



SARBATI DEVI WOMEN'S COLLEGE

"NAAC Accredited-2nd Cycle"

RAJGANGPUR, SUNDARGARH - 770017

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Ref. No.:.....

Date :.....

SARBATI DEVI WOMEN'S COLLEGE RAJGANGPUR E-GOVERNANCE POLICY

Sarbati Devi Women's College, Rajgangpur e-Governance model aims at delivery of Government services and information to its various constituencies using powerful electronic means. We believe that use of Information Technology (IT) in Government should facilitate efficient, speedy, transparent and proactive processes for disseminating information to the public, businesses, employees and other agencies. It is a powerful medium for the Government to deliver services and perform day-to-day administration activities. Some obvious applications to find popular acceptances are shown below.

A. Scope:

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance

B. Objectives:

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smart boards, Projectors, etc.
- To establish a fully automated Library

C. Policy:

The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each and every function transparent and accountable within the institute. The College decides to make the following policies and procedure.



1. Website:

The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

2. Student Admission: An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the Department of Higher Education, Govt. of Odisha under SAMS portal.. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online portal SAMS to be used by the Admission Co-ordinator.

3. Accounts: The office continues to maintain its account on CAPA (College Accounting procedure Automation), the online platform provided by the govt. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through CAPA. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

4. Students support:

The Institute regularly conducts webinars on Zoom or google meet platforms on topic relevant to student education, social issues, awareness, knowledge, professional activities. The Institute uses zoom app , google meet for online lecturers, video conferencing and online meetings .Digital library resources are accessible and e –books and journals are readily available to all students and teachers.

5. Library: The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing



to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

- The Library to install fully automated ILMS software which should have an easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.
- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.

6. Administration:

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance,
- Administrative Office should use Advanced Excel and File Management System tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

7. Examination:

The college has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard. The question papers of the University exams are downloaded. All examination process like form fill up, uploading internal marks, Registration no, ABC ID, Migration certificate etc will be through online process.

8. Alumni:

In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

ICT TOOLS

Hardware Infrastructure

- The College to ensure that it has adequate number of desktops and laptops for students and staff.



- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by Resograph, computer networking devices, scanners and interactive teaching board/smart board etc.
- Internet connectivity inside the college campus to be provided .

Software Infrastructure

- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.

The above E- governance policy was put before the Governing Body for its kind approval by the honorable president Dr. (Mrs.) K.K. Mishra.

Jm 17.5.24
 President, G.B.
 Sarbati Devi Women's College
 Raigarh

Prinica
17.5.24
 Signature of Principal
 Sarbati Devi Women's College
 Raigarh, -770017

Principal cum secretary
 Sarbati Devi Women's College



6.2.3-Implementation of e-governance in areas of operation

Screenshots of user interfaces

FINANCE AND ACCOUNTS

Link:-<http://capaodisha.nic.in/>

College Accounting Procedure Automation

CHANDRAMANI (Last log :2022-09-23 11:16:52)

Welcome PRINCIPAL - CHANDRAMANI PATEL(S D WOMENS COLLEGE RAJGANGPUR)

College Accounting Procedure Automation(CAPA) is a role based Web-application. This is an Accounting Package developed for non government colleges so as bring uniformity and clarity in the Accounting Procedure.

College Accounting Procedure Automation

2022-23 Scheme SHOW SUBMITTED UC HISTORY

Release No	Release Date	Released Amount	Submitted Amount
5809	09-02-2023	3,000,000.00	submitted amount

SL.NO	Letter No / Date	UC Amount	College-Remark	Status	Reject Reason
1	2262/16-11-2023	3,000,000.00	Total Fund Utilised and Executed by Superintending Engineer,(R&B), Sundargarh	Not Reviewed	

