

# Government Shivalik College Naya Nangal

NAAC Reaccredited 'B' Grade

## **ANNUAL E-GOVERNANCE REPORT**

(Presented for Approval of Academic Council)

E-Governance is the use of information and communication technologies (ICT) in organizations to provide user services, to improve work efficiency and to promote democratic values. It is being used as a platform for efficient, transparent and timely delivery of services to all the stakeholders. In essence the purpose of e-governance is to bring transparency and efficiency in the working of an organization. This urge for transparency and efficiency is derived by the demand of ever increasing aspirations of information age. Speedy and cheaper communication, convenience, transparency, accountability, improved customer services and increased access to information are some of the basic parameters on which the concept of e-governance relies and finds its foundation.

Government Shivalik College Naya Nangal is trying its best to keep pace with the recent applications of e-governance in terms of various functions being performed digitally through internet. The necessary infrastructure is provided partly by the state government and partly by the RUSA and similar other funding agencies through development and project grants. Most of the staff and students use smart phones to utilize the benefits of modern day technologies available in the field of higher education. Regular digital literacy programs are conducted for students and staff-members. A well-equipped IT-Cell has been established in the College to monitor and regulate smooth functioning of computer systems and to address all IT related issues so that maximum benefits could be ensured out of them. Students and staff-members are provided help-desk pattern assistance and support through IT-Cell in case of software and online portal related issues. Not only that, IT-Cell maintains online MIS and other data formats of the College up-to-date. The overwhelming response of human resource to digital technology has strengthened the prospects of e-governance in different areas of operation. By and large, in Govt. Shivalik College the following operational fields of educational administration have been identified for realizing the exquisiteness of e-governance.

  
**Principal**  
Govt Shivalik College  
Naya Nangal-140126

## 1. Planning and Development

Online official communications regarding planning and development is realized through e-mails, MIS modules & messages. Proposals for infrastructural development, & other projects, seminars & workshops, various grants and scholarships are prepared and submitted online through participative management system to concerned organizations including state government and sanctions are obtained through the same mode. Necessary budget allocations for various schemes including research projects are also realized digitally through net- banking and other online modes. Various MIS modules are an integral part of the data and information transfer process between the College and the higher education department. The following main organizational assignments are carried out online-

- Working with various web-based MIS modules,
- Communication through e-mails to government and other agencies,
- Proactive disclosure of incessant information on its web-page,
- Large scale computerization,
- Conduction of computer awareness programs for teachers and students,
- Management of e-library, and
- Endless such functions as components of e-governance scheme.

Proper training for working on different user interfaces is organised by IT-Cell throughout the year. Apart from maintaining online MIS & other data formats up-to-date and keeping hardware and software inventory of College up-to-date & accurate, new proposals for conduction of online courses and development of IT based infrastructure is also initiated by the Cell. A dedicated WhatsApp Group has been created at institution level and also in each academic department for sharing orders, information, direction and discussion on a common platform. The necessary budgetary allotments for implementation of government schemes such as HE-24 etc. skill development and digital awareness are provided by the government and proper utilization is ensured with utmost transparency within time limits.

## 2. Administration

The College administration has stepped ahead in the direction of paperless administration and almost all communications with higher authorities are realized online through e-mails and other digital formats. The ICT based significant institutional tasks carried out online as part of the e-governance program can be outlined as-

- Management of e-service books (ER Sheets) of employees through ihrms portal
- Supervision of various scholarship schemes,
- Maintenance & disclosure of comprehensive information on its web-page,
- Development of ICT based infrastructure in the College,
- Applications including transfer applications & online leave management through online module,
- Wi-Fi campus and online attendance system for students.
- Fully computerised office and academic departments,
- Conduction of seminars/workshops/trainings on digital literacy,
- Organization of computer awareness programs,
- Management of e-resources in central library & departmental libraries,
- Availability & monitoring of internet connection,
- Issuance of salary/GPF e-slips,
- Disbursement of GPF part-final/advance payments,
- Salary payment to employees through RTGS, & PFMS PORTAL
- Management of College web-site ([www.gcnayanangal.com](http://www.gcnayanangal.com)),
- Cashless transactions & payments, and
- Never-ending many such assignments.

