

**TELANGANA SOCIAL WELFARE ARMED FORCES  
PREPARATORY DEGREE COLLEGE FOR WOMEN,  
BHONGIR-508126**

**(Affiliated to Mahatma Gandhi University, Nalgonda)**

**6.2.2: Implementation of e-governance in areas of operations:**

**POLICY ON E GOVERNANCE**

Our college functions under the aegis of Telangana. As it is a Government institution and follows rules and procedures laid down by the Telangana social welfare residential institutional society (TSWREIS), Telangana Government, as well as those of Mahatma Gandhi University, which is the affiliated university. The college, therefore, offers an array of services which are provided through the optimal use of ICT ensuring efficiency and transparency.

**Definition of e-governance:**

Electronic governance or e-governance can be defined as the usage of Information and Communication Technology (ICT) by the government to provide and facilitate government services, exchange of information, communication transactions and integration of various standalone systems and services.

**Rationale:**

Because the welfare of citizens is a fundamental goal of e-governance, bearing in mind the students-it tries to improve the efficiency and effectiveness of delivering services to them. It also ensures accountability and openness. As a result, a policy and governance is required to establish the standards by which the institution implements e governance as well as the apps that are utilized for various areas of operation.

**Policy statement:**

In order to create a simpler and more effective method of administration within the Institution, the institution adopts and implements e-governance in specified areas as established by the TSWREIS, Govt. of Telangana.

**Aims:**

To achieve ultimate efficiency in administrative and academic concerns;

To accomplish paperless administration;

To promote online internal and external communication;

To provide easy access to information;

To ensure openness and accountability; and

To make the institution accessible internationally.

**OFFICE:**

We are using the Indian government's web portal (@gov.in and it presents information resources and online services from government sources, accessible from a single point. It is also known as the National Portal of India. It reduces paper usage in office specifically for government entities.

**ACADEMIC AUDIT:**

The academic activities are monitored through a verification procedure. The Academic Audit is undertaken in two aspects at the college:

- Institutional audit, which assesses the institution's overall performance
- The second is a faculty audit, which is used to determine whether or not the faculty is functioning in accordance with the established standards.
- Furthermore, the conduct of the academic audit will result in the activation of the College's Internal Quality Assurance Cell (IQAC) and the updating of the necessary records, which are required for NAAC assessment and accreditation as the maintenance of all academic activities are monitored during the Academic audit.

**FINANCE AND ACCOUNTS:**

The college maintains Salary and General accounts and Ledgers, NSS account, Receipts, payment vouchers and cheques.

**OFMS (Online Financial Management System)**

The key features of this programme are: Creation of Head of Accounts/ Ledger, Receipts and payment vouchers are posted and Various reports are created etc.,

**User creation:** Admin can create new users by providing them with a New User ID, Password, and Account ID. After the New User has been successfully created, the admin may provide the New User ID and Password to the user, and the user can access the programme using this information.

- **Change Password:** This option allows the user who is logged in to the programme to change their password. The user can reset his or her new password by entering both his or her old and new passwords.

- **Select Financial Year:** This option allows the user to select the financial year for which the transaction is being made.

- **Update Opening Balances:** This option allows the user to update the opening balances for each account depending on the current financial year.

- **Lock Database:** This option allows the user to lock the database by choosing a lock date. After locking the database, the user is unable to make any transactions on it until the lock date provided.

- **Reports:** The programme is expected to create the following reports: · Cash Book Day wise, Month wise & Year Wise · Receipt & Payment · Cheque Details · Head wise Payments and Receipt.

## **TGSWREIS**

### **SAMS - STUDENT ACADEMIC MONITORING SOFTWARE is an online**

College Management Software that will be used across T.S Social Welfare Residential Society Schools and colleges.

- Through this software, complete students, teachers information is updated and tracked.
- Through the academic year students attendance, teachers attendance, leave record of teachers, class and subject lesson plans and their status is tracked.
- Student Marks for every test is captured and a management dashboard is prepared for the executives to review each student's performance online.

## **Features of the Software**

- Profiles of Students, Teachers and Parents.
- Society Calendar and School Calendar.
- Students and Teachers Attendance
- SMS to Parents and Staff of schools
- Lesson and Activity Plans for every subject and class.
- Marks entry for all the subjects for all tests.
- Progress Cards and Consolidated Reports
- Dashboard for Principals to easily assess the weak and bright spots.
- MANAGEMENT Dashboard for complete analysis.

## **TSMESS (Annapurna Diet Menu Management Application software)**

### **MENU MONITORING SOFTWARE is an online**

Menu Monitoring Software that will be used across Telengana Social Welfare Residential Schools and Colleges.