HIGHER EDUCATION DEPT. ODISHA

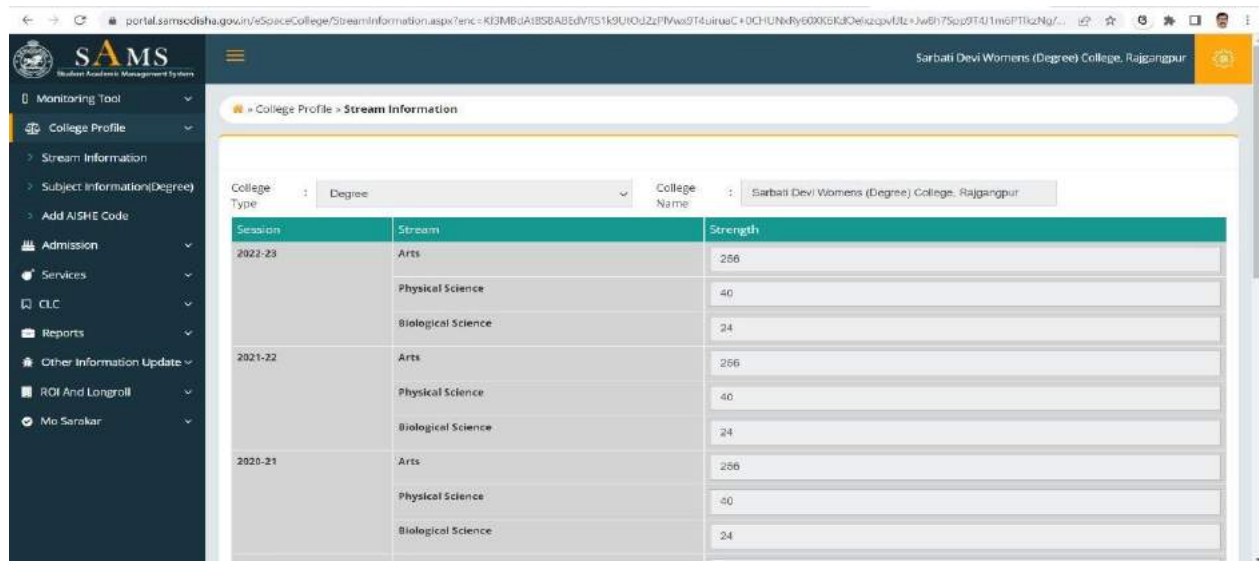
Link: - <https://dhe.odisha.gov.in/>

The screenshot shows the homepage of the Higher Education Department, Odisha, Government of Odisha. The website is accessed via a browser at the URL dhe.odisha.gov.in. The page features a navigation menu with options like Home, About Us, Notices, Tender & Advertisement, Contact Us, and News. A 'Newspaper' section highlights a new portal for electronic tenders. The main content area is organized into a grid of categories:

- Universities:** Includes links for List of Universities in Odisha, Acts, Statutes, and Rules, Pay Revision Circulars, Guidelines for Establishment of New Universities, and Allocation of Universities to Candidates selected by UPSC.
- Latest News:** Features news items such as Extension of deadline for the Phase 1, MBA 2023 Admission Scheme, Guidelines for the recruitment and services (L1/PS) leading to the candidates who are candidates of Odisha UDA 25, 'MAJAT/MBAT' of newly recruited SSE (Law Enforcement) Physical to be held on 18.03.2024, and Revised schedule of Sport involving job advertisement of newly recruited SSE (Law Enforcement) from 25.02.2024 to 28.02.2024.
- Government Colleges:** Includes List of Govt Colleges, Salary conditions, Pay Revision, Pension, and Disciplinary Proceedings.
- Non-Government Colleges:** Includes List of Non-Government Colleges, Direct Payment Candidates List, Condition of Service and Retirement, Pay Revision, and Transfer & Posting.
- Grant-in-Aid Matters:** Includes Act including Statutory Act, Grant & AID Circulars, Circulars, Invites for objection to different part of Non-Govt. Aided Colleges, and Miscellaneous.
- Permission & Recognition:** Includes Act/ Rules/ Guidelines/ Notifications/ Statutory, Online Application Module for Permission and Recognition, High Power Committee (HPC), Pendency Authority, and Appeal Authority.
- E-Governance Initiatives:** Includes Online module of IEC Submission for the grant-in-aid of Non-Government Colleges, Application link to apply ODF Scheme, Personnel Portal, Revision of Person Entry/ Review Pay 2023 Revision (RRAP- Post), and Certificate Authentication.
- Schemes and Scholarship:** Includes Scholarships, RLSK, Uppya Distribution, VVO College Aidplan, and Grant Passage Scheme.
- Miscellaneous:** Includes Accounts & Expenditure Matters, Department Court Orders/ Judgments, Different Organization of the Department, National Service Scheme (NSS), and National Cadet Corps (NCC).

