PRESIDENCY UNIVERSITY

Presidency University Act, 2013 of the Karnataka Act No. 41 of 2013 | Established under Section 2(f) of UGC Act, 1956
Approved by AICTE, New Delhi

GAIN MORE KNOWLEDGE
REACH GREATER HEIGHTS

POLICY ON E-GOVERNANCE

November 2019
[Version 1.0]

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E-Governance is the process by which traditional governance is modernised to help personnel, students, administration, and all other stakeholders with improved services. It uses information and communication technology (ICT) applications. New governance models, services, paperless operations, transparency, etc. are all examples of e-governance initiatives. The Presidency University E-Governance Policy's main objective is to simplify life for all parties, including employees and students.

Advantages of E-Governance

Improved efficiency, increased openness, and accountability of educational administration processes are benefits of e-governance in the educational sector. It is convenient and enables faster access to service, and lowers costs for administrative services. Among the many benefits of E-Governance are:

- Enhances efficiency across departments and eliminates duplication
- Preparation of reports becomes easier and quicker
- Students' related facilities are well defined
- Easy and immediate online Information and submission of forms and payment
- The management, faculty, students, and administrative staff are more easily connected to one another, resulting in improved service through quicker information distribution.
- Distance barriers are eliminated by providing access to knowledge regardless of one's physical location
- Reduces transaction costs, time, space, and manpower significantly.
- Renders the processes and procedures "Paperless"

Stakeholders

The following constitute the Stakeholders of the University:

1. Students
2. Faculty and Staff
3. Parents
4. Industry Partners
5. Alumni

Presidency University believes that the use of Information and Technology (IT) facilitates efficient, speedy, transparent and proactive processes for disseminating information. It further strengthens the activities of Internal Quality Assurance Cell (IQAC) and create a centralized data management system to support accreditation and rankings viz. NAAC, NIRF, NBA, etc.

Objectives of Constituting the E-Governance Policy

1. To implement smooth functioning of the University activities
2. To promote Transparency and Accountability
3. Facilitate online, internal and external communication between all the stakeholders of the University

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4. To provide for easy access to information
5. Introduce online services for students, parents, faculty/staff and other stakeholders

Introduction of E-Governance will enhance and promote new methods of delivering the desired knowledge to the students and offer new insights to organize and deliver requisite services.

University E-Governance system is a powerful medium to deliver services and perform day to day administrative activities in its areas of operation:

Academics:

Implementation of E-Governance Policy will enable effective enhancement of academic standards

a) Robust and Transparent internal evaluation process
b) Faculty / Staff training
c) Faculty Feedback by students
d) Self-evaluation of faculty
e) Academic Feedback
f) Enhanced Teaching Tools – Online assignments, quizzes, mentoring, etc
g) Online semester registration

Library:

A digital library could provide access to unlimited number of copies with the touch of a button. A text or monograph which is available in an electronic form can be obtained easily. The main benefit of digitization services, cuts down the requirement of papers, saves office space and further cuts down the time needed to process the information. With this service, physical data can be converted to paper form i.e. thesis, research papers, magazines, books, records and others into digital format which is readable by all computers and is easily processed.

Examination:

The policy defines major points to be considered while developing the e-governance system in the examination system in the following contexts. The entire process of examination is supervised by the Controller of Examination

- Filling of regular/re-appear examination forms, revaluation forms
- Receiving/submission of examination papers, uploading of marks and the like
- Issuing of online admit cards to students
- Utmost secrecy and confidentiality are maintained while handling examinations and work is carried out with utmost care and caution.
- Continuous Internal evaluation under the guidance and supervision of the Office of Controller of Examination
- Transparent and unbiased evaluation/digitized evaluation

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Administration:

The use of IT-based system in education will lead to increased participation of students and increase the development of effectiveness of the learning methods. In addition, the transaction costs can be lowered and services become more accessible. Implementing e-governance will enable effective monitoring of academic standards.

- Improved services to students by providing services like request for documents and certificates, ID cards and many more
- Admission Process
- Activities, notification, alerts, circulars, announcements for students and faculty/staff.
- Visitor record management
- Online attendance and Leave Management system for students and employees
- E-communication mechanism like e-mail for internal communication
- Setting up information channels for parents and other stakeholders

Further, students will be able to obtain maximum services in online mode in the areas of

- Admission and Registration
- Transfer Certificates
- Bonafide Certificates
- Transcripts
- Hostel and Logistics Management System

The categories generation for Information Administration system of the Presidency University can be listed as under:

Student Administration	- Usage of electronic media by students to apply for admissions - Student registration/enrolment - Availability of Time Table/Class Schedule - Attendance records - Communication of academic details of students to their parents - Notifications
Staff Administration	- Recruitment and work responsibilities - Automation of attendance and leave management of staff / employees - Performance based appraisal system - Communication with staff through e-media - E-circulars/Office orders/Notices
General Administration	- Scheduling and allocation of seats for examination - Dissemination of information within the institution through various e-mediums - Process and display of examination results - Facility for students to make fee payments in online mode

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Purchase and Store:

Purchase and Store Department of the University maintains inventory, stock and transaction electronically. Processes like indentation, purchase orders, issue and returns are done through e-services.

Finance and Accounts:

Financial accounting is done through ERP enables to track financial accounting data including general ledger, accounts receivable, accounts payable, Payment of fees through gateway, NEFT transfers, Online banking transactions, etc. The ERP is used for Payroll Management system which helps to automatically calculate the salary, generate payslips, disperse the salary to the bank accounts, TDS, Provident Fund, etc.

Alumni:

In order to strengthen alumni interaction, a separate alumni portal must be started providing facilities like registration, prominent alumni, current status of employment or higher education, milestones achieved by alumni, feedback and many other aspects. For this, a dedicated Cell shall be in place.

Website:

The website of the institute is dynamic and is updated at regular intervals. The website acts as a mirror for the institute activities and information about all activities, important notices etc have been made available to the stakeholders. The Website Department of the University undertakes the responsibility of website administration and updation at the institute level.

Enterprise Resource Planning

The University has an efficient and functional Enterprise Resource Planning (ERP) system duly integrated with all relevant verticals, including but not limited to LMS, Student Life Cycle, and other Academic Administrative Processes. HRIS will be a stand-alone system given its sensitivity.

Amendments

The University reserves the right to revise or amend this Policy on E-Governance from time to time as deemed necessary by the University.