HarmalPanchakroshiShikshan Mandal's

GANPAT PARSEKAR COLLEGE OF EDUCATION

(Affiliated to GOA UNIVERSITY and Recognized by NCTE)
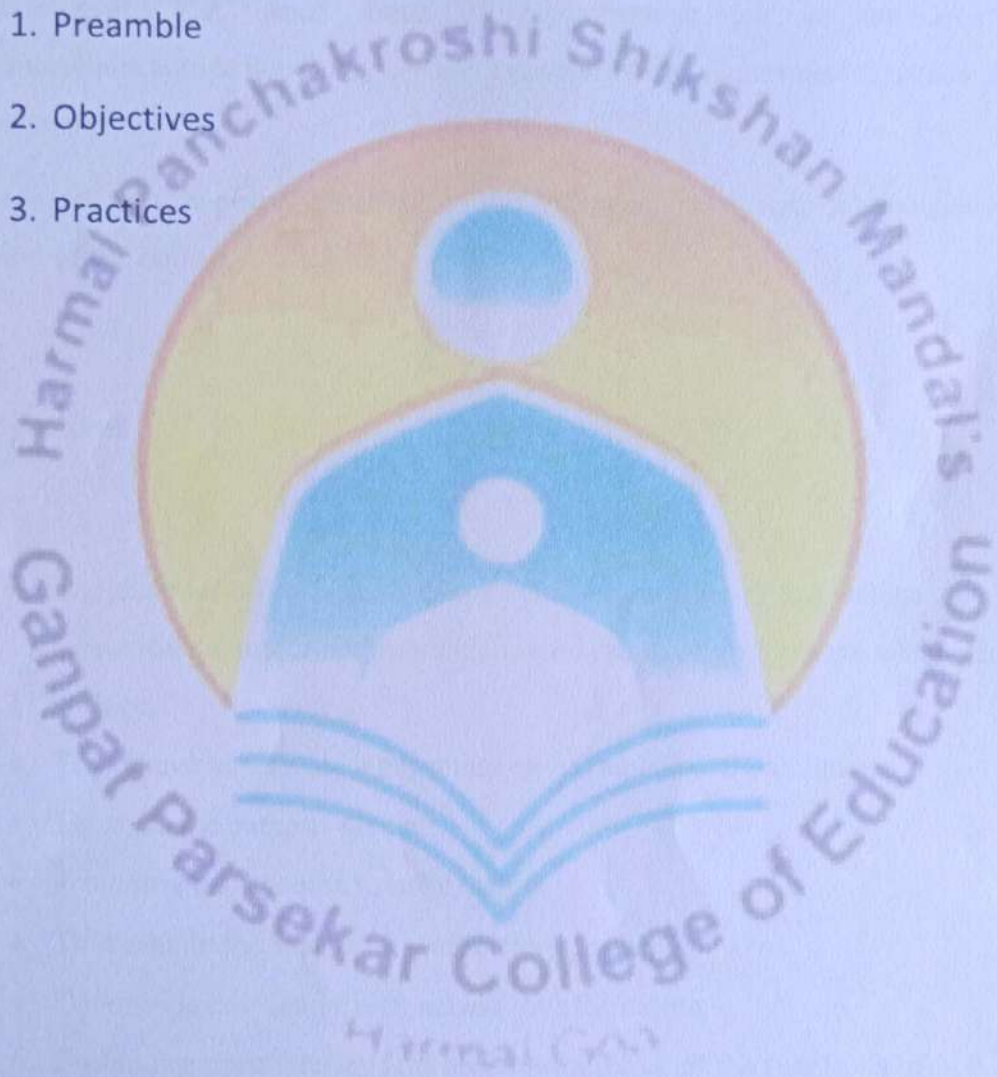
Vidya Sankul, BhomPlateau ,Harmal – Goa, 403524

(Permanently affiliated with GOA UNIVERSITY and Recognized by NCTE)

Policy on E-Governance

2022 - 2024

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Preamble

HPSM's Ganpat Parsekar College of Education aims toenhance the governance system for the college's development by leveraging new and cutting-edge technologies. The broad areas of e-governance are in the area of examinations,admissions, day-to-day operations of departments, academics, placements etc.

The scope of this policy broadens to the following areas with the mission and vision of the college.

Objectives

- Implementation of E-governance in all functioning of the college toprovide a simpler and more efficient system of governance within the college.
- To achieve and create a paperless environment in the college.
- To make the campus green.
- Providing easy access to information
- To maintain the Data in a secure environment.
- To provide easy and quick access to information.
- Promoting transparency and accountability in all the functions of thecollege.
- To maintain the campus Wi-Fi enabled.
- To make college ICT Enabled having Desktops, Laptops,Smartboards,Projectors, etc.

- To establish a fully automated Library.
- Facilitating online internal and external communication between various stakeholders.