E - ADMISSIONANDSUPPORT

Link:-<https://portal.samsodisha.gov.in/>

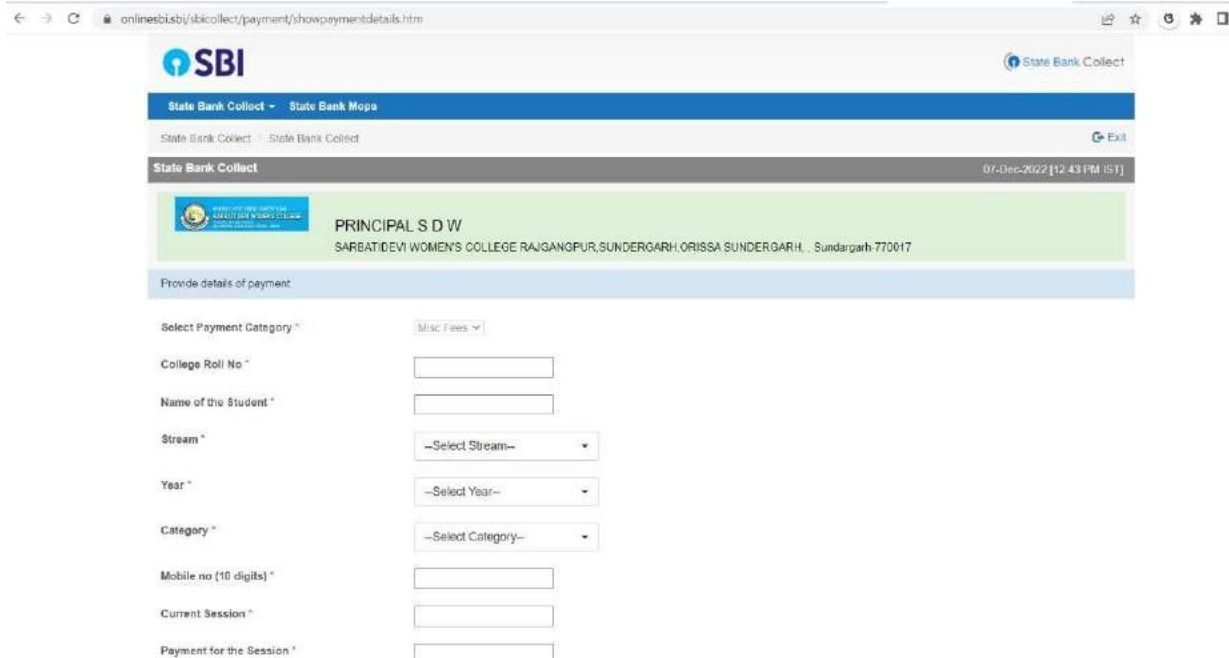


The screenshot shows the SAMS portal interface. The left sidebar contains navigation options: Monitoring Tool, College Profile, Stream Information, Subject Information(Degree), Add AISHE Code, Admission, Services, CLC, Reports, Other Information Update, ROI And Longroll, and Mo Sarakar. The main content area displays 'College Profile > Stream Information'. At the top, there are dropdowns for 'College Type' (Degree) and 'College Name' (Sarbati Devi Womens (Degree) College, Rajgangpur). Below this is a table with columns for Session, Stream, and Strength.

Session	Stream	Strength
2022-23	Arts	266
	Physical Science	40
	Biological Science	24
2021-22	Arts	266
	Physical Science	40
	Biological Science	24
2020-21	Arts	266
	Physical Science	40
	Biological Science	24

E - BANKING &E-PAYMENT

Link:-<https://www.onlinesbi.sbi/sbicollect/payment/listinstitution.htm>



The screenshot shows the SBI State Bank Collect payment page. The header includes the SBI logo and 'State Bank Collect'. Below the header, there is a navigation bar with 'State Bank Collect' and 'State Bank Mopa'. The main content area displays the college name 'PRINCIPAL S D W' and 'SARBATI DEVI WOMENS COLLEGE RAJGANGPUR, SUNDERGARH, ORISSA SUNDERGARH, Sundergarh-770017'. Below this, there is a section titled 'Provide details of payment' with various input fields and dropdown menus.