A committed WhatsApp Group has been created for sharing orders, information, direction, vital announces and notices to the employees.

### 3. Finance and Accounts

As a basic ingredient of e-governance concept and as per instructions of the government, all kind of financial transactions has become cashless. The salaries of employees including examination remunerations are paid online through NEFT/RTGS and rarely by cheques. Not only is that, the payment of scholarships and all purchasing transactions are executed necessarily cashless to maintain transparency and financial accountability in the system. Outlined below are some of the major assignments being performed digitally at College level-

- Online payment of examination and admission fees,
- Pay bill preparation & management of various scholarship schemes,
- All kind of payments including salaries to staff-members,
- Disbursement of salary slips & accounting of GPF,
- Conduction of computer awareness programs for office-staff,
- Management of College accounts and many such functions as required.

All the accounts are being maintained in PUNJAB NATIONAL Banks with maintenance of proper ledger at College level.

#### 4. Students' Admission and Support

Entry level admission to B.Sc., B.C.A. & PGDCA , BA , BCOM, MA Political Science & Economics classes is realized through online process and it is managed & regulated by higher education department through its web-portals <https://admission.punjab.gov.in> since 2020-21 and remaining classes admission through [www.online.gcnayanangal.com](http://www.online.gcnayanangal.com) annually since 2015-16. admission to higher classes and examination fee deposition has also been initiated online through a software system developed exclusively for Govt. Shivalik College, Naya Nangal. Institutional assignments for online admission to various courses/classes are performed with support of qualified and skilled staff with orderly transparency on merits. Online admission and support activities include the followings as such-

- Disclosure of admission rules/schedule on web-page,
- Verification of documents, payment of fees & other admission formalities,
- Preparation & publication of admission rolls and related statistics,
- Admission related data management through web-based MIS & e-mails,
- Management of different scholarship schemes for students,
- Disclosure of students-centric information/data/materials on web-site,
- Wi-Fi campus & Availability of internet/e-resources in library,
- Running of computer based programs/courses,
- Conduction of computer awareness/digital literacy programs for students,
- ICT based teaching in smart class-rooms, and
- Maintenance of students' attendance in web-based formats.

Above digital functions are realized online through internet with support of ICT based infrastructure available in the College.

#### 5. Examination System

Under the scheme of autonomy there is a fully computerised exam cell which conducts exams, maintains curriculum and publish results for MST of different courses/programs. Results processing is realized through internally developed software since 2021-22 onwards the complete exam management is done through fully customizable software with stringent security features (developed by cusoftech ). The digital features of exam system include-

