

# GOVERNMENT SCIENCE COLLEGE GANDHINAGAR



## e-Governance Policy



## **Executive Summary**

This e-Governance strategy details how the institute plans to incorporate information and communication technology (ICT) into its administrative and academic functions. The strategy is designed to increase openness, effectiveness, and ease of access within the institution, aligning with its goal of offering ICT based quality higher education. The primary goals of this strategy are to make college operations more efficient, improve communication among all stakeholders, and ensure the secure and effective handling of the college's data. By establishing a strong IT foundation and adopting digital tools for communication and collaboration, the college aims to make interactions and transactions smoother for students, faculty, and staff. The strategy encompasses the development of web-based platforms for student services and faculty management, guaranteeing that all users can easily find the information and resources they need.

It also highlights the critical need for data security and privacy, by implementing measures for secure data handling and adherence to applicable laws. Training and capacity development are key components of the strategy, with scheduled workshops to boost digital skills among all members of the college community. Additionally, a system for monitoring and evaluating the success of e-Governance projects is in place to ensure ongoing enhancement.

In summary, this e-Governance strategy adheres Government Science College, Gandhinagar in the integration of technology in education, creating a culture of innovation and adaptability to meet the community's needs. Through these initiatives, the college seeks to provide a better educational experience and more efficient administrative services.

## **e-Governance Policy for Government Science College, Gandhinagar**

### **1. Introduction**

This e-Governance policy aims to enhance the effectiveness and efficiency of the college's administrative and academic functions through the use of information and communication technologies (ICT). By implementing this policy, Government Science College, Gandhinagar seeks to streamline processes, improve transparency, and facilitate better information sharing and communication among stakeholders.

### **2. Objectives**

- To integrate ICT into all aspects of college administration and academic activities.
- To ensure transparent, efficient, and responsive governance.
- To facilitate easy access to information and services for students, faculty, and staff.
- To support the college's mission of providing quality education and research opportunities.
- To ensure a Wi-fi enabled campus.
- To promote transparency and accountability in all the functions of the college.

### **3. Scope**

This policy applies to all departments, faculty, staff, and students of the institution. It covers all ICT resources, including hardware, software, networks, and data management systems etc.

#### **4. The Policy.**

The college has made following policy and set allied procedures for the same.

##### **4A. Infrastructure Development**

- College has adequate number of computers, printers, web-cameras, multimedia projectors, smart class rooms etc.
- College has established a robust IT infrastructure to support e-Governance initiatives, including high-speed internet like GSWAN and updated software applications like MS office, MS Teams.
- Ensuring reliable and secure access to ICT resources across the campus through NAMO Wi -Fi.
- Plan to implement a centralized management system for maintaining and updating IT.

##### **4B. Digital Communication and Collaboration**

- College utilizes digital platforms for internal and external communication, including emails, video conferencing, and instant messaging tools (mainly through Microsoft, Google and WhatsApp services)
- Encourage the use of collaborative tools for project management, research, and academic activities.
- Plan to implement a centralized portal for all official communications and announcements.

##### **4C. Data Management and Security**

- To ensure secure storage and management of all institutional data, including student records, financial information, and research data staff is provided with computers having adequate storage (OneDrive and Google Drive)
- Implement data protection measures, such as encryption and regular backups, to safeguard against data breaches and loss.
- Establish clear data access protocols to ensure privacy and compliance with relevant regulations.

##### **4D. Online Services and Web Portals**

###### **College Website**

- The college has prepared its own website showcasing its vision, mission, faculty information, infrastructure, courses offered, activities, notable initiatives, and important notices.
- College website has a dedicated page for separate website of central library.
- As part of the e-governance policy, Government Science College, Gandhinagar has established a website committee responsible for managing the site and promptly updating the latest notices and activities.
- The college is committed to present its dynamic and active nature through the website.
- Students and staff as well as all other stakeholders access real-time information of the college through this website.



## Web Portals

- Online portals such as GCAS (Gujarat Common Admission Service) ABC (Academic Bank of Credits), Gujarat University Web Portal etc are used by students and faculty for admission, registration, enrolment and examination related issues
- Online portals such as COGENT, IFMS, PFMS, KARMYOGI etc are used to manage data of staff members (service, leave and transfer) and finance of the college.
- GeM (Government e-Market place) portal is used for all types of purchases.
- Gujarat State Scholarship Portal and MYSY (Mukhyamantri Yuva Swavalamban Yojana) portal are used for availing scholarships to students.

## Capacity Building and Training

- Conduct regular training sessions for faculty, staff, and students to enhance digital literacy and proficiency in using ICT tools.
- Encourage continuous professional development through online courses and certifications related to e-Governance and ICT.

## Monitoring and Evaluation

- Establish a committee to oversee the implementation of the e-Governance policy and evaluate its impact regularly.
- Use feedback from stakeholders to continuously improve e-Governance initiatives and address challenges.

## Compliance and Review

- Ensure that all e-Governance activities comply with relevant legal and regulatory requirements.
- Review and update this policy annually to reflect technological advancements and changing institutional needs.


## 5. Conclusion

By adopting this e-Governance policy, Government Science College, Gandhinagar is committed to leveraging technology to improve administrative efficiency, enhance the learning experience, and foster a culture of innovation and transparency.

## 6. References:

1. Directorate of ICT and e-Governance, GoG: <https://directorit.gujarat.gov.in/EGovernance>
2. Department of Science and Technology, GoG: <https://dst.gujarat.gov.in/Home/EGovernance>
3. GSWAN: <https://gswan.gujarat.gov.in/e-governance/e-governance.aspx>



  
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