



E-Governance Policy

Concept:

Technology has been a boon to academic institutions in the field of education, which helps to streamline governance systems and maintain a better quality of education. Good governance can be termed as the ability to address the challenges and need of the current situation. E-Governance policy of an institution is for the purpose of enhancing the system of governance for development of university through new and advanced technologies. It aims at planning and enabling any infrastructure for the deployment of cutting-edge applications and deployment of solutions for seamless administration of the university. Keeping in view the present day need of the university, it has designed an e-governance policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. The university prioritize to adopt paperless administration as a green initiative. To ensure green and clean campus, as one of the components of the university, it adopts e-governance in all its management and administrative activities. All stakeholders are encouraged and oriented to adopt e-governance norms. This policy shall apply to the Establishment & Administration, Finance & Accounts, Admission of Students, Examination, Inventory or Stores and many such activities, sections and units of the university. Having an e-governance system will help developing an ERP and integrating all institutional stakeholders, as well as the automation of many functions and correlations thereof. It will also add a layer of transparency and swiftness to the process. The university management team recognizes the importance of having an e-governance system in place. This becomes necessary as it coordinates the university's administration and growth, now well-known amongst the HEIs as an institution of higher learning.

Objectives

- Implementation of e-governance in effective functioning of the institution.
- Reduce the usage of paper in administration of the university.
- To improve transparency and accountability.
- Providing online internal and external communication between various statutory and executive bodies of the university.
- To achieve the aim of being an environmental and user-friendly university.
- Facilitate easy access to the information and to maintain the data on a secure environment and

provide whenever needed.

- To implement automation in library facility, access of knowledge material etc.
- Making the institution visible to the stakeholders globally by the use of digital media.
- To provide e-facilities to students, teachers, alumni and guardians in various activities relating to the university and accomplish paperless administration.

Scope of Implementation

The scope of implementing the e-governance policy exists in the following areas, which is only indicative and not exhaustive.

- General Administration
- University Website
- Student's Admission
- Finance and Accounts
- Quality Enhancement
- University Library
- Examinations
- IT / ICT infrastructure
- E-Waste Management
- Stores – procurement, distribution and stock verification
- All Recruitment and HR functions
- Estate, Maintenance and asset management
- Student's activities, events and clubs
- Support to Schools / Centre's / Units

General Administration

The University will look into opportunities to automate most of its functions related to administration. To provide a hassle free, convenient and smooth process, administration of the university shall be made paperless. Students must be able to obtain maximum services in online mode. Administrative Staff are to be provided with adequate training and development to keep them abreast with the new technology. Calculation of internal assessment marks, creation of monthly reports and end-semester reports are some of the activities which are to be taken up, facilitating the faculty members. Students can access information, such as their attendance, results, class and examination time-tables, assignments and other study tools. Attendance management is also the need of HR for the administrative staff and faculty members in order to keep the records straight and monitor their presence. The Establishment and

Administrative Office will use and get benefited by e-governance tools, helping them to maintain effective database and ensure transparency.

University website

The university website is the heart of the institution. It should act as a mirror of the university and all its activities. All the relevant data should be made easily available to the viewers. Website shows the university activities and mandatory information about all activities, important notices or happenings etc. A service provider/web designer will be appointed for the purpose to hasten the process of updates and uploading matter on the website. Administrative and teaching staff shall also receive training on how to make crucial website upgrades. Along with it, training should be given to the existing IT staff and designated persons, who will undertake the responsibility of website administration and network security at the university level. The website will serve as an information hub depicting ongoing and forthcoming events, important announcements, offering of electives, tracks and new programs, amongst other things. The website of the university shall be continuously updated taking into account the new technology change and a decision to host and deploy a third party for verification, services and security. For website administration or upkeep, a website committee shall be constituted. On a regular basis, the Committee shall oversee the process of updating, maintaining, and operating the webpages. The Committee will also examine the necessity for website updates, in order to showcase its vibrant pace and changes happening. All the important notifications have to go live in the shortest time as and when they are released. The website of the university needs to be revamped taking into account the changes and social media integration.

Student's Admission

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as enshrined in the university regulations. The university brings out its brochure which is displayed on the website that has guidelines for the admission process. An admission portal to be used to manage the admissions in the university. A large number of students apply to each course, involve withdrawals, fee submission and all to be managed through a dedicated portal. Students are required to submit a separate online application form for taking admission to the university and for this purpose an online software to be used by the Admission Coordinator. The university to process admissions for various undergraduate and postgraduate programs, allotment of hostel, etc. using the portal. The admission process is conducted in an open and transparent manner, which is bolstered by the university ethical principles and rules. After each allotment, the students confirm their university selection and take admission in the allotted school and program /course, as applicable.

