



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

E- Governance

Resolution No. 29.5 of the 29th Board of Governors Meeting held on 12/11/2025

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Policy

Presidency University in pursuit of its vision of being “a value-driven global university, excelling beyond peers, creating professionals of integrity and character and having concern and care for society. ‘is committed to provide absolute transparency in the governance of its operations. With this end in view, the University shall embrace the protocol of Digital Governance for the seamless access to data, across all its functional areas for better decision-making at various levels of the organization. The E-Governance Protocol at Presidency University, inter-alia shall have the following significant objectives:

1. Effective Resource Management.
2. Achieving Efficiency in the Organizational-functioning across all Departments and Centers.
3. Synchronization of activities at different Schools.
4. Promoting transparency and accountability in operations across various services offered by the University.
5. Maximize paperless Institutional-administration.
6. Facilitating prompt and speedy electronic communication.
7. Providing for easy access to information.
8. Preserving and maintaining data on a secure environment.
9. Enhancing the global-visibility of the Institution.

Introduction

Presidency University effectively leverages the use of Information and Computing Technology (ICT) to provide faster and easier system of governance to its stakeholders. The introduction of E-Governance helps in imparting better teaching-learning experience, improving transparency, providing faster information-flow and facilitating quick decision making. It empowers the Institution automate and manage data and processes in centralized manner. It also makes the required information available to public and regulatory bodies. E-Governance Protocol intends to incorporate latest technology to ensure maximum effectiveness, user experience, performance and ease of use.

ICT Infrastructure

ICT Infrastructure at Presidency University is well designed to handle ever increasing number of users. The extensive use of ICT services like ERP, Learning Management Systems, Digital Learning Tools make the periodic upgrade of infrastructure mandatory. High-end servers and internet bandwidth are in place for uninterrupted usage of available services. A support management system is in place to assist the stakeholders to raise their complaints and this system also helps the Tech-support team to track, resolve and monitor issues. An in-house team of software engineers constantly upgrade, support and develop the Enterprise Resource Planning (ERP) Software of the institution. Summary of major services is given below:

- **ERP Software** is developed and managed by a competent Third Party to support various University-related operations such as admission process, curriculum development, teaching-learning, evaluation, convocation, recruitment, appraisal, support system, etc.
- **High Speed Internet Service** is available throughout the campus and the providers are constantly monitored for high availability of services.
- **Wi-Fi facility** — Staff and students can avail free Wi-Fi in the campus. This is done by a one-time registration of their devices. Wi-Fi access for guests in the campuses will be provided on request.



- **Teaching / Learning** — Classrooms, across Campus, are equipped with audio/video facility, Wi Fi and Projectors, to provide optimal teaching-learning experience.
- **On-premises Servers** host various E-governance services. Load balancing technology is in place to manage and optimize concurrent user access to the servers.
- **Information and Data Security / Firewall** devices are installed in the campus to enforce data security. User access tracking, usage policy settings, unauthorized usage etc. are managed through these tools. Antivirus is installed on all desktop systems across the campus to avoid virus attacks. Information Security Policy is defined and approved.
- **Desktop Systems** with adequate configuration are provided to faculty members and administrative staff members.
- **Computer Labs** — Specific computer labs are created and maintained with audio/ video facility for browsing, placement-centric tests, common examinations, events etc.
- **Email Services** — Official e-mail IDs will be provided to staff and students. Class-wise group e-mail IO is also created for faster communication.
- **Social Media** — Important events such as conferences, achievements, departmental festivals, etc. are updated regularly in University website and other common social media platforms.
- **SMS Communications** — Group SMS Facility is available for effective and fast communication with University stake holders.
- **E-Waste Management** - E-waste Management Policy is in place and it is effectively implemented.

Curriculum Development

Curriculum Development activities are supported by ERP system through following features.

- Syllabus Preparation and Review
- Course Plan
- Continuous Internal Assessments
- Student Progression
- Teaching / Learning

Classrooms are equipped with audio/video facilities, Wi-Fi, electronic panels, and LCD projectors for effective teaching and learning. Laboratories and meeting rooms used for academic purposes are equipped with adequate IT infrastructure requirements. Video-conferencing is provided in conference rooms to enable collaboration with external parties.

Microsoft Office 365 for Education

MS tools (Apps) for Education (Office 365), for creation and collaboration within the MS classroom, is subscribed for easily accessible for use by the University. These Apps will significantly improved the efficiency and effectiveness of day-to day learning.

Synchronous Teaching-Learning Tools

University has subscribed for the following tools, to be made available, for enhancing and supporting synchronous teaching-

- Zoom: Runs on browser and using Desktop App. Mobile App is also available
- Microsoft Teams: Runs on browser and using desktop and mobile app available.



