



GURU GOBIND SINGH EDUCATIONAL SOCIETY'S TECHNICAL CAMPUS

Approved by AICTE, New Delhi, Ministry of HRD, Govt. of India :: Affiliated to Jharkhand University of Technology, Ranchi

E-Governance Report: Annual Report

For the effective and transparent management of administrative and academic processes, GGSESTC, Bokaro, has implemented e-governance systems as follows:

1. Administration

E-governance in administration is facilitated through our official website (www.ggsestc.ac.in) and various communication platforms. Key features include:

- Notices, orders, and casual leave information are shared through three dedicated **WhatsApp groups**:
 - Notice Group
 - HoD Group
 - NAAC Steering Committee Group
- The **website's notice tab** ensures timely dissemination of official announcements.

2. Financial Accounts

Our institution utilizes a robust **Fees and Accounts Management Module** to automate daily financial operations. This system includes:

- Automated generation of **daily fee collection and income vouchers**.
- Management of **cash entries, bank receipts/payments**, cheque registers, cashbooks, and general ledgers.
- Automated **income and expenditure statements and balance sheets** to ensure financial transparency and accuracy.

3. Student Administration and Support

- **Online Admissions**: We facilitate admissions through the JCEB merit-based system with provisions for **online registration** and **fee payment** via the college website.
- **Student Support**:
 - Timely sharing of **online links** for participation in events such as cultural programs, hackathons, and sports day.
 - Notices for training, placement, and academic information are circulated through WhatsApp groups, alongside website and notice board updates.
 - Separate WhatsApp groups are maintained for boys' and girls' hostels for specific communications.
 - For financial assistance, **E-Kalyan Scholarship** links are provided online.

4. Other Initiatives

- **Library Management System (LMS)**: A digital LMS for smooth library operations, including book issue/return tracking and resource management.
- **Examination**: Students can access **online exam forms** and other exam-related services through the website.
- **Grievance Redressal**: An online **grievance link** is available on the website, ensuring students can raise issues easily and securely.

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E-Governance Policy

Introduction

This e-governance policy outlines the commitment of Guru Gobind Singh Educational Society's Technical Campus (GGSESTC), Bokaro, to integrate modern information and communication technologies (ICT) to enhance administration, academic processes, and overall institutional management.

This policy applies to the following areas:

- General Administration
- Student Admission and Support
- Accounts and Finance
- Library Management
- Examinations (as applicable)
- ICT Infrastructure

Objectives

- Implement e-governance to streamline and improve institutional governance.
- Foster openness, transparency, and accountability in all college operations.
- Increase operational efficiency.
- Achieve a paperless environment (where feasible).
- Enhance accessibility of information for students, staff, and stakeholders.
- Promote continuous improvement of e-governance systems.

Policy

Website and Social Media

- The official GGSESTC website and social media presence (Facebook, YouTube, Instagram, etc.) will serve as key communication channels.
- The website will provide comprehensive information about the college, including programs, events, news, and admissions procedures. A dedicated section will be available for **Online Admissions**.
- A designated System Administrator will regularly update, maintain, and operate the website.
- Important notices and announcements will be promptly uploaded on the website and social media platforms.

Administration

- Biometric attendance systems will be used for teaching and non-teaching staff.
- Paperless communication will be encouraged through email and secure college-approved messaging platforms (e.g., WhatsApp groups), and Google Forms.
- An Enterprise Resource Planning (ERP) system will be utilized for administrative tasks like transportation, stores, library management, and finance.
- Security camera systems will be installed in strategic locations for enhanced security.
- All administrative tasks will progressively incorporate ICT tools.
- A 24/7 internet facility will ensure smooth operation of e-governance services.



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Student Admission and Support

- The college website will provide regularly updated information and procedures for student admissions, including a clear link to the Jharkhand University of Technology (JUT) website for student registration (<https://jutgyanijyoti.jharkhand.gov.in/>).
- **Online Student Registration:** The college website will offer a user-friendly online registration form for new students. This form will allow students to submit their application details and GGSESTC registration fees electronically through website.
- **JUT fees, such as university registration fee and examination fee, will be paid through the JUT website.**
- The college library provides e-books accessible through the college network without requiring a separate ID and password (<https://search.ebscohost.com/>).

Accounts and Finance

- Student fees related to GGSESTC will be collected electronically through the ERP system.
- Everyday financial tasks will be managed using accounting software.

