

GULAB BAI YADAV SMRITI SHIKSHA MAHAVIDYALAYA, BORAWAN



TEH-KASRAWAD, DISTRICT-KHARGONE (M.P.)

Recognized by NCTE, Affiliated by Devi Ahilya Vishwavidyalaya Indore



E-GOVERNANCE POLICY

SCOPE:

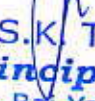
The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- E-waste Management

OBJECTIVES:

1. To Implement E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
2. To promote transparency and accountability in all the functions of the institution.
3. To achieve and create a paperless environment in the institution.
4. To provide easy and quick access of information to all its stakeholders.
5. To make campus Wi-Fi enabled.
6. To make our Classrooms ICT Enabled having Desktops, Laptops, Smart boards, Projectors, etc.
7. To establish a fully automated Library




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POLICY:

- The college will implement e-governance policy 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.

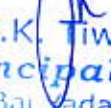
The College decides to make the following policies and procedure.

WEBSITE:

The website will always act as an information centre which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be 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. The Committee looks after the process of updating, maintaining and working of the website on a regular basis. The Committee also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

The web address is <http://gbyssm.com/elearningresources.php>




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SCREENSHOT OF COLLEGE WEBSITE:



STUDENT ADMISSION:

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the Higher Education Madhya Pradesh. The College brings out its Brochure which is displayed on the website. It has guidelines for the admission process.



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STUDENT ADMISSION LIST ON WEBSITE: B.Ed.

Home > Admission > Admission

Bachelor of Education (BEd)

B.Ed Admission 2011-12 to 2015-16	B.Ed Admission 2016-17	B.Ed Admission 2017-18	B.Ed Admission 2018-19
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B.Ed Admission 2019-20	B.Ed Admission 2020-21	B.Ed Admission 2021-22	B.Ed Admission 2022-23
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Master of Education (MEd)

Reserve category section M.Ed

Reserve category section B.Ed

GBYSSM ACADEMICS

STUDENT ADMISSION LIST ON WEBSITE: M.Ed.

Home > Admission > Admission

Bachelor of Education (BEd)

Master of Education (MEd)

M.Ed Admission 2017-18	M.Ed Admission 2018-19	M.Ed Admission 2019-20	M.Ed Admission 2020-21
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ACCOUNTS:

The office continues to maintain its account on Tally. Latest versions of the software is purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software. All the analysis reports are also generated through Tally. Appropriate security measures is taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

ADMINISTRATION:

Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance. Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database. To provide a hassle free, convenient and smooth process, administration of the college to be made

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paperless. Students must be able to obtain maximum services in online mode. The college will look into opportunities to automate some of its functions related to administration. Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

EXAMINATION:

The college has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the Devi Ahilya Vishwavidyalaya, Indore and thus e-governance policy of the University to be adopted in this regard.

ALUMNI:

In order to strengthen our alumni relationships, a separate alumni page created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

E-WASTE MANAGEMENT:

GBYSSM ensures that its usage of technology and generation of e-waste does not impact the environment.

ICT TOOLS:

Hardware Infrastructure

- The College ensures that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block as well as academic block.



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- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and various labs.
- The infrastructure to be complemented by computer networking devices, scanners and interactive teaching board/smart board etc.

Software Infrastructure

- The College to maintain adequate configuration servers to allow fast Transmission of data to the various computers and departmental requirements.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.
- SPSS for promotion of research among the students of M.Ed. and Ph.D. students
- Plagiarism software 'Urkund' is widely used to maintain ethical issues of publications.




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