Pt. Mohan Lal S.D. College for Women Gurdaspur

E-GOVERNANCE POLICY



Principal

Dr. (Mrs.) Neeru Sharma

Pt. Mohan Lal S.D. College

for Women, Gurdaspur

E-GOVERNANCE POLICY

Pt. Mohan Lal S.D. College for Women is dedicated towards promoting decentralized and participative management in various realms of administrative, finance and examination related affairs. The National Education Policy (NEP) is crucial in colleges for fostering a holistic and multidisciplinary approach to education, emphasizing critical thinking, creativity, and flexibility. Implementing E-governance complements NEP objectives by streamlining administrative tasks, promoting transparency, and enhancing accessibility to educational resources and services, thereby facilitating a conducive learning environment for students and educators alike. The college management team recognizes the importance of having an e-governance system in place to coordinate the college's administration as it grows into a well-known institution of higher learning.

Scope:

The scope of this policy extends to the following areas:

- Finance & Accounts
- Admission & Examination
- Library
- Website & Social Media
- Biometrics
- CCTV Surveillance

Objectives:

- The primary objective is to implement E-governance in all the functioning of the institute for providing an efficient system of governance.
- To encourage paperless work culture.

Pt. Mohan Lai S.D. College

for Women, Gurdaspur

- To promote transparency and accountability in all the functions of the college
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make teaching learning
- ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.

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:

Finance & Accounts:

The College uses Tally ERP 9.0 which is used to manage the accounts which offers advanced features to maintain financial records effectively and efficiently. For ease of maintaining accounts & Finance suitable Accounting & Finance Software package to be implemented. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, Net Banking etc.

Admission & Examination:

Institution to manage student record using a suitable ERP Solution VIKSAT INFOTECH to process admissions for programs and examination system etc. using a Suitable ERP Solution. As per the directions of the Guru Nanak Dev University, it is mandatory to handle admission and examination related information on university portal also.

Library:

The college library has expanded its services using ILMS software, Elib an Information and Learning Management System version 2.4 for record keeping of books, issuing and returning of books. The library is linked with DELNET and NLIST consortiums for online books and journals. Access to e-journals & E resources to be provided within the campus by using N-list and DELNET resources. The college continues to add e-learning resources for the benefit of the teachers and the students and recommendations are taken from the teachers and students while subscribing to the e-resources.

Website & social media:

The website will act as an information centre which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate technical expert is appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee is formed for the administration of the college website. This Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. Important information & achievements will be posted on the College Facebook, Instagram page, YouTube Channel and class wise WhatsApp groups.

Biometric Attendance:

Biometric Attendance is compulsory for all teaching and non-teaching staff. It is useful for attendance management system in the organization to improve the governance and work culture.

CCTV surveillance:

CCTV surveillance system to strengthen campus security and transparency. This facility offers a comprehensive range of solutions to secure campus infrastructure effectively.

Pt. Mohan Lal S.D. College for Women Gurdaspur

Annual E-GOVERNANCE Report



Principal
Dr. (Mrs.) Neeru Sharma

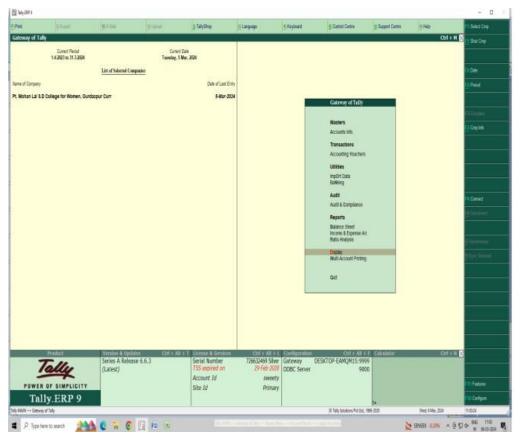
Annual E-Governance Report

Accounts & Finance:

The Accounts is greatly benefitted with the use of e-governance while handling accounts, investments, balance of payments, fee collection etc. in the institution for better accountability and transparency. ERP Viksat Infotech is used to automate, transfer, and analyse the data or information in the college administration for the purposes of admissions, Examination etc.

