



Babu Jagjivan Ram Government Degree College

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POLICY ON E-GOVERNANCE

Babu Jagjivan Ram Government Degree College, Narayanaguda, Hyderabad, functions under the aegis of the Commissionerate of Collegiate Education, Telangana. As it is a government institution, it follows the rules and procedures laid down by the Government of Telangana, as well as those of Osmania University, which is the affiliating 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:

e-governance (electronic governance) refers to the carrying out of the functions and achieving the results of governance through the utilization of ICT.

Rationale:

As the primary purpose of e-governance is the welfare of citizens - in this context, the students - it aims at increasing the efficiency and effectiveness in providing service to them. It also increases transparency and enforces accountability. Therefore, there is a need for a policy on e-governance to specify the guidelines according to which the institution implements e-governance as well as the applications that are used for different areas of operation.

Policy Statement:

The institution adopts and implements e-governance in specific areas as designated by the Commissioner of Collegiate Education, Telangana State, with a view to provide a simpler and more efficient system of governance within the institution.

Aims:

- To achieve total efficiency in administrative and academic matters
- To achieve paperless administration
- To facilitate online/internal/external communication
- To provide easy access to information
- To ensure transparency and accountability
- To make the institution visible globally

Implementation:

1. ADMINISTRATION:

E-OFFICE:

The college uses the e-Office system "A Digital Workplace Solution" which was initiated in Telangana in December 2015 in coordination with National Informatics Centre, New Delhi. e-Office is an office automation system which is specially designed for Government bodies, PSUs, etc., in order to ensure a paperless office. An integrated file and records management system, the e-Office system increases accountability, helps in speedy clearance of files and also enables instant tracking and retrieval of files/data. This is done through a process which consists of scanning, registering, and routing all inward correspondences in a phased manner: (Creation of file – Noting – Referencing - Correspondence attachment - Draft for approvals - Movement of files – Receipts)

CA&IMS WEB APP –MODULES:

The College Administration and Information Management System is a comprehensive college administration and information management software solution introduced by the Commissionerate of Collegiate Education, Telangana, in association with Extreme Informatics, IT Solutions Provider. Its aim is to provide the management of information in a time efficient manner so that it could be retrieved whenever required. It reduces the data error and increases the efficiency to manage up-to-date records. Complete student histories for all college years can easily be searched, viewed and reported on the click of a button with the help of this solution. It provides student academic progress track and 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 System is a system for auditing all the records of Government Degree Colleges and for monitoring academic activities of the colleges through a process of verification. The Academic Audit is conducted at the college in two dimensions:

- A. Institutional audit where the performance of the institution as a whole is measured.
- B. The second is Faculty audit meant for checking whether the faculty is performing as per the prescribed norms or not.

Further, conduct of academic audit shall also result in activating Internal Quality Assurance Cell (IQAC) of the College and updating of the necessary records, which are mandatory for NAAC assessment and accreditation as the maintenance of records of all academic activities are monitored during the Academic audit.

2. FINANCE AND ACCOUNTS:

CA&IMS:

Accounts Management System (AMS)': The Main Features of this application are:

- **Creation of Head of Accounts/ Ledger like**
 - Daily fee collection (DFC)
 - Special fee/ Personal deposit account (PD)
 - Self-finance course fee
 - CPDC
 - DRC
 - PG accounts
 - Scholarship SC/ST/BC/Minority/EBC/PHCs/Others
 - NSS Account, etc.
 - Posting of receipt and payment vouchers
 - Generation of various reports
- **Creation of User:** Admin can create the new users by giving New User ID, Password and Account ID. After successful creation of the New User, admin can issue the New User ID and Password to the particular user, and by using these details, the user can access the application.
- **Change Password:** By using this option user can Change the password by user, who was logged in to the application. In which user can reset his/her new password by giving old and new passwords.
- **Select Financial Year:** By using this option user can Select Financial Year for which particular financial year user is doing transaction like 2010-2011, 2017- 18, 2108-2019 etc.
- **Update Opening Balances:** By using this option user can update the opening balances under each account based on financial year.
- **Lock Database:** By using this option user can lock the data-base by specifying lock date. After locking the database user cannot perform any transactions on database below specified lock date.
- **Reports:** The following reports shall be generated from the application:
 - Cash Book Day wise, Month wise & Year Wise
 - Receipt & Payment
 - Cheque Details
 - Head wise Payments and Receipt

IFMIS, Telangana:

IFMIS (Integrated Financial Management and Information Systems), introduced by the State Government of Telangana, is an online portal that aims to make the state government employees access data online and save time as well as effort. The different services that can be availed through the IFMIS are Challans, Payslips, UTR Reports, Bankwise Reports, Cyber Treasury, etc. The Treasuries and Accounts

Department which was the first department to computerize its activities, has always upgraded the systems to suit the current era technologies and processes. Some of the major reforms taken up during the last 5 years are:

- **Human Resource Management System:** This is the most important part of the treasury computerization in terms of the benefits. All the STOs and DTOs have been successfully brought under this application in March 2009. This is a service to DDO, to generate their pay bills online. They have to feed necessary details of employees initially to update files. Subsequently, month after month, the pay bills can be generated by the DDO, with marginal changes wherever needed for each month. The DDO can electronically submit the bill. The data of the pay roll will be automatically accepted into the treasury online application. No separate data entry needs to be made. The package facilitates issue of electronic LPC which can be accepted by the new DDO and the package takes care of the entire internal housekeeping of deleting the employee for the old DDO and attaching the employee for the new DDO. The deduction of Loans is linked to the earlier encashment of the Loan Account. The deductions are enforced automatically.
- **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 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 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 developed an advanced integrated software package called Integrated Management of Pay and Accounts and Treasuries (IMPACT) which is aimed at computerizing all functions of Treasuries. This package caters to the maximum utility enabling to monitor on-line developments with regards to:
 - Passing of bills.
 - Reconciliation.
 - Lapsed Deposits under PD Account.
 - AC Bills and DC Bills.
 - 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.