Select Payment Category *

College Roll No *

Name of the Student *

Stream *

Year *

Category *

Mobile no (10 digits) *

Current Session *

Payment for the Session *

HRMS

Link:-<https://apps.hrmsodisha.gov.in/index.htm>

The screenshot displays the HRMS Odisha web application interface. The top navigation bar includes the HRMS Odisha logo and the text "Human Resources Management System, Government of Odisha". The main content area is divided into several sections:

- My Profile:** Displays user information for SHRI BIPIN CHOUDHURY, including HRMS ID (91009700), TPF (CC0011705), Date of Birth (07-APR-1964), and Office (PRINCIPAL, SD WOMEN'S COLLEGE, RAJANGPUR).
- My Task:** A table listing tasks with columns for Task ID, Task name, Initiated by, Initiated On, Status, and Action. The table shows 9 tasks, all with a status of "FORCE FORWARDED BY SYSTEM".
- My Reports:** A list of report categories such as My Communication, My Profile, My Pay Slip, and My Loan Account.
- User Privilege:** A list of system privileges like Annual Establishment Review, Office Wise Second Schedule List, and Post Proposal.
- Request or Submission:** A list of submission options including Submit Performance Appraisal, Pay Revision Option, and Apply Leave.

E-LIBRARYMANAGEMENTSYTEM

Link:-<http://library.sdwcrgp.ac.in/>

The screenshot shows the website for Sarbati Devi Women's College library. The header features the college's logo and name in Odia and English, along with the motto "Reading is a Crime, Condemned by the Nation." Below the header is a banner image of a library interior with bookshelves and staff members. The main content area includes a search form with the heading "FIND YOUR BOOK HERE" and input fields for Book Name, Author Name, and Department. A "Search" button is located below the form. On the right side, there is a profile picture of Sri. Bipin Choudhury.

E-SCHOLARSHIPPORTAL

Link:-<https://scholarship.odisha.gov.in/website/institute-profile?login=sucess>

The screenshot shows the login page of the E-Scholarship Portal for Sarbati Devi Women's College. The page features a sidebar with navigation options: Dashboard, Manage Profile, Register Bank Account, Scholarship Application(s), Notice, IFMS Failure Management, and Change Password. The main content area includes an 'Important Message' section with two instructions regarding document uploads and Aadhaar verification. Below this is the 'Institute Profile' section, which displays the college's name, district (Sundergarh), block (Rajgangapur Mpl), type (Govt. Aided), and AISHE Code (C-40561). There are also dropdown menus for Academic Year (2022-23), Class (All), Department (All Department), and Scheme (All Scheme). At the bottom, there are four colored buttons: Student Application (blue), Recommended (green), Reverted (red), and Disbursement (orange).

EXAMINATION PORTAL OF SAMBALPUR UNIVERSITY

Link:-<https://sambalpuruniversity.in/#/services/dashboard?isvalid=true>

The screenshot displays the Examination Portal of Sambalpur University. The page has a blue header with the university's logo and name, a search bar, and a user profile icon. The main content area is titled 'Services' and contains a grid of 13 service tiles, each with an icon and a description: STUDENT HISTORY (Student History Admin View), REPORTS (View Reports & Export Data), +3 EXAM. ENROLLMENT (CBCS) (New Student Enrollment), EXAM BULK PAYMENT (Bulk Payment for Examination Form Fillup), PAYMENT SUMMARY (Payment Detail & Summary), BULK ADMIT CARD (Download Admit Card in set of 25), UNIVERSITY REGISTRATION NO. (Update University Registration No.), EDIT STUDENT INFORMATION (Edit Student Information), INTERNAL MARKS ENTRY (Internal Marks Entry), IMPROVEMENT EXAM PAYMENT (Form Fill-up of Improvement Exam), COMPLETE ENROLLMENT PROCESS(CBCS) (Complete Enrollment), BRANCHWISE SUBJECT ALLOCATION (Branchwise Subject Allocation), and TEACHER DETAILS (Teacher Details For Admin). The footer contains the copyright information: Copyright © 2020 Sambalpur University. All Rights Reserved.

