



WOMEN'S COLLEGE

RAYAGADA-765001

Dist. - Rayagada, Odisha

Website: www.womenscollegerayagada.in

Email: womenscollegergd@gmail.com

Criterion 6 – Governance, Leadership and Management

6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

6.2.2 Implementation of e-governance




Principal
Women's College, Rayagada

E-Governance Policy Document

Women's College, Rayagada

Women's College takes a holistic view on the e-Governance initiatives across various activities of the college in an efficient manner. The institution aims to provide quality education to the undergraduate students coming from tribal remote area. It takes initiatives to provide hi-tech infrastructural facility to its students to make them competent and to face real life challenges. This college imparts highest level of teaching by providing excellent and modern hi-tech infrastructural facilities to our students so that they can compete with the world with confidence.

Policy Purpose and Objectives:

The aim of this policy document is:

- To ensure effective implementation of e-governance across all the functions within the college.
- To review, replace, complement and/or supplement the erstwhile physical governance infrastructure with e-Governance facilities for improving the efficiency of various functions within the college.

Scope of the Policy:

The scope of this policy covers day-to-day operations of various functions and processes within the college, namely, General Administration, Accounts and Finance management, purchases, establishment of ICT Infrastructures, Library, Student Administration, Admission, Online classes and Examination, etc. facilitating all the stake holders in the college viz. the administrative staff, teaching faculty, non-teaching staff and students.

Elements of Policy:

Implementation and up-gradation of Information Technology (ICT) enabled processes in the various realms of e-Governance at Women's College are enumerated below:

E-Governance in Finance and Accounts:

- The accounts section shall operate and manage their entire accounting operations in CAPA (College Accounting Procedure Automation) through the link <http://capaodisha.nic.in>.
- Payroll and Pension related processing shall be done in HRMS (Human Resource Management System through the link <https://apps.hrmsodisha.gov.in>) and IFMS (Integrated Financial Management System through the link <https://www.odishatreasury.gov.in>).
- Bill processing shall be done using digital signatures for enhancing efficiency in processing.

E-Governance in Student Admission and Support:

- The college has adopted online mode of admission process through SAMS Portal (Student Academic Management System through the link <https://www.samsodisha.gov.in>) as mandated by Higher Education Department, Odisha from Academic Session 2010-11.
- The college shall automate and digitize its Library functions to not only support contactless procurement, accession and issue/return of books from the library but also provide e-resources for remote access of the content from other sources also.

e-Governance in Examination:

- The college has adopted online mode of performing exam related processing e.g., form fill up, generating of admit card, conducting the examination etc as mandated by Berhampur University through <https://berhampuruniversity.silicontechlab.com> Portal.

Expected Outcomes:

The outcomes expected from this policy include:

- The overall improvement in the productivity of the college through simplification and digitization of the various processes across various functions.
- Ensuring transparency and accountability in all the functioning bodies of the college.
- Providing speedy response to student centric queries or problems.




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Privilege Panel

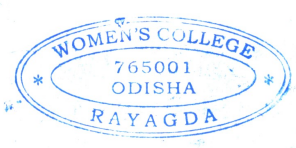
My Office | My Page

- PRINCIPAL, WOMENS COLLEGE, RAYAGADA (3)
 - REGULAR EMPLOYEES (22)
 - MISS ARCHANA PATNAIK , LECT. IN HISTORY
 - SMT BAISTNAVA SUNANI ,
 - SMT BHARATI CHOUDHURY ,
 - SMT BIMOLA KATHARINA MOHANTY , READER IN PHYSICS (STAT
 - SMT FARHA NAZ , LECTURER IN ENGLISH
 - DR (SMT) GEETANJALI PATRA , LECTURER IN MATHEMATICS
 - SHRI GOPAL CHANDRA HUIKA , BEARER IN BIOLOGY
 - SHRI GOPINATH SAHU , PEON
 - MISS JOGAMAYA MISHRA , LECTURER IN EDUCATION
 - MISS JOLLY PRADHAN , LECTURER IN BOTANY
 - MISS KARUNA KERKETTA , LECTURER IN ODIA
 - SMT NIHAR BALA PANDA , LECTURER IN HOME SCIENCE
 - MISS NIHARIKA BISWAL , LECT. IN ECONOMICS
 - MR NRUSINGHA BEHERA , LECTURER IN HINDI
 - MRS PRATIMA PANDA , LECTURER IN HISTORY
 - MR RAGHUNATH BHUE , LECTURER IN ODIA
 - SHRI RAUMYA RANJAN SAHU , LECTURER IN POLITICAL SCIENC
 - SMT REETA RANI MISHRA , PHYSICAL EDUCATION TEACHER
 - DR SARITA MISHRA , LECTURER IN HOME SCIENCE
 - SMT SAROJA MISHRA , READER IN CHEMISTRY (STATE SCALE)
 - SMT SHANTI LATA MISHRO , LECTURER IN POLITICAL SCIENCE
 - SMT SITANSUBALA PADHI , BEARER IN CHEMISTRY
 - CONTRACTUAL EMPLOYEES (1)
 - SHRI PRASANTA KUMAR PADHY , NA
 - RETIRED EMPLOYEES (16)
 - SMT BACHALA BASANTI
 - SMT BAISTNAVA SUNANI