Through this software, complete Food Provisional Items, Approved Tenderers, Daily consumption Report, Students Attendance information is updated and tracked.

Through this software Every college should update menu issue, perishable items issue, Four times a day i.e at 1. Breakfast 2. Lunch 3. Supper 4. Snacks.

Through this software we can filter dialy, weekly, monthly reports. We can also know usage of consumption history, purchase history, opening balance, closing balance, total value.

It can also generate monthly bills and vendor wise bills also.

### **Features of The Software**

- Add / Edit Student Attendance Entry.
- Add Opening Balance Entries to the menu list.
- Add Purchase entries for date wise.

- Add Consumption entries of breakfast, lunch, dinner, snacks for list of menu items.
- Reports of item wise for calendar wise.

The items such as provisions, fruits, vegetables, milk are purchased according to DPC (District Purchase Committee) rates and will be updated in Annapurna software every year before starting the academic year. The DPC rates were approved by giving tender notifications by principal and finalization of rates at district collector office with the help of Regional Coordinator (RCO), Yadadri bhongir. When students go for RDC sports meets or cultural and academic activities purposes to other residential degree colleges, the attendance transfer provision is also available in this software and attendance will be recorded as Guest attendance. The SAMS attendance of students given in TGSWREIS automatically will be updated in Annapurna software (TSMESS).

**HRMS update is a key reform implemented in the previous five years.**

**Human Resource Management System:** In terms of the benefits of treasury computerization, this is the most essential component. From inception of college (2016), all Assistant Secretaries (AS), finance, RCOs and DDOs were successfully brought under this application. This is a service provided to DDO in order for them to produce their pay invoices online. To update tiles, they must first input the essential information about personnel. Following that, the DDO may create the pay invoices month after month, with minor modifications as needed for each month. The bill can be submitted electronically by the DDO. The payroll data will be immediately entered into the Treasury web application. There is no need to enter data separately. The package simplifies the process of issuing an electronic Last Pay slip (LPS) that may be accepted by the new DDO, as well as the internal housekeeping of removing and attaching employees for the old and new DDOs. Loan deductions are connected to the Loan Account's previous encashment. Automatic deductions are made.

**Tax payment :** The tax challans are generated online and payment made through college accounts in the bank. The citizen can go to the portal of the taxation department where the tax details are worked out. The citizens account is debited and the Government pooling account is credited.

**Treasury:** The salaries are paid from the treasury. 312 (general account) and 311 (salaries account) are maintained in the college for transactions. Electronic payments through cheques and E-Kuber for salaries and pensions.

**Retirement Benefits or Pension:** The A.P. state was separated into Residuary A.P. with 13 districts and Telangana State with two districts on June 2, 2014, as a result of the A.P. Reorganisation Act 2014. The intention of this site is mainly to facilitate the Pensioners to know the Present Status of their PPO and the Rates of the Pension. Treasuries and Accounts Department of AP is rendering service to 345000 pensioners in 13 districts of AP state, and Treasuries and Accounts Department of TG is rendering service to 250000 pensioners in 10 districts of TG state. To improve the quality of Service and Transparency of the Service offered to the Pensioners, this site has been created. Pensioners are welcome to share their opinion and suggest any modifications and post their grievances regarding Pension related issues.

## **STUDENT ADMISSION AND SUPPORT**

The TSWREIS conducts a separate entrance test for UG admissions in all 30 residential degree colleges. Students were selected through TSWRDCs entrance examination i.e., Telangana undergraduate common entrance test (TGUGCET). In 2016, the students were selected through this entrance examination. In the year 2017, the general college is converted as an armed forces preparatory degree college. The students who will qualify in the TGUGCET and who will opt for army college while applying to TGUGCET, will be called for a 5 round selection procedure at college level conducted by the Military wing. The selected students will be given seats. From AY 2024-25, the college is conducting a separate entrance test, TSWRAFPDCW CET, for admissions into this specialized college. The brochure link is

<https://rdcwbhongir.tswreis.ac.in/Docs/TSWRAFPDCW%20Bhongir%20prospectus.pdf>

In 2020-21, the student admissions process was linked to DOST. After a 5 round selection procedure at college level, the selected students will be called for certificate verification. The selected students should register in the DOST portal.

### **Degree Online Services Telangana:**

It is a single, online degree admission system for students in Telangana, known as DOST. The Telangana State Council of Higher Education (TSCHE) established it in 2015 with the goal of bringing all government, autonomous, private, and aided colleges under one system. The admissions procedure is as follows: In order to apply for admission to bachelor's degrees at state universities in Telangana, students must first register on the DOST site. The following universities are included on the DOST list:

Osmania University, Hyderabad

Kakatiya University, Warangal

Telangana University, Nizamabad.