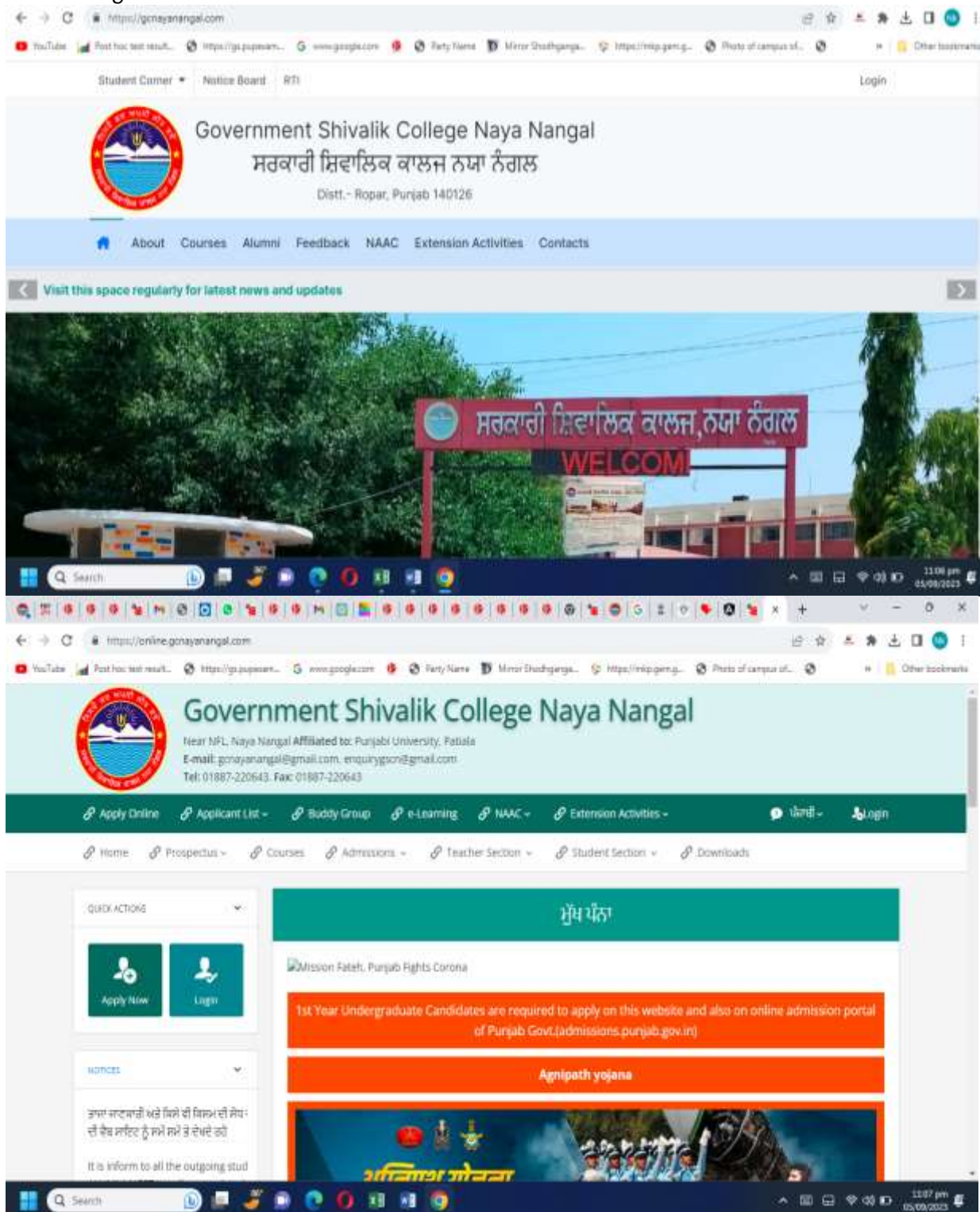
- Online registration, fee payment & issuance of admit cards on web address [www.online.gcnayanangal.com](http://www.online.gcnayanangal.com)
- All teachers have their login id and submit internal assessment & mst marks online & with the help of exam module result prepare automatically.
- Declaration of results of mst
- The same process for university exam teachers submit their internal assessment And practical award on Punjabi University Patiala website [www.pupexamination.ac.in](http://www.pupexamination.ac.in)

The College administration is committed to have an automated examination system based on features of e-governance for bringing reliability & efficiency in the system and eventually to improve the quality of education.

## 6. Screen Shots of User Interfaces

Various user friendly interfaces are being used frequently by staff members and students to realize IT-based services accessible to them. The power of appreciating these e-governance technologies is tremendous in terms of accuracy, time and money. Not only have these IT-based services inculcated transparency in the system of working, they have made the system more efficient. Here are some of such interfaces which have become an integral part of our system.

