E-GOVERNANCE POLICY

The demand to automate university process is becoming important in line with university quality assurance and we are committed to implement in its E-governance in itsadministration with the following scope and objectives.

Scope:

The scope of this policy extends to the following areas:

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

Objectives:

- Integration and Implementation of E-governance in various functioning of this University for database management and documentation.
- Facilitating online internal and external communication between various entities of the University
- Achieving efficiency in the administration through elimination of red tapism, redundancy and eliminate unnecessary time delays.
- Promoting transparency and accountability
- provide automated administrative work flow processes that improve data storage and retrieval at all levels in accordance with hierarchal permissions.
- Achieving paperless administration in the Universityby electronic mode of communication among alldepartments / sections of the University viz. Academics, Administration, Finance & Accounts, Admissions, Examinations, support etc.
- Providing effortless access to information
- Making the University to a Global Outreach.

E-governance to be implemented and followed up in the following areas: For conveniencepurposes, this policy is divided into various areas of operation. These areas of operation areillustrative and the syndicate reserves the right to implement e-governance even in the areas notenlisted herewith.

Website: The website of this University is periodically revamped for delivering the precise information at right time. The website is enhanced with information such as vision and mission, various activities, important notices, current newsand so on to guide the students and other stakeholders including general public. The website is designed with latest information related to Student admission, support and examination.

Student Admission and Support: The University has decided to process admissions through online mode as per the guidance of the respective councils and norms. This will cover admissions to all courses offered in various campuses whether graduate, post graduate, Ph.D. or online education courses. The Board of studies of our University is having the full authority to take appropriate decisions.

Pay Roll and Financial Accounting: For ease of maintaining accounts, the University isalready computerized with necessary software. But, with recent advancement in accounting methods andcompliances, it has become necessary to design Faculty and Staff Pay ManagementSoftware as well. Accordingly, requirements were assessed during the discussions with Vice-Chancellor and Finance Officer and other accounts staff and accordingly newsoftware needs to be purchased or

upgraded. Appropriate security measures should be taken formaintaining confidentiality of the transactions. Training to the existing staff and updatingthe existing software are carried out on timely basis. Procurement for University hasbeen initiated through Government e Marketing (GeM) and from other stakeholdersthrough e tender facility.

Library: This University has the privilege to have the best library with e-Libraryfacilities to achieve the same more e-learning resources for the benefit of the faculties, researchers and students are procured in these lines to become member in national knowledge network steps are being taken this period.Similarly newer e-learning resources like e journals, and e-books are identified andsubscribed taking into account the recommendations of the library advisory committee.Recommendations of the faculties of various department and students are considered while subscribing to these resources. Necessary training to utilise the e library has been initiated as and when required by the staffs and students.

The library is fully automated with integrated library management software for ease of use, including a graphical user interface, Unicode compatibility, multilingual search, and most report export capabilities.The use of Online Public Access Catalogue module of the software to allowlibrary database searching by entering preferred terms for information retrieval.The Circulation module of the software should cover all the operations ofcirculation, right from creating member records to printing of reminders foroutstanding books.All database creation and maintenance tasks should be covered by the Database Maintenance module. The library has plagiarism-checking software to encourage students and teachers to write original work.
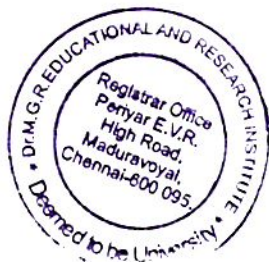
Administration: The universityadministration uses ICT-based technology to deliver a hassle-free, convenient, and digitised process.Facilities like online leave management of employees, e copy of salarycertificates, and internal communication between the employees. Students also must beable to obtain maximum services like Genuineness certificates and bonafide certificates inonline mode.Administrative staff and teaching faculty can utilise Attendance Management Software to record and manage attendance for internal assessments calculations by integrating monthly reports and endsemester reports.

Examination: Certain examinations must be conducted and evaluated in an online mode with e governance, according to UGC directives. Digital methods are adopted while filling the examination forms, revaluation forms, attendance certificates, obtain hall tickets, and submit internal and external marks.Utmost secrecy and confidentiality need to be maintainedwhile handling examinations and work needs to be done utmost care and caution.Under the direction of the Vice Chancellor of this University, the Controller of Examinations is responsible for overseeing the entire examination process.

Alumni:A dedicated alumni portal has been launched to improve alumni connection, with features such as registration, information about university events, noteworthy alumni, milestones accomplished by alumni, comments, and many other features.

Social Media Outreach: As directed by the MHRD, this university has begun to share information about the university's activities and accomplishments with students, other educational institutions, and the community using social media platforms like as Facebook, Instagram, and Twitter.

APPROVED BY 64th BOARD OF MANAGEMENT IN ITS MEETING HELD ON 25.07.2016

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