificates, and other certifications. In combination with information technology resources, a certification management system is a computer-based mechanism for creating certificates.

OTHER AREAS:

Website:

The college's website is yet another tool for supporting and enabling the institution's administrative and academic responsibilities. The college has a dynamic website that is routinely updated. All of the college's events and activities are instantly posted on it to keep its stakeholders and the general public informed. Notices and circulars on admissions, test fees, the almanac, and other topics are posted on the website to keep students informed.

LIBRARY:

KOHA, an open source software, version 19.05.01.000, is used to partially automate the college library. The automation programme handles the acquisition, accession, cataloguing, and circulation of volumes, and students and employees have access to the OPAC system. The library also has a D-space Institutional Repository, which has faculty and student Project Reports, papers, and PowerPoint presentations. Staff and students can access current educational material through N-List. Quizzes on general knowledge are held on a regular basis for the students' benefits.

Biometric Attendance System:

The Principal, staff, and students use the 16 biometric devices on the ground and first floors to record their attendance, as required by the State Government and Osmania University. This technique assures openness and accountability by discouraging tardiness and removing all potential for manipulation or misuse.

Automation of Exam Branch:

The examination branch is fully automated with the collaboration with ARK Technologies as third party.

Policy Title	E-governance Policy
Ratified by College Planning and Development Council	February 2020
Policy due for review	February 2022


PRINCIPAL
Govt. Degree College for Women
Begumpet, Hyderabad