



**RAGHUNATH GIRLS' POST GRADUATE COLLEGE**  
Western Kutchery Road, Meerut-250001  
Re-Accredited 'B+' Grade by NAAC (CPE Status since 2006)  
College of Excellence 2014

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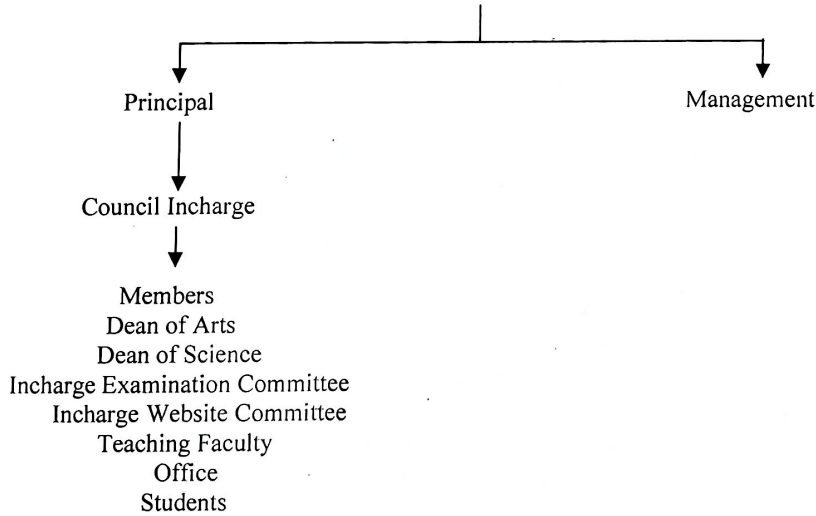
### **E-Governance Policy**

#### **Raghunath Girls' Post Graduate College, Meerut**

Raghunath Girls' Post Graduate College is dedicated towards promoting transparent; decentralized and participative management in various realms of administrative, financial and examination related affairs. It also seeks to strengthen pre-existing physical governance infrastructure and augment seamless information sharing amongst various stakeholders of the institution. E-Governance aims at enhancing the system of governance for development of the college by leveraging innovative and scientifically sound technologies. In order to provide simpler and efficient system of governance along with seamless data for better decision making within the institution, it is essential to adopt and implement e-governance at various levels of organization. Governance Council executes the E-governance policy in the institution. Meeting of council is held quarterly in which existing policies are analyzed and further suggestions are given for the progress of the institution.

#### **Execution of E-Governance**

##### **Governance Council**



#### **Key objectives of the policy**

- The primary objective is to implement e-governance in all the functionings of the institution for providing an efficient system of governance.
- To encourage transparency and accountability in all the functionings of the institution.
- To provide quick access to information.
- To ensure a Wi-Fi enabled campus.
- To achieve and create a paperless environment in the institution.

#### **Scope & Applicability**

**E-Governance policy extends to the following areas :**

- Administration
  - \* Office Administration
  - \* Teaching Learning

- Accounts and Finance
- Student Admission & Support
- Examination
- Website & Social Media
- Feedback

1. **Administration :**

The administration communicates with the governing body members as well as the teaching and non-teaching staff through email. All important administrative information including notices, is regularly published on the website. 24x7 internet facility is available in the campus. The college campus is well equipped with CCTV cameras installed and maintained at key locations of the college for surveillance. The college has ICT enabled classrooms with projectors and screens. All the department are provided with laptops & computer labs. Teaching & non-teaching staff of the institution is registered on **Manav Sampada Portal** of the U.P. Government. Appropriate steps have been taken to develop an integrated college level **Learning Management System (LMS)**.

2. **Accounts and Finance :**

The account office headed by the Assistant Accountant along with the Bursar and the administrative officer facilitates transaction. Tally-ERP9 is used by the accounts office to maintain all the financial records and data of the college such as reports, profit and loss statement, balance sheet etc. Account officer has **Public Financial Management System (PFMS)** to manage Govt. / U.G.C. funds. **GPF calculation system version 1.0 software** is used to maintain e-record of G.P.F. of the college employees. **Web-e-TDS (Webtel)** a complete **TDS filing & compliance software** to manage TDS as per **TIN NSDL** is being used by the accounts staff through Drawing & Disbursing Officer (DDO) appointed by the government.

3. **Student Admission & Support :**

The college follows a transparent strategy for the admission process which is enforced by the code of ethics and conduct. All the admission related issues are managed through admission portal of the Ch. Charan Singh University, Meerut. The brochure having detailed information pertaining to the student admission is displayed on the college website. The admission related grievances are addressed through admission committee comprising Nodal Officer and helpdesk. The college maintains its academic excellence through a well stocked library. It is linked with N-List consortiums for online books & journals. Currently it is partially computerized and is to be fully automated in future.

4. **Examination :**

Raghunath Girls' Post Graduate College uses **Ch. Charan Singh University Examination Management System** for generating examination roll numbers of the students, upload Internal Assessment Theory marks, practical marks etc. University portal is used for the payment of examination fee, exam form filing by the students.

5. **Website & Social Media :**

Website of the institution acts as an information centre which reflects about college mission, history, aims, objectives, notices, information related to infrastructure, courses offered and the noble initiatives taken by the college from time to time. It acts as a mirror of the institution and is hosted and deployed by a third party on a secure platform. 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 regular basis. The college strives to showcase its vibrant self and activeness through its website and is also active on various social media platforms. WhatsApp help groups are also used along side for sharing important college updates and notices promptly. Important informations and achievements of the college are showcased / posted on social media account of the college.

6. **Feedback :**


Feedback from students, teachers of the college is taken after every academic, social outreach programme, workshops, seminar conference, through Google forms. Feedback from other stakeholders i.e. Parents & Alumni is also taken as per requirement for analyses & further betterment.

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IQAC Incharge

IQAC Coordinator

Raghunath Girls' Post Graduate College  
Meerut

  
Principal

Raghunath Girls' Post Graduate College  
Meerut