



E-GOVERNANCE

**GOVERNMENT COLLEGE JAITHARI,
DISTRICT- ANUPPUR (M.P.) INDIA**

POLICY

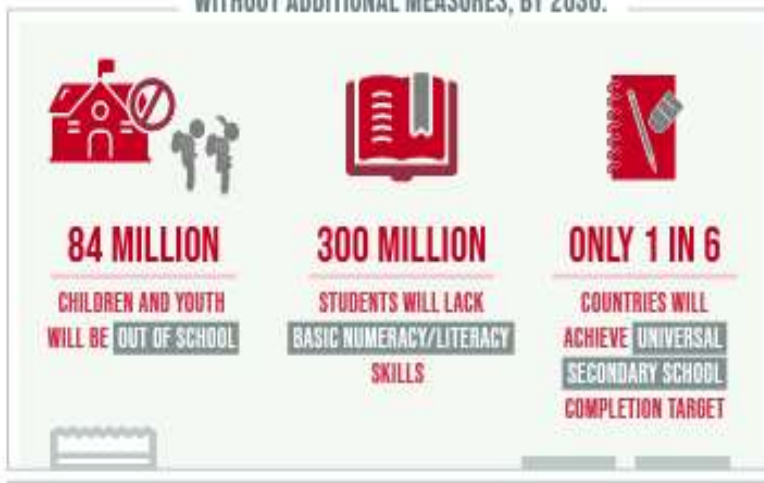


ENSURE INCLUSIVE AND EQUITABLE QUALITY EDUCATION AND PROMOTE LIFELONG LEARNING OPPORTUNITIES FOR ALL

DESPITE SLOW PROGRESS,

THE WORLD IS FALLING FAR BEHIND IN ACHIEVING QUALITY EDUCATION

WITHOUT ADDITIONAL MEASURES, BY 2030:



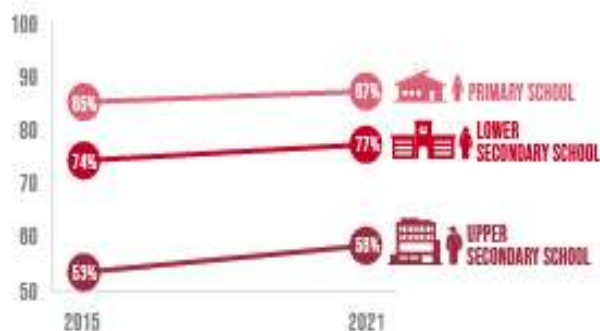
THE PANDEMIC

CAUSED LEARNING LOSSES IN **4 IN 5** OF 104 COUNTRIES STUDIED



PRIMARY AND SECONDARY SCHOOL COMPLETION RATES ARE **RIISING**, BUT THE PACE IS SLOW AND UNEVEN

COMPLETION RATES



LOW- AND LOWER-MIDDLE-INCOME COUNTRIES FACE A NEARLY

\$100 BILLION

ANNUAL FINANCING GAP TO REACH THEIR EDUCATION TARGETS



Mr. Ashok Kumar Rathour

Adhyaksh

Janbhagidari Samiti Govt. College Jaithari, Anuppur (M.P.)

Forward



Dear Esteemed Members of Government College Jaithari,

As the Adhyaksh of the Janbhagidari Samiti of Government College Jaithari, District Anuppur, Madhya Pradesh, it gives me immense pleasure to present this foreword to our comprehensive College Policy. Since our institution's establishment in 2012, we have been on a journey of growth, learning, and community engagement. This policy document marks another significant milestone in our college's development.

The Janbhagidari Samiti, or Public Participation Committee, plays a crucial role in bridging the gap between the college and the community. Our committee's vision aligns perfectly with the college's mission to provide quality education while fostering a sense of social responsibility among our students.

This College Policy is a testament to our collective efforts to create an institution that not only excels in academics but also prepares students to be responsible citizens. It encompasses various aspects of college life, from academic standards to community outreach programs, reflecting our commitment to holistic education.

I urge all stakeholders - students, faculty, staff, and community members - to embrace this policy wholeheartedly. It is through your active participation and adherence to these guidelines that we can truly realize the potential of our institution.

As we move forward, let us remember that the strength of our college lies in the spirit of 'Janbhagidari' - public participation. This policy is not just a document, but a shared vision for our college's future. Together, we can build an educational institution that serves as a beacon of knowledge and social progress in our region.

I look forward to your continued support and cooperation in implementing this policy and in furthering the growth of Government College Jaithari.

Sincerely,

Mr. Ashok Kumar Rathour
Adhyaksh- Janbhagidari Samiti
Govt. College Jaithari
District Anuppur, (M.P.)



