



Parvatibai Chowgule College of Arts and Science Autonomous



Accredited by NAAC with Grade 'A' (CGPA Score 3.41 on a 4 Point Scale)
Best Affiliated College-Goa University Silver Jubilee Year Award

E-GOVERNANCE POLICY

Parvatibai Chowgule College of Arts and Science, Margoa – Goa believes in bringing in technology not only in teaching-learning but effectively in day administration and governance. **The E-governance policy facilitates the IT Policy of the college.**

Scope:

The scope of this policy extends to the following areas:

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

Objectives of the policy :

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance to all stakeholders (within the institution and outside).
- To promote transparency and accountability in all the functions of the college.
- To provide latest, easy and quick access to information.
- To achieve and create a paperless environment in the college.
- To make campus Wi-Fi enabled and internet connectivity across the campus.
- To establish fully automated processes like library, admissions etc.

Policy:

Parvatibai Chowgule College will implement e-governance in all various academic and non-academic departments like library, accounts, admissions, estate office, student support services, administration, teaching, Department of Physical Education etc. The policy is designed and framed to make each and every function transparent and accountable.

Website: The website will act as a key point for dissemination of information to all the stakeholders. It will provide information related admissions, activities, departments, academic programmes, upcoming events, latest circulars and notices, IQAC & NAAC etc. For this purpose, the college has an in-house development center: Office of Information Technology (OIT). A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The College will always strive to showcase its vibrancy and activeness through its website.

Student Admission: Admission Portal on the website is an open and transparent strategy of the admission processes strengthened by the ethical practices and regulations as opined by the Goa University and Directorate of Higher Education, Government of Goa. The College, on its website, displays guidelines for the admission process. Students are required to submit a separate Online Application and the payment of fees are also through the college gateway. Other aspect like schedule of admission, counselling session, schedule for admission, procedure for cancellation of admission are also displayed in the admission portal.

Accounts: The office continues to maintain its account on Tally. Latest versions of the software to be used by the college. Advanced features help the staff of the accounts section to maintain financial records effectively and efficiently. Necessary security measures should be 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 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.

Library: The College continues to maintain its academic and research excellence through maintaining a well-stocked library containing books and journals. The College has e-learning resources for the benefit of the teachers and the students on regular basis. Likewise each department can subscribe to new journals and books regularly. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

The automation was developed fully in-house. (Library Management System) The library automation had the following fields/features:

1. Search Media
2. Reservation Request
3. Issue and Return of the book
4. Reports
5. DVD collections
6. Media Barcode List
7. My request
8. Ask E Resources

The library has a D Space and open access also. Students and faculty can reserve books online.

Administration:

- All students and staff members of the college are given generic email id and login is given for better communication and use of technology in administration.
- Biometric is used by Administrative Staff and Teaching Faculty to record and track Attendance.
- Administrative Office uses 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 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. All notice related to examinations are displayed online and any grievances related to examinations of the students can be emailed to the examination cell.

SR Ghanti

Dr. Shaila R. Ghanti

Offg. Principal

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