Area of Implementation:

1. Website & social media
2. Student Administration including Scholarship
3. Office Communication System
4. Finance & Accounts
5. Library
6. Academics
7. Grievance
8. Placements
9. Alumni
10. Feedback
11. E-Waste Management

1. **Website &Social Media**:

- The website (https://gpcoe.edu.in/) will act as an information centre which will reflect about the college, all its activities, important notices, courses offered, etc.
- The college website is hosted & deployed by a third party on a secure platform.
- Along with it, training should be given to the system administrators who will undertake the responsibility of website administration and updating at the college level.

- All important information will be updated on the website on priority.
- Important information & achievements will be posted on the college's social media platforms as the college facebook (https://www.facebook.com/GPCOEHarmal) Blog, Youtube (https://www.youtube.com/@gpcoe) and Instagram (https://www.instagram.com/gpcoe./)
- Programme coordinators will email the information to blogs.gpcoe@gmail.com to be posted on the blog and Instagram page.
- A Website Committee is formed for the administration of the college website (Mr Vishwesh Fatrekar and Mr Anant Mandrekar – system Administrator)
- The Committee will look after the process of updating, maintaining and working on the website on a regular basis.

2. **Student Administration**:

- The College brings out its notice on the website as well as on the notice board for the admission process.
- Website page (Admissions | Ganpat Parsekar College of Education (gpcoe.edu.in)) will be used for admission.
- Details of the fee structure will be uploaded on the website and circulated through college social media platforms.
- Important notices and circulars regarding Govt Scholarships will be updated on the college website.(https://gpcoe.edu.in/scholarships/) and dedicated messaging platform.
- Guidelines to register on Home - National Scholarship Portal (scholarships.gov.in) and to avail of other scholarship schemes are uploaded on the college website.
- Notices of examination, dates, examination fee structure and results will be updated on the college website (https://gpcoe.edu.in/examinations/).

3. **Office Communication**: Regular updates to be communicated to students and teachers by the office, with respect to Student on Fees, college updates & other academic matters will be done by uploading notices on the website (Home page – Notices and Announcements) and messaging platforms.

4. **Finance & Accounts**: For ease of maintaining accounts & Finance suitable Accounting & Finance Software package is implemented. The College Accounts section uses Tally which is used to manage the funds received from the Government. E- Reports can be generated for all Staff members. Payments are generally made and received through online modes such as NEFT, RTGS, Bank Transfers, etc. The Purchase committee annual report and Audit report is uploaded on the website.

5. **Library**:

- The College continues to maintain its academic excellence by maintaining a well-stocked library(Library | Ganpat Parsekar College of Education (gpcoe.edu.in)).

- The College will add more and more e-learning resources for the benefit of the teachers and the students.

- The College should continue to subscribe to new journals and books regularly.

- Recommendations are taken from the teachers and students while subscribing to the e-resources.

- The library has biometrics to establish the footfalls

- The library uses an automated system for cataloguing, and for issue of books.

- The library uses DELNET, remote access

- Access to e-journals &E-resourcesis provided within the campus by using DELNET.
- Consortium of e-Resources in different subjects of college for teaching, reading, self-study and research.
- Users click Login (delnet.in)and log inwith their username and password.

6. Academics

- Teachers are encouraged to use LMS for Teaching learning process
- Assignments and tests are conducted using the online medium as Blogs, Podcast, youtube videos creation, Google forms etc
- E-Content distribution facility is available on the college blog page (gpcoegoa.blogspot.com).

7. Grievance

- College has a facility to collect students grievance through online mode grievance.gpcoe@gmail.com and examgrievance.gpcoe@gmail.com
- Grievance can be sent for College grievance, Exam grievance, SC/ST grievance and complaints against Sexual harassment at workplace.

8. Placement

- All information related to the placement cell is uploaded on the website (https://gpcoe.edu.in/placement-and-internship/) and also circulated in messaging group.
- Registration towards the placement cell is done using Google Forms.

9. **Alumni**

- In order to strengthen our alumni relationships, a separate alumni page is to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects (Alumni/ Ganpat Parsekar college of Education (gpcoe.edu.in).

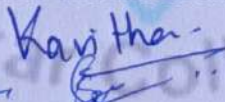- Alumni association to be consulted for regular updates and database management.

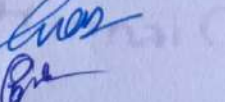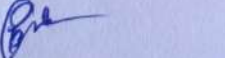10. **Feedback**

- Feedback from students, teachers, Headmasters and alumni of our college is taken online https://gpcoe.edu.in/iqac/

11. **E-Waste Management**

- The college ensure the safe disposal of E-waste

- *Decision of the Principal is final and binding on the policy, however the policy can be amended, when required, with the consultation of IQAC and approval of the Principal.*

Created by – IQAC Coordinator and members

Ms. Kavitha Nai

Mr. Sachin Gaonkar

Mr. Pritesh Naik

Dr. Pandurang Pandit

Verified and approved by

Signature Of Officiating Principal