Dr. Ramesh Singh Wate

Principal

Govt. College Jaithari, Anuppur (M.P.)

Forward



Dear Students, Faculty, and Staff,

As the Principal of Government College Jaithari, District Anuppur, Madhya Pradesh, it is my privilege to present our comprehensive College Policy. This document serves as a cornerstone for our institution, outlining our vision, mission, and the guiding principles that shape our academic environment.

Our college policy is designed to foster an atmosphere of academic excellence, personal growth, and social responsibility. It reflects our commitment to providing quality education while nurturing the diverse talents of our students. The policy encompasses various aspects of college life, including academic standards, code of conduct, extracurricular activities, and community engagement.

I encourage all members of our college community to familiarize themselves with this policy. It is not merely a set of rules, but a roadmap for our collective success. By adhering to these guidelines, we create a harmonious and productive learning environment that benefits everyone.

As we move forward, let us embrace these policies with enthusiasm and dedication. Together, we can build a college that not only imparts knowledge but also shapes responsible citizens who will contribute positively to society.

I look forward to working with all of you in upholding the high standards set forth in this policy and in continually striving for excellence in all our endeavors.

Sincerely,

Dr. Ramesh Singh Wate
Principal
Govt. College Jaithari
District-Anuppur (M.P.)

Govt. College Jaithari, Anuppur M.P.

Department of Higher Education M.P.

E-Governance Policy

Scope:

This policy applies to all areas of the institution, including general administration of student admission, examination, library, accounts and finance, ICT infrastructure, e-waste management, grievance redressal, drawing and disbursements, scholarship (MPTAAS), CM Help Line (grievance redressal), and any other area as and when required.

Objectives:

- Implement e-governance in all aspects of the institution's functioning to provide a simpler and more efficient system of governance.
- Promote transparency and accountability in all functions of the institution.
- Create a paperless environment in the institution.
- Provide easy and quick access to information.
- Make the campus Wi-Fi enabled and firewall protected.
- Ensure that classrooms are ICT enabled with desktops, laptops, smart boards, interactive panels, multimedia projectors, etc.
- Establish a fully automated library.

Policy:

The institution will implement e-governance in all aspects of functioning, including library, accounts, admissions, administration, and teaching, to ensure transparency and accountability. The following policies and procedures will be implemented.

Website:

The institution will develop a website as an information center reflecting all its activities, courses offered, and important notices. The website will be managed by a separate ICT cell and all important notifications will be posted live on the website as and when they are released.

Student Admission:

The institution will follow an open and transparent strategy for the admission process, which will be further strengthened by the rules and regulations of the government of MP. The institution will bring out a brochure that will be displayed on the website with guidelines for the admission process. An Admission Portal will be used to manage admissions in the institution, including the number of students applying for each course, withdrawals, and fee submissions.

Accounts:

The institution will maintain its account using the latest version of Tally ERP 9 software. The software's advanced features will help staff maintain financial records effectively and efficiently, including generating profit and loss and balance sheets. The institution will also use multiple software, such as Public Financial Management System (PFMS), to manage funds received from the government, including TDS, provident fund, allowances, etc. All staff members will have reports generated for them, and payments will be made and received through online modes such as NEFT, RTGS, bank transfers, etc.

Library:

The library will install fully automated Integrated Library Management System (ILMS) software that has an easy-to-use graphical user interface and Unicode support with multilingual search and export facilities for most reports. The Online Public Access Catalogue module of the software will allow library database searching by entering preferred terms for information retrieval. The Circulation module will cover all operations of circulation, from creating member records to printing reminders for outstanding books. The Database Maintenance module will cover all operations of database creation and maintenance.

Administration:

Administrative staff and teaching faculty will use Attendance Management Software to record and track attendance and internal assessment. Monthly and

semester end reports will be generated to automatically calculate the internal assessment marks for attendance. The administrative office will use advanced Excel and File Management System tools to maintain an effective database. The institution will make the administrative process paperless to provide a hassle-free, convenient, and smooth process for students, and will explore opportunities to automate some of its functions related to administration. Administrative staff will receive adequate training and development to keep them abreast of new technology.

Examination:

The institution has adopted an online system that allows students to view their total internal assessment marks at the end of each semester and report discrepancies if any.

Alumni:

The institution will create a separate alumni page on the website to strengthen alumni relationships.

Prepared By:- Shri Gajendra Kumar Singh

Verified By:- Dr. Ramesh Singh Wate

**Coordinator IQAC
Govt. College Jaithari**

**Principal
Govt. College Jaithari
Anuppur (M.P.) 484330**