### 6.1 College Website



## 6.2 Employee Salary Report

## 6.3 GPF Details Online Management System

The screenshot shows the HRMS Punjab portal interface. At the top, there is a navigation menu with tabs for: Joining Details, Qualifications, Trainings, Promotion, Transfer, ACR, APR, Increment, Leave, Family Details, Award Details, Additional Charge, Official Details, and Salary Stop/Revoke. The 'Personal Details' section is active, displaying the following information:

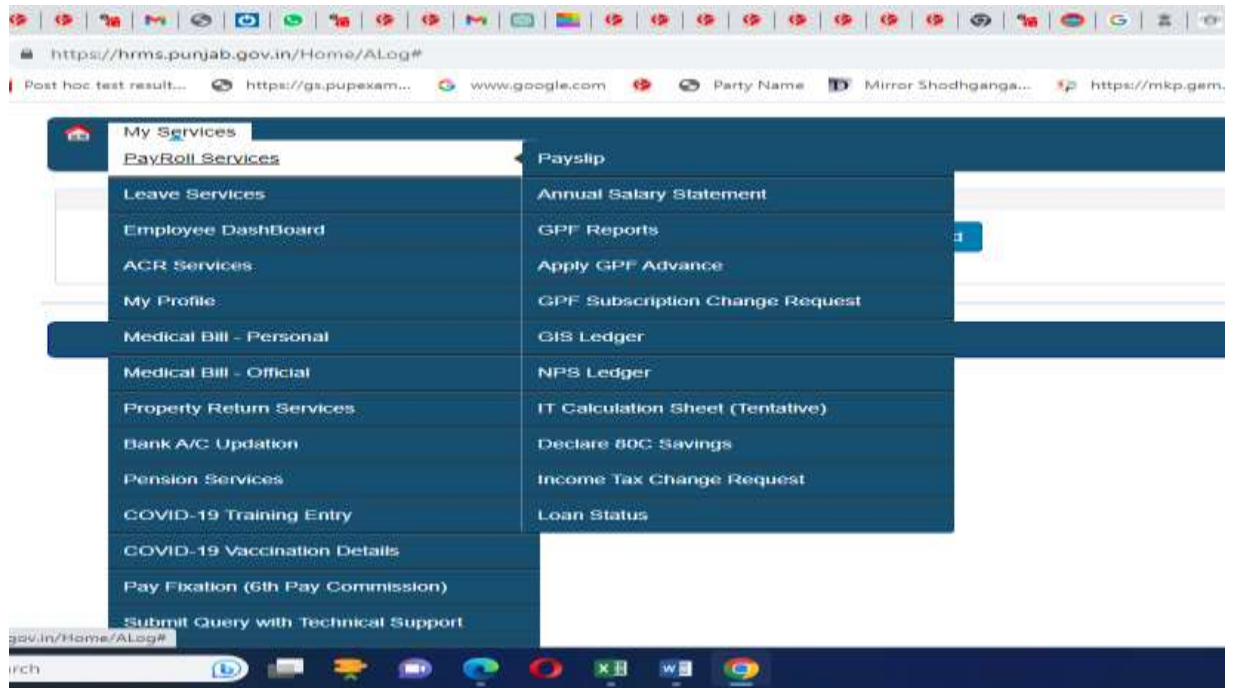
<b>Name :</b> NISHANT KUMAR	<b>Designation :</b> PART-TIME LECTURER
<b>Father/Husband Name :</b> GIAN CHAND	<b>Gender :</b> Male
<b>Date of Birth :</b> 01/02/1978	<b>Category :</b> General
<b>Marital Status :</b> MARRIED	<b>Religion :</b> HINDU
<b>Service Group :</b> NA	<b>Service Cadre :</b> OTHERS

On the left side of the profile, the following details are visible: Profile Code : 233130, Phone No. : 0081, and Joining Date : 11/12/2001.

This screenshot shows the same HRMS Punjab portal interface, but with more detailed personal information displayed. The core details from the previous screenshot are repeated, and the following additional information is provided:

<b>Employee Type :</b> PART TIME	<b>Blood Group :</b> B+
<b>Home Town :</b> SANGRUR	<b>Home State :</b> PUNJAB
<b>Current Posting Office :</b> GOVT SHIVALIK COLLEGE NAYA NANGAL	<b>Establishment Office :</b> GOVT SHIVALIK COLLEGE NAYA NANGAL
<b>Height :</b> 170	

Additional details on the left side include: Retirement Date : 31/01/2036, Email-ID : 928h@gmail.com, and Phone No. : 9501410500.