Finance and Accounts

The office continues to maintain its accounts on Tally. Latest versions of the software to be purchased and used by the University. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports to be generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and upgradation 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, disperse the salary to the bank accounts. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, Net Banking etc.

Quality Enhancement

All the activities of IQAC and the cells and committees under it will under the e-governance provisions. Feedbacks from the students, parents, teachers, alumni and employer shall be collected online and compiled and analyzed using ICT tools. Online provisions will be used to accomplish teachers and students exchange programs. Online provisions will be used increase the competitive zeal of the students, to orient students with different issues of the society, increasing capability of the students and increasing their out orientation. Increasing students' participation through organizing online seminar and workshop.

University Library

The University continues to maintain its academic excellence through maintaining a well-stocked library. The University will add more and more e-learning resources for the benefit of the teachers and the students. The University should maintain a frequent subscription to new periodicals and publications. While subscribing to e-resources, teachers and students are asked for recommendations. Teachers can apply to get books by various authors for the subjects they teach in order to expand their knowledge base. The library to install fully automated ILMS software which should have an easy to use- Graphical User Interface and export facility for most reports. The use of the software & Online Public Access Catalogue module to search library databases using selected phrases for information retrieval. The Software & Circulation module should include all aspects of circulation, from building member records to printing warnings for overdue books. All database creation and maintenance tasks should be covered by the Database Maintenance module. To encourage students and teachers to do unique work, the library should provide access to fully automated plagiarism detection software. The

use of Online Public Access Catalogue 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. The library shall create a separate section in University website where students and teachers can easily go through all the rules and regulations, services, e-resources, various informational links and question papers.

Examinations

The University shall adopt an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard. As per the directions of the University, it is mandatory to fill examination applications, revaluation applications, obtaining hall tickets, uploading of marks, etc. everything in online mode. Regular updates of Students Internal Performance to be maintained and communicated to the parents. As per the directions of the University, it is mandatory to handle examination in online manner. Utmost secrecy and confidentiality need to be maintained while handling examinations and work needs to be done with utmost care and caution. University Examination Officer needs to supervise the entire process of examination under the guidance of the Vice Chancellor of the University.

IT / ICT infrastructure

The university to ensure that it has adequate number of desktops and laptops for students and staff. Computers and printers are to be made available in the administrative block. Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories. The infrastructure to be complemented by computer networking devices, scanners and interactive teaching board/smart board etc. The university to maintain adequate configuration servers to allow fast transmission of data to the various computers. Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly. The University to provide access to all standard econometrics, statistical, computational and scientific typesetting packages. The installation and major maintenance of the ICT infrastructure required for e-governance shall be done by vendors duly selected observing due procedures. Some of the existing software modules for e-governance are developed in-house, and some are out-sourced. The university authority may sign agreements for maintenance and uptime with the external vendors of software and web services, power backup etc., as appropriate. As e-governance is based on computerization of the functions of different users and authorities, different categories of users may interact differently with

the e-governance system. For instance, the nature of interactions by teaching staff and that of office assistants are different. The University shall organize trainings for different categories of users for using the e-governance systems.

E Waste Management

The university has always been making utmost efforts to create a green and healthy environment for all the stakeholders as well as for the society. Use of technology is the need of the day but keeping a balance between the environment and the modernization is the actual challenge. The university hence shall always try to ensure that all the usage of its technology and generation of e-waste does not impact the environment. Provisions shall be made for e-waste management, accomplishing a Memorandum of Undertaking with an agency, expert in the field outside the university.

Future perspective

- In order to provide simpler and efficient system of governance, it will be necessary in the university to adopt the changes and implement e-governance in maximum activities of our functioning. The institution has already started implementing e-governance in some aspects of functioning like HR, Library, Accounts, Inventory etc., but we shall resolve to implement e-governance in many more areas, facilitating the students and employee activity life cycle in the university as IT driven, and with this aim in view we have drafted this policy framework.
- One of the future plans of the university is to develop an ERP or seek expert support to offer majority of support functions, which are web based, widely accessed and login driven from the institutional website or homepage.


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