Asynchronous Teaching-Learning Tools

Asynchronous Learning Managements Systems are made available for teachers and students which will help in learning,at their pace. Learning Management systems implemented in the campus are:

MS Classroom

Google classroom, a Learning Management System that is used extensively in the University. Major features include the following

- Assignment and Internal Assessments
- Learning Materials
- Similarity Report

Office 365 Education - Cloud based productivity tools

Office 365 Education subscription provides teachers and students cloud-based productivity tools which are helpful for efficient communication and collaboration. Shared workspaces can be used to access materials, books, videos, assignments etc. This also makes familiar applications such as Word, PowerPoint and Excel easily accessible.

Databank for Students

Databank provides the students with question papers of previously conducted examinations. This tool has an option to search questions based on programme course and semester.

Attendance

Faculty members are given the option to enter the attendance online either through a web-based interface or through a mobile app. It is mapped with the Class time table so that required details are automatically pop up, in time-bound manner. Attendance details are made available to students and their parents. A few of the information that are managed by the Tool are:

- Time table
- Attendance entry with App/Web
- Event participation attendance integration
- Library attendance integration
- Attendance monitoring
- Attendance for substitute classes
- Attendance reports for planned Vs actual

Examination

All the critical processes associated with student evaluation is automated through a competent Third Party ERP. Details of various processes automated for the stakeholders is listed below.



- Exam Preparation
 - Examination Time table
 - Room Allotment
 - invigilators and relievers duty allotment
 - Hall Ticket

- Exam Valuation
 - Secured Valuation
 - Valuation Status Dashboard for Management-information
 - Valuation Validation
 - Valuation Allocation and Tracking.

- Result
 - Result Processing
 - Result Analysis
 - Result Publication
 - Semester Marks Card Download Online
 - Revaluation Application
 - Supplementary Application and process

- Convocation
 - Convocation Registration
 - Convocation List Preparation
 - ⊖ Certificate and Consolidated Marks Card/Transcript-generation

Question Bank — Generation and Repository

The entire process of Question Paper Generation is automated through a Question Bank Software. Faculty members will enter questions for related to their courses as per rules pertaining to taxonomy, complexity etc. The questions are maintained in a repository year to year, which makes it mandatory for the Faculty to review and update the questions every year. Designated personnel at Office of Examination can print the question papers securely. This application also has inbuilt counterchecks to prevent repetition of questions across question papers. Question Bank module has the following features

- Syllabus Recording
- Pattern Settings
- Question Preparation
- Review of Questions
- Question Paper Generation
- Secured Question Paper Printing



Research Life Cycle Management

Activities related to Centre for Research (Guides and Scholars) are tracked. Facilities available are listed below

- Guides Empanelment (Discipline wise)
- Different Progress Report Submission-schedules.
- Alerts and notifications for Scholars and Guides on Progress Report Submission.
- Online Submission of Progress Reports and other Documents
- Online Review by Guides.
- Tracking Mechanism for Research Coordinators in each discipline.

Institutional Repository

Institution maintains an online repository of following research outcomes.

- E- Handbook
- Policies and Guidelines
- Approvals

Library Management

The Library Services are fully automated through KOHA, an Integrated Library Management System. The following activities are performed using KOHA:

- Recording of Books and Periodicals Procured (Accession Register)
- Circulation of Books
- Serials Maintenance
- Stock Verification Report
- Online Public Access Catalogue (OPAC)
- User account for all Students and Faculty Members
- SMS and E-mail Facility for all Library Transactions

Online access to library resources is facilitated through KNIMBUS. The following activities are performed using KNIMBUS:

- Remote access to subscribed electronic resources.
- Federated search — Search across all subscribed resources and get the results in a single platform.
- Subject wise and content wise search across all resources.
- Mobile application to use the online resources for both iOS and android.

Edzter - Digital Library- Edzter is a digital reading destination at the University that offers 5,000+ leading magazines, newspapers and journals from around the globe and across 40+ categories to students and faculty.

Library Wi-Fi Zone - Exclusive Wi-Fi Zone for Students is available in the library which enables students to access internet facility with unrestricted access. YouTube and academic related video platforms are available to all students in the library Wi-Fi zone.

Desktop Systems with adequate configurations and network bandwidth facilities are available in the library for staff and students. Unrestricted access privileges are provided on these systems.



Access to Library is registered and monitored by the implementation of biometric machines at the entrance and exit gates. Attendance of students in the library can be tracked through this.