Library Management

- The library will leverage ICT for efficient management, including:
 - Barcode scanners for book issue and return
 - Subscription to e-learning resources like e-journals and e-books
 - Automation of library processes through the ERP system

Examinations

- **Semester Exam Form Fill-Up:** Students will register for semester exams through the Jharkhand University of Technology (JUT) website (<https://jutgyanijyoti.jharkhand.gov.in/OpenFormFillUp>).
- **Mid-Semester Examinations, Viva, and Meetings:** GGSESTC may conduct online mid-semester examinations, vivas, and meetings related to examinations or by concerned departments. These online sessions may be conducted using platforms like Google Forms, Google Meet, Zoom, or others as deemed appropriate by the department.

ICT Infrastructure

- The college will ensure adequate computer systems for both staff and students.
- Classrooms, laboratories, seminar halls, and auditoriums will be equipped with ICT tools (projectors, smart boards).
- Printers will be available in every department.
- The college will encourage the use of open-source and free software where applicable.

Data Security

GGSESTC is committed to protecting the privacy and security of student and staff data collected electronically. Measures include:

- Access control to restrict unauthorized access to data.
- Data encryption to safeguard sensitive information.
- Regular data backups to ensure information recovery in case of emergencies.

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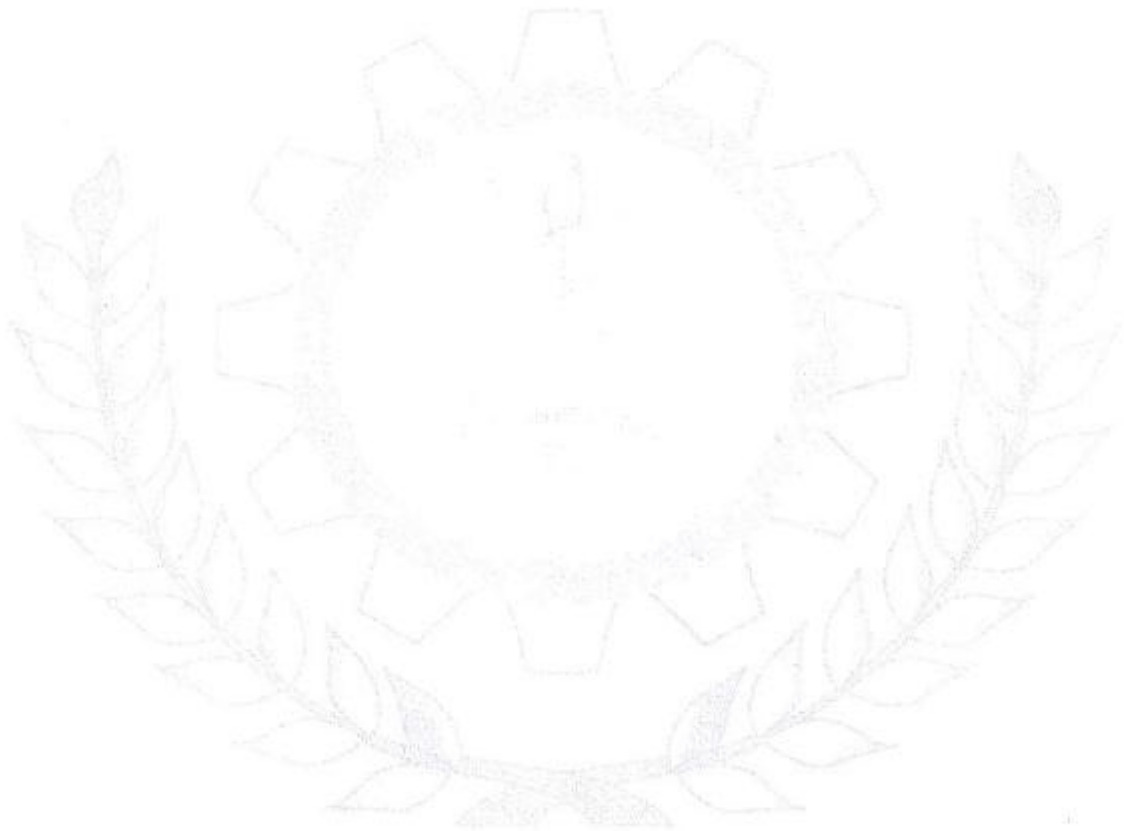


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Review and Sustainability

This e-governance policy will be reviewed periodically to ensure its effectiveness and adapt to evolving technological advancements. The college is committed to the continuous improvement and updation of its e-governance systems for long-term sustainability.



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