6.4 Integrated Financial Management Information System (IHRMS)

Demand	Major Head	Sub Major Head	Minor Head	Sub Head	Detail Head	SOE	
05	2202	03	103	01	00	01 - Salaries	8
05	2202	03	103	01	00	25 - Professional Services	7
05	2202	03	103	01	00	93 - Electricity Charges	4
05	2202	03	103	28	99	21 - Supplies And Materials	3
11	2235	60	200	03	00	91 - Medical Reimbursement	2
05	2202	03	103	01	00	11 - Domestic Travel Expenses	5
05	2202	03	103	01	00	14 - Rents, Rates, Taxes	5
05	2202	03	103	01	00	15 - Publications	0
05	2202	03	103	01	00	18 - Conferences, Seminars, Workshops, Tours etc.	0
05	2202	03	103	01	00	21 - Supplies And Materials	0
05	2202	03	103	01	00	27 - Minor Works	0
05	2202	03	103	01	00	13 - Office Expenses	0
05	2202	03	103	01	00	01 - Salaries	0
05	2202	03	103	01	00	94 - Water Charges	0



## 6.5 Schemes of the Dept. of Higher Education (Govt. of Punjab & Central Govt of India )

<https://scholarships.punjab.gov.in>

**Dr. Ambedkar Scholarship Portal**  
Government of Punjab

Home | Information | Scheme Details | FAQ's | Help | SiteMap | Screen Reader | Follow us on

**Note:** The student has to upload the aadhaar seeded bank account for scholarship on portal. Check this video

**Student Corner**

- Scholarship for SC and OBC
- Student Registration
- Login
- Student's Search

**Authorities Links**

- Schemes
- Registered Institutes
- Courses
- Exam Structure

**Message Board**

- Document Required for free-ship card are: Income certificate, Caste certificate, and Passing Certificate
- Send your technical queries to

S

<https://scholarships.gov.in>

**National Scholarship Portal**  
Ministry of Electronics & Information Technology, Government of India  
(For Academic Year 2023-24)

Please check the Announcement corner regularly for latest updates and information.  
For any technical queries, please contact Helpdesk at [helpdesk\[at\]nsp\[dot\]gov\[dot\]in](mailto:helpdesk[at]nsp[dot]gov[dot]in) or **0120 - 6619540**  
(from 8 AM to 8 PM on all days, excluding holidays)

**Ministry of Minority Affairs**

**National Scholarship Portal**

*Every Student Matters, Every Student Counts !*

**About Us**

- About NSP
- Schemes on NSP
- Operational manual on functionalities of NSP

**Applicant Corner**

- Login
- MOMA AY 22-23 Fresh
- MOMA AY 22-23 Renewal

**Institute Corner**

- Login
- Institute Login
- Institute Information

**Officer's Corner**

- Login
- District Login
- State / Board login

**Public Corner**

- Dashboard
- Search for institutes on NSP
- List of Applicants processed for scholarships



## 6.5 Online Admission System

The screenshot shows the homepage of the Online Admission Portal. The header includes the Punjab Government logo and the text "Online Admission Portal (Department of Higher Education, Punjab)". Navigation buttons for "COLLEGE DASHBOARD", "DASHBOARD US", "DASHBOARD PG", and "SHORT COLLEGE INFORMATION" are visible. A secondary navigation bar contains "HOME", "DISTRICT WISE COLLEGE", "VIEW SEAT MATRIX", "MERIT LIST PG", and "VERIFY PAYMENTS". The main banner features a large image of a building and the text "Centralized Admission Portal for Government, Aided and Private Colleges". The Punjab University logo is in the top right corner.