Service Panel

Employee Name: HRMS ID: Current Basic:
 Current Post: : PAY Fixed:
 Current Cadre: Current Status:

<p>REPORTS</p> <p>Employee List</p> <p>Leave Status Report <i>New</i></p> <p>Office Details</p> <p>Office List (District)</p> <p>Employee Pay Post Status</p> <p>Employee Deduction List</p> <p style="text-align: right;">12</p>	<p>PAY</p> <p>Increment Proposal</p>	<p>PAY ROLL</p> <p>Annual Income Tax Report</p> <p>Bill Browser</p> <p>Compare Paybill</p> <p>Configure Office Allowance & Deduction</p> <p>Group Loan</p> <p>Bill Group List</p> <p style="text-align: right;">12</p>
<p>SERVICE BOOK</p> <p>SuperAnnuation Projection <i>New</i></p>	<p>OFFICE ADMINISTRATION</p> <p>Update Leave Balance <i>New</i></p> <p>Budget Proposal List <i>New</i></p> <p>Authorization</p> <p>Manage Hierarchy</p> <p>Pay Held Up</p> <p>Manage Employee Allowance & Deduction</p> <p style="text-align: right;">12</p>	<p>POST</p> <p>POST SANCTIONED STRENGTH <i>New</i></p> <p>Post Termination Proposal <i>New</i></p>
<p>CALENDAR</p> <p>Calendar Management</p>		



(Signature)
Principal
 Women's College, Rayagada



କର୍ମଚାରୀ ସୂଚନା ପରିଚାଳନା ବ୍ୟବସ୍ଥା, ଉଚ୍ଚଶିକ୍ଷା ବିଭାଗ , ଓଡ଼ିଶା ସରକାର
Personnel Information Management System
Department of Higher Education
Government Of Odisha

- College Profile
- Add Employee
- View Employee
- Salary
- Password Change
- Logout

View Verify College

College Information

College Code :	<input type="text" value="27144401"/>		
College Name:	<input type="text" value="Womens Degree College- Rayagada"/>	District	<input type="text" value="Rayagada"/>
College Type	<input type="text" value="Degree"/>	Block/ULB List	<input type="text" value="Rayagada (MPL)"/>
Category Type:	<input type="text" value="Select Category"/>	AISHE Code	<input type="text" value="C-39343"/>
Regional Directorate	<input type="text" value="Jeypore"/>	Year of Establishment	<input type="text" value="1982"/>




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College Accounting Procedure Automation

- Master Data
- Payroll
- Advance
- Student Area
- Financial Transaction
- Financial Yr Closing
- User Profile
- UC Management
- Logout

Prasant Kumar (Last log :2023-02-17:16:04:34)

Issues on CAPA system colleges can use the mail id-helpcapahe


Welcome ACCOUNTS ASSISTANT - PRASANT KUMAR PADHI (WOMENS COLLEGE, RAYAGADA)

MAIL SERVICE | FAQ | USER MANUAL | UC MANUAL | CIRCULAR

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.

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- Monitoring Tool
- College Profile
- Admission
- Services
- CLC
- Reports
- Other Information Update
- ROI And Longroll
- Mo Sarakar

Download Intimation

Enter Barcode Number


Activate Windows
Go to Settings to activate Windows.




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LOGOUT



**Womens (Degree)
College, Rayagada**

AISHE / NCVT CODE : C-39343

Last Login : 23-02-2023 11:06:27

- Dashboard
- Manage Profile
- Register Bank Account
- Scholarship Application(s)
- Notice **0**

Important Message

1. Kindly upload latest Affiliation Document in the profile page (if not uploaded).

2. Payment of Central share could not be disbursed to some students due to mismatch of details (Name/DOB/Gender) in OSSP with AADHAAR database. Therefore, all students who have made any changes in their AADHAAR are requested to login in OSSP and click on "VERIFY" button showing against AADHAAR number in the dashboard of the student login page. Upon clicking on the "VERIFY" button , an OTP will be sent to the mobile number registered in AADHAAR. After entering OTP in the required field, whatever changes made in AADHAAR (ex: any changes in name/DOB/Gender) will be replaced in the portal.

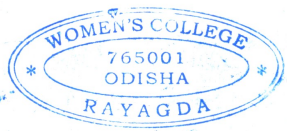
Institute Profile

Institute Name : **Womens (Degree) College, Rayagada**

District	Block	Type	Affiliated With	AISHE Code
Rayagada	Rayagada Mpl	Govt. Aided	--	C-39343

Academic Year	Class	Department	Scheme
2022-23	All	All Department	All Scheme

Activate Windows
Go to Settings to activate Windows.



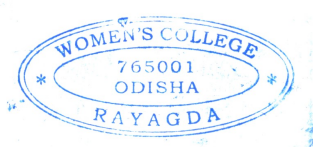

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- DASHBOARD
- REGISTRATION <
- EXAMINATION <
- STUDENT MANAGEMENT <
- REPORT <

Dashboard

Dashboard



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