

**DR. SHAKUNTALA MISRA NATIONAL REHABILITATION
UNIVERSITY**

E-GOVERNANCE POLICY

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E-governance or Electronic Governance is the application of Information and Communication Technologies (ICT) to transform the efficiency, effectiveness, transparency and accountability of informational & transactional exchanges within the University, between Government and University and other agencies and to empower the stakeholders through access and use of information.

E-governance will help the University in improving transparency, quick information, quick information retrieval, dissemination and improving administrative efficiency and public services in all aspects of education.

A. Objectives

- The policy will assist in making the University visible globally.
- Implementation of E-governance in all areas functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote and assist transparency and accountability in all the functions of the university.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make Smart Classrooms equipped and enabled with ICT having Desktops, Laptops, Smart boards, Projectors and e-resources etc.
- The policy will enable the University to function more efficiently, more towards a paperless environment.

B. Policy

- In order to provide simpler and efficient system of governance within the University, it is decided to adopt and implement e-governance in maximum activities of Universities functioning.
- The University has already started with e-governance in many aspects of functioning like administration, library, admission and student support, accounts, etc. We are in process of implementing e-governance in many more areas and with this aim in view, this policy have been drafted to suite this framework.

C. Scope

- The E-Governance Policy of the University covers the following aspects-
- Scope – administrative functions carried out through e-governance
- Infrastructure – ICT hardware, software, and other provisions

- Technical team, Human resource, and training
- Technology guidelines and Operating procedures
- E-Governance Authority of the University

Scope of E-Governance

University aims to implement e-governance in the administrative functions belonging to following categories:

Management of Academic programmes

- Defining programmes, curriculum
- Students Admission
- Conduct of teaching-learning as per guidelines
- Students' progress and programme completion
- Standing Committees (Board of Studies, Departmental Research Committee, Departmental Committees)

Research

- Information about Research Projects
- Research facilities and funds
- Computer Centre and other central facilities
- IPR
- Standing Committees (Ethics Committee, Research Advisory Committee)
- Information and Reports about different events (Seminars, Conferences, Workshops, Training programmes etc.)

Students' Support and welfare

- Hostels- Allotment, infrastructure and its maintenance
- Sports, cultural and recreational facilities, and activities
- Students' Discipline
- Mentoring and guardian contact
- Training and Placement
- Feedback collection, processing, and follow-up
- Alumni networking

Medicine and Health

- University Health Centre
- Referral provision

- Group Insurance, Health insurance and medical expense reimbursement

Infrastructure development and maintenance

- Office buildings, residences, guest house, auditorium, and other facilities on the campus
- Electricity (including renewable energy harnessing) and water supply and drainage
- Core communication set-up-email, intercom and phone based.
- Horticulture and plantations
- Waste Management
- Security

Human resource management

- Recruitment
- Performance appraisal and Career advancement
- Leave and perks
- Trainings and Faculty development

Stores and purchases

- Requirement identification and raising
- Procurement
- Tracking of assets

Finance and accounts

- Budget
- Fund sanctioning, billing, receipts, disbursal and accounting
- Payroll
- NPS, Provident fund and other facilities

General Administration (covers various organs of the University)

- Documentation- minutes, resolutions, approvals
- File tracking
- Website, transparency, and Right to Information
- Reports required to be submitted to the ministry, department and the funding and regulatory higher bodies
- Handling legal requirements

Internal Quality Assurance

- Audits, Recommendations, Removal of Audit Objections, Action taken
- Agenda, minutes, resolutions of finance committee meetings and action taken details

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[Signature]

Prof. (Dr.) C.K. Dixit
Dean
Faculty of Science & Technology

Grievance redressal

- Committee
- Grievances receipt portal
- Agenda, minutes, resolutions of meeting and action taken details
- **Standing Statutory Bodies Committees – GC, EC, AC, FC, Examination Committee, Affiliation Committee**
- Composition and contact details of members
- Agenda, minutes, resolutions of meetings and action taken details

B. Areas of Implementation

The e-Governance Policy of the university will be implemented in the following areas:

1. Website

The website of the university will act as an information centre which will reflect about the university, all activities of the university, important notices, circulars, facilities, etc. will be made available to the outsiders, stakeholders and the university community. System Analyst will look after the process of updating, maintaining and working of the website on a regular basis. The University strive to showcase its unique programmes, services, vibrant self and activities through the website. All important information, notification and programmes have to go live on the website as and when they are release.