➤ e-Kuber for salaries, Pensions, Rythubandhu, Kalyanlakshmi, Budgetbills, Milk, Scholarship bills.

- **Personal Deposit Accounts:** A portal is launched for management of all PD transactions. This is aimed at computerizing all activities of PD accounts. Logins are provided to about (11210) PD Administrators, 124 Treasuries and Government banks. All events right from creation of PD accounts to maintenance and submission of balances are carried out electronically. AG is also provided login to download balances. This would provide for electronic access to the employees, tracking to know the status, reduce data entry.
- **Pensions:** Consequent on A.P Reorganisation Act 2014, the A.P state was divided as Residuary A.P with 13 Districts and Telangana State with 10 Districts w.e.f 02.06.2014. 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.

3. STUDENT ADMISSION AND SUPPORT

Degree Online Services Telangana:

Popularly known as **DOST**, it is a unified, online degree admission system for students in Telangana. It was launched by the Telangana State Council of Higher Education (TSCHE) in 2015, in order to bring all government colleges, autonomous colleges, private and aided colleges under one system.

Admission process: Students are required to register on the DOST portal, in order to apply for admission to bachelor's degrees in State Universities in the State of Telangana. The Universities which are listed under DOST are the following:

1. Osmania University, Hyderabad
2. Kakatiya University, Warangal
3. Telangana University, Nizamabad
4. Mahatma Gandhi University, Nalgonda
5. Satavahana University, Karimnagar
6. Palamuru University, Nalgonda

Aspiring students register their web options on the official website and opt for colleges. After the admission process begins, the students receive an SMS when a seat is allotted in a degree college. The student admission process was linked to a biometric system in 2017-18. For the academic year 2018-19, it was linked with the Aadhaar ID numbers of the students. The student has to pay Rs. 200/- to register on DOST and their mobile number needs to be linked with their Aadhaar ID as they receive an OTP to complete the registration process. Students from other States also can register under DOST. Polytechnic

students are also eligible. To register, students must visit the DOST portal. The DOST portal can be found at this link: <https://dost.cgg.gov.in/>

In 2020, the registrations for the degree admissions could be done in three ways. If a student has already linked Aadhaar number with their mobile, he/she can directly register on the DOST website <https://dost.cgg.gov.in/> with the mobile OTP authentication. If the candidate's Aadhaar number is not linked with a mobile number, such candidates should link their parent's mobile number with their Aadhaar at 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 District.** 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 smartphones. 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 a three-factor authentication by leveraging state-of-the-art technologies.

CA&IMS:

- **Student Information Management System (SIMS)** : Student Information Management system (SIMS) is a system of collecting, storing and 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: 1) Student Information

2) Acknowledgement of Documents

Received Reports: 1) Bonafide Certificate

2) Transfer Certificate

3) Admission Register

4) Statistical Reports

- **Marks Management System (MMS):** Marks management module makes the work of the teachers & administration staff easy and productive, by following a few simple commands like:
 - Enter Subject wise marks list
 - Download / Print student wise report card
 - On demand report generation

- **Certification Management System (CMS):** Certification Management system is a system of generating certificates like Bonafide, Transfer Certificate and other certificates. Certification Management System is generally a computer-based method for generating certificates in conjunction with information technology resources.

OTHER AREAS:

Website:

The website of the college is yet another means of assisting and enabling the various administrative and academic functions of the institution. The college has a dynamic website that is updated regularly. All the events and activities of the college are posted immediately on it to keep its stakeholders as well as the general public informed. Notices and circulars regarding admissions, examination fee, almanac, etc., are put up on the website to inform the students.

Library:

The college library is partially automated with KOHA open source software with version 19.05.01.000. Acquisition, Accession, Cataloguing and Circulation of books is being done through the automation software and provided with OPAC facility for students and staff. The library is also equipped with D-space Institutional Repository in which the Project Reports, articles and PPTs of faculty and students are stored. The library boasts of a Blog – with an ID (<http://bjrgdclibraryblogspot.com/>) through which staff and students can access current educational information. In this blog, the library has already created a youtube channel named “*BJR COLLEGE TALKS*” in which students can share their views, opinions, and experiences pertaining to education and learning systems. Quizzes on general knowledge are conducted regularly for the benefit of the students.

Bio-metric Attendance System:

As per the mandate of the State Government and Osmania University, the Principal, staff and students mark their attendance on the 16 biometric machines installed on the ground and first floors. This practice ensures transparency and accountability as it discourages tardiness and eliminates all possibility of manipulation or any other kind of misuse.

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



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