The voluminous data is handled efficiently and smoothly under egovernance with less and less use of paper in office. In order to promote the use of ICT for the purpose of e-governance the administrative staff is trained, and their capacity-building is taken up regularly to use the products and services of e-governance at the college.

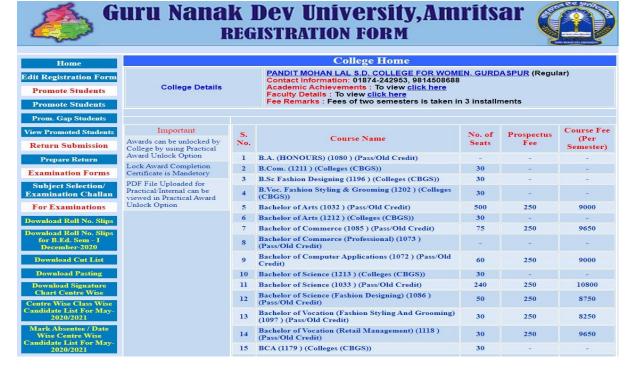
The College uses Tally ERP 9.0 which is used to manage the accounts which offers advanced features to maintain financial records effectively and efficiently.





Admission and Examination:

Admission and Examination related information is handled on university portal also.



Screenshots of University Portal:

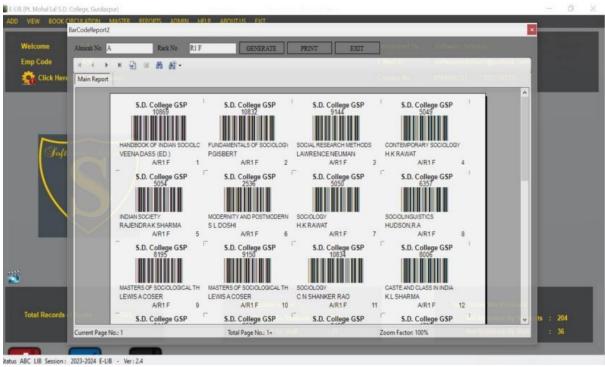


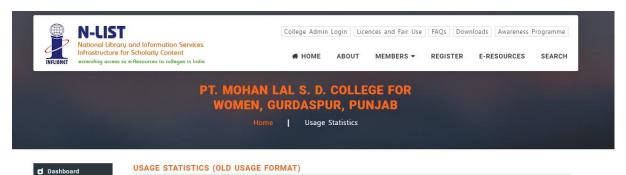
Sele Dat		le locked	Faculty Name	Father Name	Updated On	Gender	Faculty Designation	Faculty Subject	Current Subject UG	Current Subject PG	Туре	Exp UG	Exp. PG
Select	291283	5 1	Mrs.GURDEEP KAUR	SWINDER SINGH	8/26/2023 12:00:00 AM	Female	Assistant Professor	Chemistry	B.SC I,II, III	No	Regular	14.10 Year	0.00 Year
Select	291422	1	Mrs KAMALJIT	DEVANAND	8/28/2023 12:00:00 AM	Female	Associate Professor	Chemistry	Chemistry	No	Adhoc	2.01 Year	0.00 Year
Select	290294	1	Dr KHUSHBOO AGGARWAL	DEEPAK KUMAR	8/26/2023 12:00:00 AM	Female	Assistant Professor	Commerce	Business statistics,Banking service Managament,operation Research, All Commerce Subjects	Statistical Analysis for business, International Accounting, All Commerce subjects	Permanent	16.05 Year	12.05 Year
Select	291269	3 1	Ms.MANBIR KAUR	CHARANPALAJIT SIINGH	8/26/2023 12:00:00 AM	Female	Assistant Professor	Commerce	B.Com I,II, III	B.Com I,II, III	Adhoc	2.00 Year	1.06 Year
Select	290498	1	Mrs MONEY OHRI	MR.KEWAL KRISHAN OHRI	8/26/2023 12:00:00 AM	Female	Assistant Professor	Commerce	Financial Accounting, Management Accounting	Business Eviroment, Banking & Insurance Services	Permanent	20.03 Year	4.00 Year
Select	291432	1	Dr.RAVNEET KAUR	S.MANJIT SINGH	8/29/2023 12:00:00 AM	Female	Assistant Professor	Commerce	Busines Org Auditing	Management A/C & Contract System Conumer Behaviorur	Permanent	8.00 Year	0.00 Year
Select	291269	1	Ms.RYTHEMA	ASHWANI KUMAR	8/26/2023 12:00:00 AM	Female	Assistant Professor	Commerce	B.Com I ,II, III	B.Com I ,II, III	Adhoc	3.00 Year	0.00 Year
