



# फूल सिंह बिष्ट राजकीय महाविद्यालय नौघर

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## POLICY DOCUMENT ON E-GOVERNANCE

This policy document outlines the guidelines and principles for the implementation and use of e-governance in PSB Rajkiya Mahavidyalaya, Naughar, Lambgaon. E-governance refers to the application of information and communication technologies (ICTs) to enhance administrative processes, streamline operations, and improve service delivery within the institution. This policy aims to promote transparency, efficiency, and effectiveness in governance while leveraging digital solutions.

### Objectives:

The objectives of implementing e-governance in the institution are as follows:

- Enhance administrative efficiency through digitalization of processes.
- Improve accessibility and convenience for students, faculty, and staff.
- Facilitate transparent and accountable decision-making.
- Enhance communication and collaboration among stakeholders.
- Strengthen data security and privacy.
- Promote a culture of innovation and continuous improvement.

### Guiding Principles:

- a. Accessibility: E-governance initiatives should be accessible to all stakeholders, considering different levels of digital literacy and ensuring inclusivity.
- b. Transparency: All digital processes and transactions should be transparent, and information should be readily available to stakeholders.
- c. Security: Adequate measures should be implemented to ensure the security and integrity of data, safeguarding against unauthorized access, and protecting privacy.
- d. Integration: E-governance initiatives should be integrated with existing systems and processes, minimizing duplication of efforts and facilitating smooth transitions.
- e. Capacity Building: Regular training and awareness programs should be conducted to enhance the digital skills and knowledge of staff members.
- f. Compliance: All e-governance activities should adhere to relevant legal and regulatory requirements.

### **E-Governance Initiatives:**

- a. Student Services: Provide an online portal for fee payments, examination form, examination results, and other related services.
- b. Human Resources: Implement an online system for employee records, performance evaluation, and payroll.
- c. Academic Management: Online learning platforms and library resources.
- d. Financial Management: Utilize digital tools for budgeting, procurement, financial reporting, and inventory management.
- e. Communication and Collaboration: Establish digital communication channels, including official emails and video conferencing platforms for effective collaboration among stakeholders.

### **Implementation and Monitoring:**

- a. An e-governance implementation team should be formed, consisting of representatives from various departments.
- b. A phased approach should be adopted, prioritizing critical areas and gradually expanding the scope of e-governance initiatives.
- c. Regular monitoring and evaluation should be conducted to assess the effectiveness of e-governance initiatives and make necessary improvements.
- d. Feedback from stakeholders should be actively sought and considered for refinement and enhancement of e-governance systems.

The implementation of e-governance in PSB Rajkiya Mahavidyalaya, Naugar, Lambgaon aims to transform administrative processes, enhance service delivery, and foster a culture of transparency and accountability. By adhering to the principles and guidelines outlined in this policy, the institution can effectively leverage digital technologies to streamline operations, improve stakeholder engagement, and achieve its vision of providing quality education and services.

151  
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