ALL ENTRY CLASS ADMISSIONS ARE DONE THROUGH ONLINE ADMISSION PORTAL OF PUNJAB GOVERNMENT on below mentioned link.  
<https://admission.punjab.gov.in>

The screenshot shows the website for Government Shivalik College Naya Nangal. The header includes the college logo and the text "Government Shivalik College Naya Nangal". Below the header, it states "Near NFL, Naya Nangal Affiliated to: Punjabi University, Patiala" and provides contact information: "E-mail: gcnayanangal@gmail.com, enquirygscn@gmail.com" and "Tel: 01887-220643; Fax: 01887-220643". A navigation bar contains "Apply Online", "Applicant List", "Buddy Group", "e-Learning", "NAAC", "Extension Activities", and "ਪੈਸਾਬੀ". A secondary navigation bar includes "Home", "Prospectus", "Courses", "Admissions", "Teacher Section", "Student Section", and "Downloads". The main content area is titled "Admission Registration" and contains the following text: "All new and old candidates must register and apply before last date to apply. Before applying candidate must have following document/particulars handy:" followed by a list of requirements: "A valid mobile number", "Mobile number must belong to the candidate himself/herself or someone in the family", "An E-Mail ID (optional)", "Recent passport size photograph", "UID Aadhar number or Enrollment number", "SC/ST candidates must have a valid Aadhar linked Bank Account", "Detailed Marks Card", and "University Registration Number".

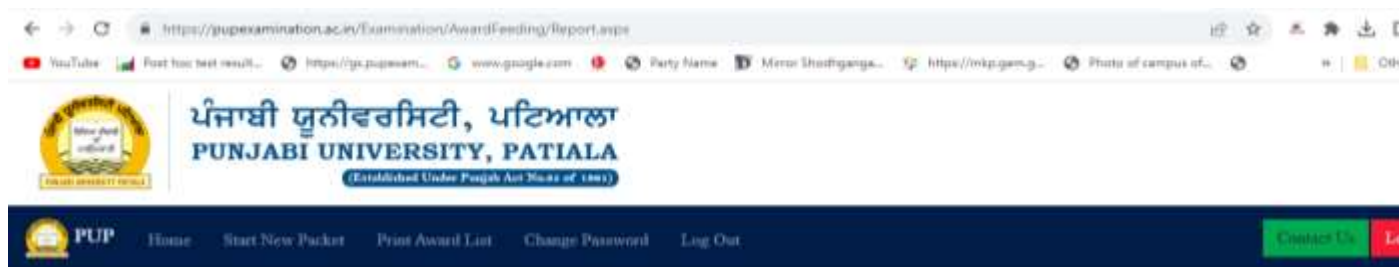
ALL ongoing CLASSES ADMISSIONS ARE DONE THROUGH ONLINE ADMISSION PORTAL OF PUNJAB GOVERNMENT on below mentioned link.  
[www.online.gcnayanangal.com](http://www.online.gcnayanangal.com)