Mahatma Gandhi University, Nalgonda.

Satavahana University, Karimnagar.

Palamuru University, Mahaboobnagar

The house teachers collect the registration IDs and give online options of student's choice on the official website. The DOST registration is connected to the students' Aadhaar ID numbers. The registration fee of Rs. 200 to register on DOST, to be made by the student will be borne by the institution only. The institution must pay and link their cellphone number to their Aadhaar ID, as they will receive an OTP to finish the procedure. After submission of application, pupils receive an SMS. This is the link to the DOST portal: <https://dost.cgg.gov.in/>

In 2020, there will be three options for registering for degree admissions. If a student has already connected their Aadhaar number to their phone, they can use the mobile OTP authentication to register on the DOST website <https://dost.cgg.gov.in/>. If a candidate's Aadhaar number is not connected to a mobile phone, they should link their parent's Aadhaar numbers with their Aadhaar and Aadhaar update centres.

Students can also visit the DOST Helpline Centres (HLCs) or MeeSeva Centre for DOST registrations. As many as 105 HLCs including one State HLC, six university HLCs, 33 district HLCs, and 65 colleges HLCs were established. These HLCs will not just help students to register on the DOST, but also rectify any mismatch with Aadhaar details besides any wrong uploading of certificates. The Telangana State Council of Higher Education has also provided app based DOST registrations. Students can apply for degree admissions through T-App Folio on their smart phones. The candidates need to provide details such as name, date of birth, intermediate hall ticket number, and click a selfie. The mobile application processes the information using three-factor authentication by leveraging state-of-the-art technologies.

### **Examinations and Certification**

The students' data will be collected by house teachers, stored, and processed by the Examination branch in college. Creation of college details, Posting of student information,

EAFs, exam hall tickets, practical attendance sheets, certificates will be issued by the parent university (Mahatma Gandhi University).

## **OTHER AREAS:**

### **Website:**

The college's website is yet another tool for supporting and enabling the institution's administrative and academic responsibilities. The college has a dynamic website that is routinely updated. All of the college's events and activities are instantly posted on it to keep its stakeholders and the general public informed. Notices and circulars on admissions, the almanac, and other topics are posted on the website to keep students informed.

### **ICT Facilities:**

ICT (Information and Communication Technology) facilities are crucial for students as they enhance learning, research, and overall academic experience. Here are some key ICT facilities provided by the college:

#### 1. Computing Resources

- Computer Labs: College Equipped with 63 desktops or laptops with necessary software for various academic disciplines.
- Laptops: College is equipped with 21 laptops for academic discipline and students make it use for interviews also.

#### 2. Internet Access

- Wi-Fi: High-speed Wi-Fi available across campus, including libraries, lecture halls, and student accommodation.

#### 3. Software and Applications

- Educational Software: Access to specialized software for attempting online mock tests for AFCAT and CDS exams (e.g., SSB crack test series software for which 500/- per student paid by the institution).
- Productivity Tools: Office suite applications (e.g., Microsoft Office, Google Workspace).



#### 4. Libraries and Online Resources :

- Digital Libraries: Access to e-books, online journals, and databases.
- Physical Libraries: Equipped with computers and internet access for research.

#### 5. Communication Tools

- Email Services: Government-provided email account for office.
- Video Conferencing: Tools like Zoom, Microsoft Teams, or Google Meet for virtual classes, meetings, and collaboration.

#### 6. Research and Development Facilities

- Labs for scientific experiments, student projects with ICT integration.

#### 7. Support Services

- IT Helpdesk in HO: Technical support for hardware, software, and connectivity issues.
- Training: Regular training sessions on using various ICT tools effectively.

#### 8. Mobile Applications

- Educational Apps: Apps that support learning and productivity.

#### 9. Printing and Scanning Facilities

- Print Services: Printers and scanners are available in the college.

#### 10. Smart Classrooms: For engaging and interactive lectures.

- Smart Board
- TV Hall
- LCD Projectors

#### Enhancements for Online Learning:

Due to the rise in online and hybrid learning models, additional ICT facilities include:

- Online Course Platforms: Robust platforms for hosting and managing online courses.

- Virtual Labs: For conducting experiments and simulations remotely.
- Digital Assessment Tools: For online exams and assignments (During Pandemic time by using MS teams)

These ICT facilities collectively support the academic and extracurricular activities of degree students, fostering an environment conducive to learning, research, and innovation.

#### Alumni:

In order to strengthen alumni interaction, a separate alumni portal started providing facilities like filling up the feedback form, registration, information of college activities, prominent alumni, milestones achieved by alumni and many other aspects. For this purpose a separate alumni coordinator at the college level appointed to take care of the entire activity.