6.2.2 Implementation of e-governance in areas of operation

1. Administration

2. Finance and Accounts

3. Student Admission and Support

4. Examination

Sr. No.	Description	Link
1.	Annual e-governance report approved by the Governing Council/Board of Management / Syndicate policy document on e-governance	View Link

Annual e-governance report approved by the Governing Council/Board of Management / Syndicate policy document on e-governance

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Sr. No.	Parameter	Link
1.	Annual e-governance report	View link
2.	Policy document on e-governance	View Link

Annual E - Governance Report

2018-19

The major e – governance initiatives taken by the institution during the session 2018-19:

- Continuation with the use of existing ERP of Shalimar software.
- The faculty members and the administrative staff were oriented with the use of ERP and would be using the same in a full – fledged manner in the current academic year.
- Upgradation in the fee refund entry programs in ERP for accurate records.
- Centralized Admission Programs and features were introduced to support Centralized Admission Processes.
- Timely payment of Annual Maintenance Charges (for technical support and improvements in ERP).
- Adequate speed of Wi-Fi to staff and students.
- Formation of WhatsApp groups with staff and students for smooth flow of communication.

Principal

Guru Gobind Singh College For Women

Sector 26, Chandigarh

Annual E - Governance Report

2019-20

The major e – governance initiatives taken by the institution during the session 2019-20:

- Continuation with the use of existing ERP of Shalimar software.
- Bulk SMS facility introduced to circulate important information to students or other stakeholders time to time.
- Issuance of Fee Certificate and Bonafide Certificate to students with the help of ERP.
- Various Examination Reports were introduced for preparing University Return.
- Various reports were introduced in Faculty IDs to view Examination results and Attendance Details of their respective assigned classes.
- Timely payment of Annual Maintenance Charges (for technical support and improvements in ERP).

Principal

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Annual E - Governance Report

2020-21

The major e – governance initiatives taken by the institution during the session 2020-21

- Continuation with the use of existing ERP of Shalimar software
- G-Suite for Education Fundamentals was subscribed from Google with lifetime subscription to give Online teaching and learning tools such as Google Classroom, Google Meet, Google Docs, Google Forms and Google Chat.
- Timely payment of Annual Maintenance Charges (for technical support and improvements in ERP).
- Admissions were made totally online to cope with the Pandemic Scenario.
- Online Declaration of Savings, Deductions, Arrear, Tax Deductions and Other Income Details by the Employees for Tax Calculation.

Principal

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Sector 26, Chandigarh

Annual E - Governance Report

2021-22

The major e – governance initiatives taken by the institution during the session 2021-22:

- Continuation with the use of existing ERP of Shalimar software
- Issuance of Character Certificate to students with the help of ERP.
- Campus Wi-Fi speed upgraded from 500 Mbps to 850 Mbps.
- Timely payment of Annual Maintenance Charges (for technical support and improvements in ERP).

Jatinder Kaur
Principal
Guru Gobind Singh College For Women
Sector 26, Chandigarh

GURU GOBIND SINGH COLLEGE FOR WOMEN

SECTOR 26, CHANDIGARH - 160019
(Affiliated to Panjab University Chandigarh)
(Re-accredited by National Assessment & Accreditation Council, Bangalore)

Annual E - Governance Report

2022-23

The major e – governance initiatives taken by the institution during the session 2022-23:

- Continuation with the use of existing ERP of Shalimar software.
- Server space and Server specification were upgraded to make the Online Admission Process and ERP software smooth and fast to work without any lag and delay.
- Admission Form Changes: Additions were done in Online Admission Application Form with two Fields ABC ID and Anti-ragging Reference No.
- Mode of Payment in Online fee payments was added to facilitate the students with UPI payments and also EMI facility was introduced on Gateway Dashboard for student financial aid.
- Hostel Admission was made totally Online (Fee payments and Admission Process).
- Timely payment of Annual Maintenance Charges (for technical support and improvements in ERP).

Principal
Guru Gobind Singh College For Women
Sector 26, Chandigarh

ERP POLICY DOCUMENT

Guru Gobind Singh College for Women, Sector -26, Chandigarh drafted its policy for the implementation of E – Governance in various administrative and academic activities of the college from the academic year 2017-18. The policy outlines the principles, guidelines, and procedures governing the use of electronic means to manage and deliver academic and administrative services within the institution. The policy aims to:

- Leverage technology to enhance efficiency and transparency in various processes.
- Reduce the usage of paper in administration of the institution.
- Achieve the aim of being an environmental and user-friendly institution.
- Facilitate easy access to the information and maintain the database in a secure environment.

The ERP of the institution would be focusing specifically on the following modules:

1. Administration
2. Payroll / Finance
3. Student Admission and Support Module
4. Student Examination
5. Hostel

THE ADMINISTARTION MODULE:

The administration module of an e-governance policy typically refers to the component or set of features within an electronic governance system that deals with the management, coordination, and execution of administrative functions. The module basically helps to streamline and manage the administrative processes within the institution. The system administrator could create users and assign password to each user. Each user should be provided access to the options based on his role. However, complete transparency needs to be maintained for shareable information. The rights to the access of sensitive information should be given accordingly.

THE PAYROLL/ FINANCE MODULE

The payroll module should include the following

- Staff salary settings
- Increments /Deductions on the basis of leaves
- Pay Slip generation
- Staff salary reports including information on EPF, TDS etc

Principal

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THE STUDENT ADMISSION AND SUPPORT MODULE:

The module aims to provide students with an Admission Portal where they could easily fill the admission form of the college. A separate link should be there both for new and ongoing students to facilitate hassle - free admissions. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. The module to allow faculty members to scrutinize the admission forms through their official ID's and passwords. The module to also record the student attendance and student returns sent to the university.

THE EXAMINATION MODULE:

This module would allow students to fill their examination form, pay the examination fee, view the date sheet both for mid – semester and final university examination and see their results of both mid – semester and final university examination. The module to allow faculty members to upload the internal assessments, upload the results of the mid – semester examination and view previous university semester result of the student. Utmost secrecy and confidentiality need to be maintained while handling examinations work.

HOSTEL

The module to allow store the data related to hostel admissions including all required information from the student; payment of hostel and messing bill; and to allow to keep a track on room allocations.

For the implementation of the policy the college would also enhance its server space, website space and Wi – fi speed. Anything required for the smooth running of the ERP resources would also be taken into account on timely basis.

Principal

Guru Gobind Singh College For Women

Sector 26, Chandigarh