## 6.6 Examination Process Management System





# Online Examination Support System for Students

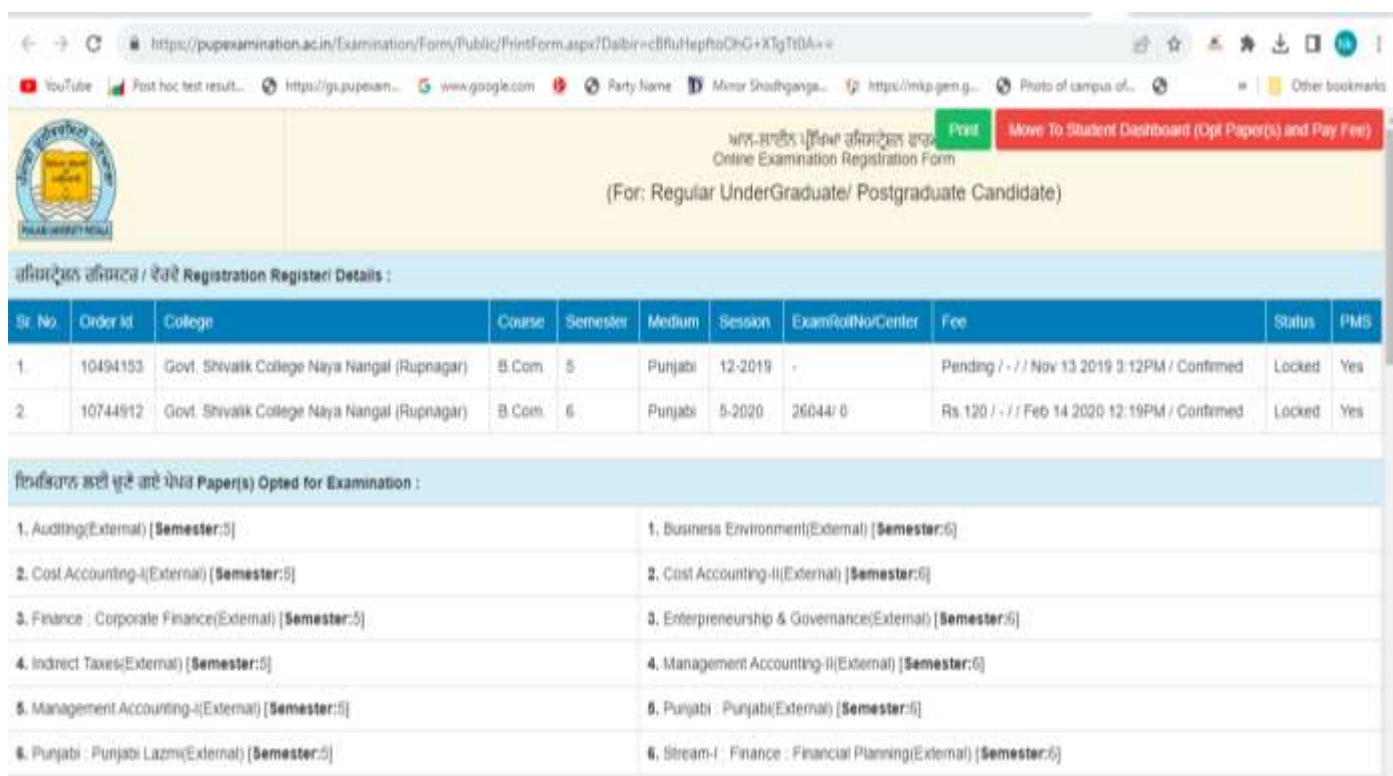


## Award List(s)

Session		May 2023		Proceed				
#	UserId	Record Id	IdCode Unit	Unit No	Packet No	Status	Print	Action
1.	815_NISHANT	3877	6227-1	1	6091	Record Locked		Delete Unit 6227-1
2.	815_NISHANT	7203	6289-1	1	8331	Record Locked		Delete Unit 6289-1

Teachers upload university final exam marks/internal assessment/practical award on university examination portal [www.pupexamination.ac.in](http://www.pupexamination.ac.in)

STUDENTS FILL THEIR EXAMINATION FORM DIRECTLY ON [www.pupexamination.ac.in](http://www.pupexamination.ac.in)





Welcome: RAVINDER KAUR (ਰਵਿੰਦਰ ਕੌਰ)

Refund Policy

Current Status: Dear Candidate, You have Successfully Paid Your Examination Fee and Completed Your Registration and Examination Form for Session: May-2020

Step 1 : Fill/Edit and Lock Registration Form

Successfully Completed

Print Complete (Registration and Examination) Form

Step 2 : Fill/Edit and Lock Paper(s) (Fill Examination Form) for Session: May-2020

Successfully Completed

STUDENT DOWNLOAD THEIR ADMISSION CARD ONLINE ON [WWW.PUP.EXAMINATION.AC.IN](http://WWW.PUP.EXAMINATION.AC.IN)

