

E-Governance Policy



Managed by Arya Kanya Vidyalaya Trust

Gurukul Mahila Arts and Commerce College

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In higher education institutions such as Gurukul Mahila Arts and Commerce College, integrating ICT (Information and Communication Technology) is essential for efficiently managing all operations. This involves digitizing databases and information instead of relying on manual methods. Automating workflows across various departments is crucial for effective governance, ensuring that all stakeholders are served efficiently.

1. The college has also implemented ICT for various management aspects including student management, campus management, employee management, and administration management.
2. Using e-governance in handling accounts, such as managing payrolls, salaries, investments, and fee collection, greatly benefits the Accounts department. This aligns with the government's policy of promoting digital payments in institutions, enhancing accountability and transparency.
3. The college library has notably enhanced its offerings and materials for everyone through the implementation of digital and automated systems. Automation and digitization can greatly enhance the accessibility and efficiency of library services. Users can now enjoy a range of benefits such as:
 - **Online Catalogs:** Easy searching and locating of books and resources.
 - **E-books and Digital Archives:** Access to a vast array of digital materials.
 - **Self-Service Checkouts:** Reduced wait times and increased convenience.

This transformation not only modernizes the library but also supports a more sustainable approach by reducing the need for physical materials.

4. Attendance Management involves the utilization of software tailored for both administrative and faculty use, facilitating the logging. Database Management is executed through the utilization of Advanced Excel and other file management tools, ensuring efficient upkeep of databases within the Administrative Office. The transition towards a Paperless Administration system is advocated to streamline college administrative processes, reducing reliance on physical documentation and enhancing workflow efficiency. Additionally, Online Services for Students are prioritized, ensuring accessibility

to a wide range of services through online platforms, promoting convenience and accessibility. Further, there is an emphasis on Automation Exploration to identify and implement potential automation solutions for administrative tasks. Through these measures, the college aims to enhance administrative efficiency and service delivery.

5. The college has implemented an online examination system that enables students to:
 - **Internal Assessment Marks:** Access their cumulative internal assessment marks upon the conclusion of each semester.
 - **Report Discrepancies:** Highlight and report any inconsistencies in their assessment records.
 - **Adhere to University Regulations:** Follow the e-governance policy set by the University that governs the examination procedures.

This system promotes transparency and allows for a more efficient management of the examination process.

6. Bhakta Kavi Narsinh Mehta University is implementing an ERP system to improve operations. Key considerations include:
 - **Modules:** ERP will have modules for different functions like student information management, academic affairs, financial management, etc.
 - **Integration:** ERP will integrate with existing systems and databases for efficient data flow. Integration with LMS and other technologies is also prioritized.
 - **Customization:** ERP will allow customization to meet university's specific needs. This includes configuring user roles, adapting forms, tailoring reports, etc.
 - **Scalability:** ERP is designed to be scalable to accommodate university's growing needs.
 - **Accessibility:** ERP incorporates accessibility features for usability. This includes support for multiple languages, mobile responsiveness, and compliance with accessibility standards.
 - **Training and Support:** Comprehensive training and ongoing support are provided to ensure effective utilization of ERP.

- **Vendor Selection:** A reputable ERP vendor with experience in the higher education sector is selected considering factors like reputation, track record, customer support, and scalability of the solution.

The affiliation with the Bhakta Kavi Narsinh Mehta University helps to enhance the e-governance experience of the college with the implementation of the ERP System.

7. The college will establish a website to serve as an information hub, showcasing details about the institution, its activities, important notices, and available courses. To accomplish this, the college will enlist the services of a separate service provider or web designer. Additionally, training sessions will be conducted for administrative and teaching staff to enable them to make necessary updates and additions to the website as needed.
8. As part of the college's E-Governance policy, several ICT tools and infrastructure will be established to enhance various aspects of operations:
 - **Computing Devices:** Adequate quantities of desktops and laptops will be provided to meet the needs of students and staff members.
 - **Administrative Technology:** Computers and printers will be made available in the administrative area to facilitate efficient administrative tasks.
 - **Presentation Equipment:** Projectors and multimedia tools will be installed in key areas such as the auditorium, classrooms, seminar halls, and labs to enable interactive learning experiences.
 - **Supplementary Tools:** The existing infrastructure will be upgraded with additional resources such as network devices, scanners, and interactive boards. These tools will support modern teaching methods and streamline administrative processes.

This initiative aims to seamlessly integrate technology across all aspects of the college environment, ultimately enhancing the overall educational experience for students and improving administrative efficiency.

9. Under the E-Governance policy, the college is set to enhance its software infrastructure with the following initiatives:

- **Robust Server Network:** Ensuring the presence of high-capacity servers to facilitate fast and reliable data exchange, thereby boosting both efficiency and productivity.
 - **Comprehensive Office Tools:** Provisioning desktops and laptops with a suite of office automation software, including Open Office and MS Office, complemented by up-to-date antivirus programs to streamline administrative functions and protect against cyber threats.
 - **Diverse Software Access:** Granting students and faculty the ability to utilize an extensive selection of specialized software tailored for Econometrics, statistical analysis, computational tasks, and scientific documentation, thus enriching the educational and research landscape.
10. The college's E-Governance policy will extend to various domains, enhancing operational efficiency and user experience:
- **Web-Enabled Admissions:** Streamlining the admissions process with online services for a smooth and accessible enrolment experience.
 - **Student Data Management:** Implementing a secure system for the administration of student records and data.
 - **Virtual Learning:** Offering online lectures and seminars to provide flexible and remote educational opportunities.
 - **Digital Library System:** Modernizing the library with digital catalogues and resources for convenient access to information.
 - **Inter-Institutional Connectivity:** Establishing links with NAAC, other universities, and government higher education bodies for integrated academic collaboration.
 - **Personnel Records:** Maintaining accurate and confidential personnel records through digital means.
 - **Streamlined General Administration:** Utilizing digital tools for efficient general administrative processes.

These measures aim to create a more connected, efficient, and user-friendly academic environment within the college.