Select	290327	1	Mrs.SEEMA MAHAJAN	DHARAMPAL MAHAJAN	9/13/2022 12:00:00 AM	Female	Assistant Professor	Commerce	Company Law, Insurance Service Managemeent	management & Organisation Behaviour Retail Management	Permanent	13.00 Year	4.00 Year
Select	291207	3 1	Ms.JAGPREET KAUR	DAVINDER SINGH	8/26/2023 12:00:00 AM	Female	Assistant Professor	Computer Science	Computer Science	DDBMS	Adhoc	4.00 Year	4.00 Year
Select	291208	1	Mrs POOJA SHARMA	MOHAN LAL	8/26/2023 12:00:00 AM	Female	Assistant Professor	Computer Science	Computer Science	C Language	Adhoc	4.00 Year	4.00 Year
Select	290899	1	Mrs.POONAM SETH	SH. DEV RAJ	8/26/2023 12:00:00 AM	Female	Assistant Professor	Computer Science	Nil	ASE,DM,Network programming,ACA,NDPA	Permanent	13.00 Year	14.00 Year
Select	290868	5 1	Mrs.RAJNI	ROSHAN LAL	8/26/2023 12:00:00 AM	Female	Assistant Professor	Computer Science	BA 5th sem COMPUTER APPLICATION, B sc (CS) i sem COMPUTER SCIENCE,	PGDCA PCII	Regular	14.01 Year	13.01 Year
Select	290303	1	Mrs.SANDEEP KAUR GORAYA	KIRPAL SINGH GORAYA	8/26/2023 12:00:00 AM	Female	Assistant Professor	Computer Science	Computer Application, SOFT COMPUTING, JAVA	TOC/JAVA	Permanent	14.00 Year	14.00 Year
Select	290304	1	Mrs.SURKHAB SHELLY	JASPAL SINGH	8/26/2023 12:00:00 AM	Female	Assistant Professor	Computer Science	DBMS	DBMS & Oracle, System Software	Permanent	8.06 Year	8.06 Year
Select	290328	1	Mrs.KULWINDER KAUR	S.ATMA SINGH	8/26/2023 12:00:00 AM	Female	Assistant Professor	Cosmetology	Diploma in Cosmetalogy B. Voc fashion styling & Growwing		Contractual	6.00 Year	6.03 Year
Select	290531	1	Mrs.JYOTI SAINI	SHAM LAL SAINI	8/26/2023 12:00:00 AM	Female	Assistant Professor	Economics	MAcro Economics, Development Eco	Managerial Economics(M.Com)	Permanent	20.06 Year	4.00 Year
Select	290327	3 1	Mrs.SAMITA KHAJURIA	BB DUTTA	8/26/2023 12:00:00 AM	Female	Assistant Professor	Economics	BA/B.Sc/B.Com /Eco, BCA ,BA,B.SC , B.SC FD 1ST sem Drug Abuse		Regular	15.00 Year	15.00 Year
🖂					8/26/2023		Assistant					11 00	15 00

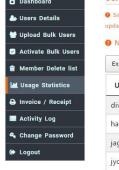
Library:

The college library has expanded its services and resources most significantly for all the users with automation.