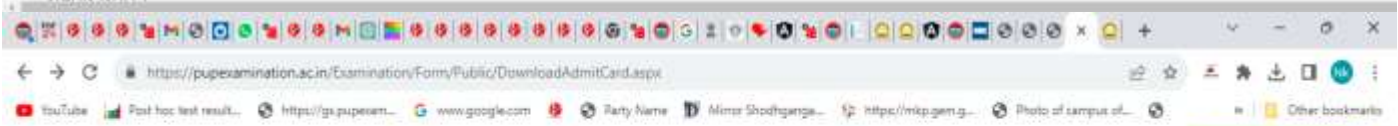


ਰੋਲ ਨੰਬਰ-ਸਲਿੱਪ (ਪ੍ਰੋਵੀਜ਼ਨਲ)/ Roll No. Slip (Provisional) May-2023

ਰੋਲ ਨੰਬਰ/ Roll No.	107126	ਰਜਿਸਟਰੇਸ਼ਨ ਨੰਬਰ/ Registration No.	815-2022-460	
ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ/ Examination Center	806	ਐਪਲੀਕੇਸ਼ਨ ਨੰਬਰ/ Application No.	1967667	
ਪ੍ਰੀਖਿਆ/ ਸਮੇਸਟਰ/ ਭਾਗ/ Examination/ Semester/Part	B.Sc (NM/M) Semester-2 (Regular Courses)			
ਪ੍ਰੀਖਿਆ ਦਾ ਮਾਧਿਅਮ/ Exam's Medium	English			
ਪ੍ਰੀਖਿਆਰਥੀ ਦਾ ਨਾਂ/ Applicant's Name	SHUBHAM RANA (ਸ਼ੁਭਮ ਰਾਣਾ)			
ਪਿਤਾ/ ਮਾਤਾ ਦਾ ਨਾਂ/ Father's/ Mother's Name	RAJ KUMAR (ਰਾਜ ਕੁਮਾਰ)/ MADHU BALA (ਮਧੂ ਬਾਲਾ)			
				

ਜ਼ਰੂਰੀ ਹਦਾਇਤਾਂ

- ਇਹ ਰੋਲ ਨੰਬਰ ਸਲਿੱਪ ਨਹੀਂ ਹੈ, ਜੇਕਰ ਤੁਹਾਡੀ ਪਾਤਰਤਾ ਵਿੱਚ ਕੋਈ ਤਰ੍ਹਾਂ ਦੀ ਖਾਮੀ ਹੈ ਤਾਂ ਭਵਿੱਖ ਵਿੱਚ ਤੁਹਾਡਾ ਨਤੀਜਾ ਰੋਕਿਆ ਜਾ ਰਿਹਾ ਹੈ।
- ਸਾਰੇ **Regular/ Distance Education** ਅਤੇ **Regular/ Distance Education Re-Appear** ਦੇ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਹ ਕਿਸੇ ਵੀ ਤਰ੍ਹਾਂ ਦੀ ਪ੍ਰੀਖਿਆ ਨਾਲ ਸਬੰਧਤ ਸਮੱਸਿਆ ਲਈ ਆਪਣੇ Department/ College ਨਾਲ ਸੰਪਰਕ ਕਰਨ।
- ਸਾਰੇ **ਪ੍ਰਾਈਵੇਟ ਵਿਦਿਆਰਥੀ** ਅਤੇ **ਪ੍ਰਾਈਵੇਟ Re-Appear** ਦੇ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਹ ਕਿਸੇ ਵੀ ਤਰ੍ਹਾਂ ਦੀ ਪ੍ਰੀਖਿਆ ਨਾਲ ਸਬੰਧਤ ਸਮੱਸਿਆ ਲਈ ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ ਦੀ ਪ੍ਰੀਖਿਆ ਭਾਗ ਦੇ ਸੰਪਰਕ ਕਰਨ।



Download Admit Card (Roll No)

Enter Application No. to Download Admit Card

Enter Application No.

1967667

Download Admit Card

Forgot Application Number?





