

Government College of Education, Sector-20 D, Chandigarh

NAAC Grade: A



E- Governance Policy

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DISCLAIMER: This Document is not a legal document. It has been formulated to ensure smooth implementation of e- governance mechanism in the institution. However, if any error is found, it will be rectified and brought to the notice of all concerned.

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The Government College of Education, Chandigarh under the aegis of Directorate of Higher Education, UT Chandigarh and affiliated to Panjab University, Chandigarh follow the e-governance initiatives of the Chandigarh Administration as well as Panjab University. This E-Governance policy of Government College of Education, Sector-20 D, Chandigarh is derived and is in consonance with the Policy of E-Governance Policy of Chandigarh Administration and Panjab University, Chandigarh.

Objectives:

1. To enable the college in transparent and effective governance.
2. To enable the college in exercising efficient leadership in implementation of e-governance.
3. To enable the college to move towards paperless work.
4. To enable the college in providing student support services.

Implementations:

This policy covers the four broad dimensions of E- Governance initiatives Viz. Administrative, Financial Management, Student Admissions and Student Evaluation.

E-Governance in Administration:

1. **e-HRMS Manav Sampada:** Manav Sampada is an all-in-one portal for Human Resource Management Solutions (HRMS) across Government Departments. It is a generalized solution for the Chandigarh Administration to facilitate manpower planning and management. The Manav Sampada applications enables the employees of Chandigarh Administration(UT), who are using the Manav Sampada (Personnel MIS) software, to view their e-Service book (information related to employee, education, family, training, joining, leave, tour, salary service history etc). All the services applicable to Chandigarh Administration are implemented from time to time by the college. Data related to College employees such as Annual Property Return (APR), Annual Performance Appraisal Report (APAR) are maintained and employees can access all the services offered through e-HRMS portal. **Link: <https://ehrms.nic.in/>**
2. **e-Sevarth:** SEVAARTH is a centralized web based integrated system of personnel information and payroll. It is an important component of IFMS (Integrated Finance management system) with facility for data exchange with other modules of IFMS. Government employee of Chandigarh Administration can see their salary statement or slip and personal information from SEVAARTH Finance Department of Chandigarh Administration. SEVAARTH is an important component of IFMS i.e. Integrated Finance Management System which provides facility for data exchange with Treasury NET and BEANS Budget Estimation, Authorization and Monitoring System. **<http://admser.chd.nic.in/sevaempb/app/Login/>**
3. **Biometric Attendance for Employees and students**
A biometric attendance system consists of a biometric device which captures the daily



attendance of employees by scanning their fingerprints and face recognition. It keeps a track of the check in and checkout timing of employees in the premises. College has installed biometric systems to capture the attendance of all the employees to maintain the record of their physical presence in the institution. Biometric attendance system is also installed for the students of M. Ed., PGDGC and B.Ed. to capture their daily attendance and keep a track of regularity of the students in the college. Biometric attendance is compiled every month and record is maintained. **Link:** <https://www.gcechd.ac.in/biometric-attendance.php>

4. Library Management

The college is using INFLIBNET and Libsys software and strives to promote remote access facility to all the stakeholders. College has also installed RFID system in the library to facilitate easy access and issue return of the books to the faculty and students. **Link:** <https://www.inflibnet.ac.in/>

5. Right to Service Act

With reference to the Govt. of India, Ministry of Home Affairs, vide Notification G.S.R. 1015(E), dated 14th August, 2017, the college has initiated a mechanism for hassle free, transparent and time-bound mechanism for students for procuring necessary documents which is updated on the college website on regular basis. **Link :** <https://www.gcechd.ac.in/important-files-download.php>

E-Governance in Financial Management:

1. PFMS

The Public Financial Management System (PFMS) is a web-based online software application developed and implemented by the Controller General of Accounts (CGA), Department of Expenditure, Ministry of Finance, Government of India. PFMS started during 2009 with the objective of tracking funds released under all plan schemes of Government of India, and real time reporting of expenditure at all levels of Programme implementation. Subsequently, the scope was enlarged to cover direct payment to beneficiaries under all Schemes. Gradually, it has been envisaged that digitization of accounts shall be achieved through PFMS and beginning with Pay & Accounts Offices payments, the O/o CGA did further value addition by bringing in more financial activities of the Government of India in the ambit of PFMS. It is a complete suite of applications used by Govt. of India for Planning, Budgeting, Receipt and Expenditure control, Payment Processing, Debt Management and Audit. It is mandatory for the government departments in UT Chandigarh to record all the transactions through digital mode and College is compliant to the Payment related guidelines issued by Chandigarh Administration from time to time. College is using PFMS to maintain the financial health of the institution.

Link: <https://pfms.nic.in/NewDefaultHome.aspx>

2. Government e-Market Place (GeM)

GeM is hosted by DGS&D where common user goods and services can be procured. GeM is dynamic, self sustaining and user friendly portal for making procurement by Government officers. Public procurement forms a very important part of Government activity and reform in Public Procurement is one of the top priorities of the Government. Government e-Marketplace is a very bold step of the Government with the aim to transform the way in which procurement of goods and services is done by the Government Ministries and Departments, Public Sector Undertakings and other apex autonomous bodies of the Central Government. All the procurement in the college is done through GeM and payments to the vendors are made through PFMS portal of Govt. of India.

Link: <https://gem.gov.in/>

3. College Fee/ Fine/Dues Digital Payments

College does not accept fees in cash; every type of payment to the college is made in digital mode only. Students are required to pay their fees/ fine online through e-Sampark portal. In addition to this every type of dues and funds of the college are maintained in the digital format through the central treasury of the Chandigarh Administration.

Link: <https://sampark.chd.nic.in/Epayment/index.aspx>

E-Governance in Student Admission:

1. Online Admission through Department of Higher Education Chandigarh Administration Portal:

Admission to M.Ed. And PGDGC courses are done through online portal of the directorate of Higher Education, Chandigarh Administration.

Link: <http://dhe.chd.gov.in/eadmission/Index.aspx>

2. Online B. Ed. admission through Panjab University Portal

Admission to the B. Ed. (general) two year course of the college is through entrance test conducted by the Panjab University and all centralised admission process for all college of education situated in Chandigarh is carried out by the panjab University through a dedicated portal. All relevant information including merit, admission, counselling etc is displayed on the portal.

Link: <https://chandigarhbed.puchd.ac.in/>

E-Governance in Student Evaluation:

1. Panjab University Examination Portal for UG Courses:

The information related to examination such as application for examination, admit card, datasheet of examination, centre allotment, re-evaluation, results etc. for the M.Ed. and PGDGC courses can be accessed through Panjab University PG

examination portal. This portal also caters to college for uploading of internal and external awards of the post graduate students.

Link: <http://pgexam.puchd.ac.in/>

2. Panjab University Examination Portal for PG Courses:

The information related to examination such as application for examination, admit card, datasheet of examination, centre allotment, re-evaluation, results etc. for the B.Ed. course can be accessed through Panjab University UG examination portal. This portal also caters to college for uploading of internal and external awards of the under graduate students.

Link <https://ugexam.puexam.in/>

Thus, the policy covering all the four parameters of e-governance viz. Administrative, Financial Management, Student Admissions and Student Evaluation reveals the effective implementation of e-governance initiatives of the Govt. of India and Chandigarh Administration.



Principal
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