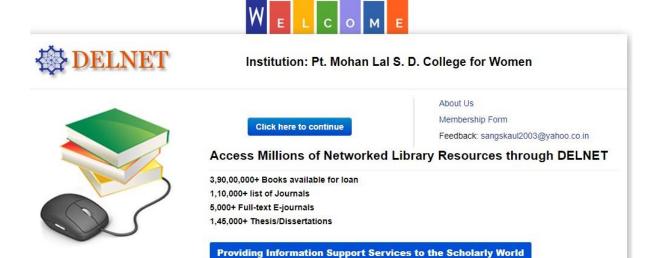






Since July 2021, Usage Statistics are available based on partial data due to change in Authentication Mechanism of N-LIST Programme. New and updated Usage Statistics for the period will be available after October 2021. Inconveniences is regretted. Note: Usage statistics of users are updated after end of the month. Export Search: 2019

Username	Month \$	Year	Pages	
divyarai01@gmail.com	09	2019	56	
harshasharma@ptmlsdc.ac.in	05	2019	6	
jagjeet kaur @ptmlsdc.ac. in	09	2019	14	
jyotikaashvi@gmail.com	04	2019	16	
jyotikaashvi@gmail.com	05	2019	5	
jyotikaashvi@gmail.com	09	2019	11	
kantamahajan 946 @gmail.com	09	2019	11	
kjagpreet44@gmail.com	04	2019	298	
kjagpreet44@gmail.com	05	2019	22	

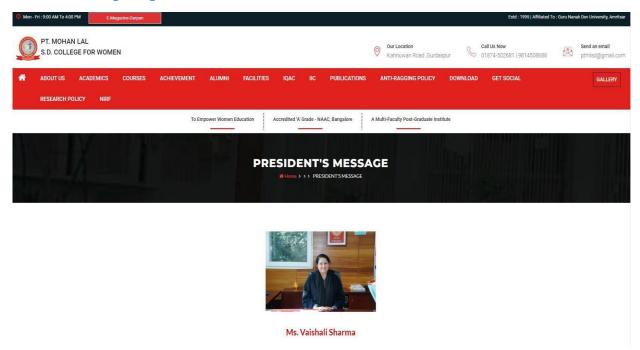


INFLIBNET and DELNET USAGE:

Website and Social Media:

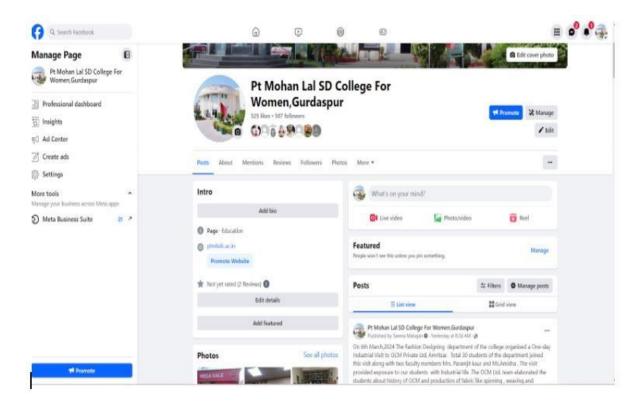
The website is an information centre which will reflect about the college, all its activities, important notices, courses offered, etc. Important information & achievements will be posted in the College Facebook, Instagram page, YouTube Channel.

Website: https://ptmlsdc.ac.in/



Facebook URL:

https://www.facebook.com/groups/788465557953990

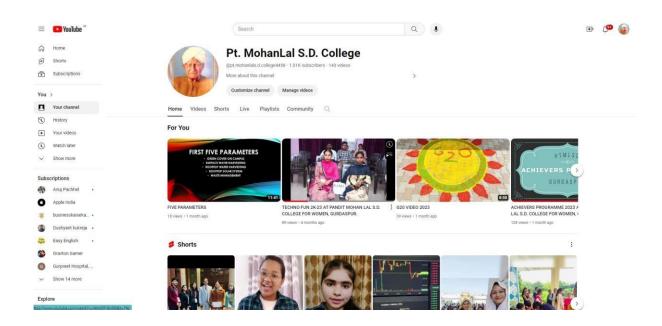


Instagram URL:

https://www.instagram.com/s.d.college_gsp



YouTube Channel: https://www.youtube.com/@pt.mohanlals.d.college4458



Biometric: As a part of computerization and digitization of the activities of the Institute, Biometric system is introduced in 2017 for recording the attendance of the staff of the Institute.



CCTV surveillance: CCTV surveillance system is available to strengthen campus security. 40 CCTVs were installed to monitor security measures.