2. Student Admission and Support

An open and transparent strategy for the online admission process is followed which is further strengthened by the ethical practices and regulations. The University brings out its Admission Brochure which is displayed on the admission ERP that has guidelines and other details for the admission process. An Admission Portal to be used to manage the admissions in the university. Number of students applying to each course, withdrawals, fee submission, all to be managed online through this Portal only. Students are required to submit a separate Online Application Form for taking admission to different programmes offered by departments, cells and institute. Allotment of the hostels will be done online. Support to students related to providing e-resources, grievance redressal, online filling of examination admission and scribe forms etc. will be provided.

3. Finance & Accounts

The account office of the university continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the university for maintaining accounts. The advanced features of tally help the staff to maintain financial records effectively and

efficiently. Profit and losses, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. 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 University 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, and disbursement of the salary to the bank accounts. TDS, NPS, Provident Fund, and other 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. Procurement for University has been initiated through Government e-Marketing (GeM) and from their stakeholders through e-tender facility. The requirements of the Finance and Account Branch of the University should be reviewed periodically and necessary updation may be made when required.

4. Library

The University continues to maintain its academic excellence through maintaining a well-stocked library. The University regularly will add more and more e-learning resources for the benefit of the teachers, students and research scholars. The University should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources, e-journals and e-books. 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 SOUL 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 (OPAC) 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.
- Thesis of the Ph.D. research scholar are being uploaded on the Sodhganga as per UGC regulations and guidelines.

- To encourage original writing among students and teachers, the Library should provide access to fully automated software for plagiarism check.

5. Administration

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for 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.

6. Examination

The University has adopted an online system through ERP for filling up of examination form, degree/diploma form, scrutiny and challenge evaluation form, admit cards. Uploading of internal and external marks is done online through faculty portal assigned to teachers. Results of the students is made available online and displayed on university website immediately after declaration of results. Students can download the e-copy of statement of marks/grade card, where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. Records of results are being uploaded on digilocker and NAD cell is established.

7. Alumni

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

8. Faculty Empowerment

Faculties of this University will be provided with a desktop to integrate with technology for virtual learning, research and teaching. All the staff members have been provided with

Institution email ids for sharing official information. As an initiative of Paperless Communication, a separate social media group has been initiated for staff members to communicate circulars and messages. Faculties are encouraged to pursue online courses through SWAYAM and develop e-contents for betterment of students through e-learning. University is in process of developing media centre for designing and developing e-content, audio-visual content, audio and large print books and other e-resources as per MOOCs guidelines.

9. E-Waste Management

Dr. Shakuntala Misra National Rehabilitation University ensures that its usage of technology and generation of e-waste does not impact the environment.

10. Social Media Outreach

As per the direction of Ministry of Education, this University has initiated the sharing of information regarding University's Activities and Achievements will be shared in social media platforms like Youtube, Facebook, Instagram, Twitter etc. with the Students, other educational institutions and community.

E. E-Governance Authority of the University

A high-powered Committee headed by the Vice-Chancellor shall take decisions regarding phase-wise adoption of e-governance in different functions, technology selection, and fund allocation. The Software Advisory Committee may provide technical advice to this higher Committee.

- User groups may submit new requirements of e-governance to the Software Advisory Committee.
- The Software Advisory Committee shall identify training needs for the different categories of users from time to time, and initiate the process of trainings with the help of the Software Team and external agencies.

(डॉ० अजय कुमार राय)
परिष्कार निदेशक
Prof. (Dr.) C.K. Dixit
Faculty of Science & Technology