INTEGRATED FINANCIAL MANAGEMENT SYSTEM

Link:-<https://www.odishatreasury.gov.in/portal/ifmshome?xid>

odishatreasury.gov.in/ifmshome?xid=N5m3Kv93ygD1e-PTx7X86X8qWDcMPWWh0h3cK_b62tPNkawEzGZM_l-1782237224l-457524835l1712470032247

FMS | Odisha
Integrated Financial Management System
Finance Department, Government of Odisha

PSWCF
Principal Gt Womens College Rajagpur
07-Apr-2024 12:09:12 AM
Edign Signed to: BPN C+OLOHRY
As Registrar/DC
Change Password Logout

Important Notice
New Sanction orders for Advance of Electric operated Motor Car and Electric Two wheeler are now deployed live under the Sanction Type "Loans and Advances to Government Services".
— Sanction Order Database

Application List

- Online Bill Submission
- NPS ESS
- Sanction Order Database
- CO Reconciliation
- Administration
- TPF
- Pension Preparation

Work list

- Sanction Request Pending at Approver Level

odishatreasury.gov.in/npsess/userFinYearChange.html?finYear=2020

Integrated Financial Management System, Odisha Version: 4.13.0.13

Welcome Principal Gt Womens College Rajagpur (DC) NPS ESS Approver Parent Treasury:2001 Treasury:3005 DDO:SMGEDU007 Financial Year: 2020-2021 Switch Role Logout

Assigned Tasks

Task Description	Status	Date Assigned
New Subscriber Registration :20201215000	Assigned	09/01/2021
New Subscriber Registration :20201214057	Assigned	09/01/2021

Showing 1 to 2 of 2 entries

odishatreasury.gov.in/npsess/userFinYearChange.html?finYear=2022

Integrated Financial Management System, Odisha Version: 4.13.0.13

Welcome Principal Sd Womens' College Rajgangpur (DDO NPS ESS Approval) Parent Treasury:3001 Treasury:3005 DDO:SNGEDU007 Financial Year: 2022-2023 Switch Role Logout

Collapse all | Expand all

- NPS ESS
 - Task List
 - Subscriber Registration

Assigned Tasks

Task Description	Status	Date Assigned
New Subscriber Registration :20224211944	Assigned	26/08/2022

Showing 1 to 1 of 1 entries

E MIGRATION PORTAL

Link:-<https://ortpsa.sambalpuruniversity.in/#/login>

ortpsa.sambalpuruniversity.in/#/login

SAMBALPUR UNIVERSITY
ACCREDITED WITH GRADE-A BY NAAC (SECOND CYCLE)

6ମି ସରକାର
Naveen Patnaik
Hon'ble Chief Minister

Sambalpur University, Jyoti Vihar, Burla

Odisha Right to Public Services Act, 2012 in Odisha is an exemplary initiative by the State Government to provide public service within a stipulated time frame. The law enables citizens to demand public services at the right time.

Download User Manual

Support Email id - ccsou.helpine@gmail.com

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Sign into your account

Applicant Department

Email Address

053.Princi

Enter the Captcha

LOGIN

Forgot your password? [Reset password](#)

Don't have an account? [Register here](#)


Only For CSD User Login into [DigitalSeva](#)

ON LINE FEEDBACK SYSTEM

Link:-http://www.sdwcrgp.ac.in/student_feedback.php

sdwcrgp.ac.in/student_feedback.php

E-Library Pay Online Migration Apply

 ସରବତୀ ଦେବୀ ମହିଳା ମହାବିଦ୍ୟାଳୟ
SARBATI DEVI WOMENS COLLEGE
Affiliated to Sambalpur University
RAJGANGPUR, SUNDARGARH, ODISHA - 751017

Home About Us Academics Activities Feedback Facilities NAAC RTI Contact

Student's feedback on college

Name

Roll No

Department

Class