



# Government Arts and Science College

## Ratlam (M.P.) 457001



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### E-Governance Policy and Implementation

#### Report for

#### Government Arts and Science College, Ratlam

**Objective:** The primary objective of this e-Governance Policy is to leverage Information and Communication Technology (ICT) for enhancing the governance and management processes at Government Arts and Science College, Ratlam. This policy aims to streamline and improve various functions, including administration, admission, examination, scholarships, accounts and finance, library services, and student grievance redressal.

**Scope:** The scope of this policy encompasses the comprehensive implementation of e-Governance practices across all functions of the college. It ensures the establishment of a seamless, transparent, and accountable system. The policy addresses management, teaching and learning, admission processes, scholarship management, library services, and the overall functioning of every department within the college.

#### Implementation Measures:

To effectively implement this policy, the college has undertaken various measures.

##### 1. Online Portals:

- Development and maintenance of a user-friendly website accessible to all stakeholders.
- Creation of WhatsApp groups and Telegram groups for instant communication and information dissemination.

##### 2. Cashless Transactions:

- Adoption of cashless transactions to enhance financial efficiency.
- Establishment of an SBI Collect portal for the seamless deposit of various fees by students.

##### 3. Accounts and Finance:

- Maintenance of accounts on a digital platform.
- Salary generation through the software of MP Treasury.
- Inclusion of PFMS (Public Financial Management System) and IFMS (Integrated Financial Management System) software for enhanced financial management.

##### 4. Administration:

- Integration of computer systems, printers, and projectors in all academic and administrative departments.

##### 5. Official Communication Channels:

- Use of official college emails for communication, ensuring a professional and secure channel.



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## 6. GEM and E-Tender for Purchase:

- Adoption of GEM (Government e-Marketplace) and E-Tender platforms for streamlined procurement processes.

## 7. Student Services:

- Provision of maximum student services through online modes.
- Communication of notifications and updates through various portals and e-notice boards.

## 8. Library Facility and E-Learning:

- Utilization of e-Granthalaya software for efficient library management..

## 11. Digital Service Book:

- The transition to a digital service book(e-HRMS) ensures a systematic and easily accessible record for every officer and employee, enhancing efficiency and organization in record-keeping..

## 12. Internal Assessment through Google Form:

- Seamless conduction of internal assessments, including Continuous Comprehensive Evaluation (CC), through Google Forms.

## 13. Online Scholarship Management:

- Streamlined acceptance of scholarships through an online portal, with payments processed efficiently using online payment and direct benefit transfer systems.

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