Employee Life Cycle Management

The complete life cycle of employees, right from recruitment to exit, is automated through competent Third Party ERP System. Extract of modules available in Staff Management System is as given below.

- Online Job Application
- Interview Score Card
- Application Status Notifications
- New Hire On-boarding
- Faculty/Staff Profile
- Biometric Attendance Integration
- Online Leave Submission and Approval
- Attendance Registers
- Faculty Evaluation by Student
- Peer Evaluation
- Appraisal
- Relieving

Financial Accounting

Effective and efficient e-governance by the Office of Accounts attained by the implementation of Tally Software. Tally captures all the financial transactions across all the campuses. Major transactions include:

Finance — General Ledgers, Account Receivable, Accounts Payable, Fixed Assets, Cost Centers, Profit Centers, Funds Management, Project Systems, Taxes etc.

Purchase — Purchasing, Inventory Management, Physical Inventory

Payroll — Employee Master, Payroll Processes

The **Tally Software and the University ERP System** is integrated for transparent, reliable and efficient day to day transactions by stake holders.

- Payments Gateways are integrated for various Online Financial Transactions for various activities Fee payment related modules for students is below:
- Fees Remittance using Payment Gateway/Smart card
- Fees- Installment Remittance
- Fee-Concession
- Scholarship

Online Payment Portal - For events and fests, online registration and payment gateways are made available for Alumni, Students, Staff and Guests to make the registrations and financial transactions easy and transparent.



Website and Social Media Content Management

The University's Official Website features dedicated pages for all the schools and departments, academics, research, life on campus, international engagement, admissions, student affairs, and the alumni association. The detailed pages of the school and department, on Website, include programmes, curriculum, faculty, research, infrastructure, and events. Additionally, the website serves as a source for academic circulars, exam notifications, admission details and updates, and other pertinent public information beneficial for students and parents alike.

The Social Networking Platforms of the University augment the mode of communication instantaneously to a vast number of users. The activities, events and programs of each day are updated instantly on these platforms.

Student Accommodation

The University provides separate Hostels for boys and girls. The Hostels aim to integrate academic initiatives into the intellectual, physical, and psychological well-being and development of the students. The University's Code of Conduct, discipline, and decorum are strictly enforced within the Hostel Accommodation through an effective Tool, which facilitates the following

- Online Application for Hostel Accommodation
- Hostel Admission Process
- Hostel Room Allotment and Status
- Attendance Tracking
- Online Leave Application Facility
- Online Leave Approval

Online Certificate requests and Payment Portal

Students and Alumni can raise requests, online, for the issue of certificates for any purpose whatsoever. Students and Alumni can also remit the fee, if any, for such services, online, too.

Centre for Concept Design (CCD)

Centre for Concept Design is the Media House of the University. The Centre assists in the creation of brochures, posters and certificates for various events. They also facilitate content creation, broadcast production, studio event recording, classroom audio-visual support, digital archiving and academic training.

Major activities are listed below.

- In House Studio - Production unit with state of-the art facilities.
- Standardizes documents aligned to the Branding Policy of the University.
- Approves and suggests modifications in content, design and execution of Brand Policies of the University.
- Supports the Faculty to write content and video-record digital modules for pedagogical purposes.



E-Waste Management

University is environmental-perseverance sensitive and responsible and believes in the eco-friendly use of computing resources. A process is in place and used to dispose computing devices in a way that reduces their adverse impact on the environment. University discards the used or unwanted electronic equipment in a responsible manner. University also has a contract with third party vendor to collect and dispose all the obsolete equipment from the campus premises.

Data and Information Security

Firewall - University has installed a high end firewall network system to prevent unauthorized access to or from the campus. Internet Usage Policy is defined and is accordingly implemented, monitored and tracked. User wise access privileges are defined in alignment to the said policies.

Manage Engine - Desktop Central — This Application (Tool) is used to manage Desktop Systems and Servers in the campus. Features Include:

- Vulnerability Management of System Software and Application Software.
- Inventory Management — Hardware and Software installed in the systems.
- Remote Access feature to troubleshoot workstations/servers online.
- Software Deployment Module — automate Individual / Bulk software installations.
- Reporting — Report tool is available to analyze and track user activities / patch management etc.
- Dashboard — Facility for effective monitoring and management by the IT Team.

Active Directory Domain Service – Active Directory is implemented in all the campuses for centralized resources and security administration. It helps IT Team to streamline the security management of all network resources and extend interoperability with a wide range of applications and devices.

- **Antivirus** — Antivirus software is installed on all Desktop Systems and Servers to provide real-time protection against virus attack.

Alumni Management

To strengthen alumni interaction and activities, a dedicated Alumni-access Portal is maintained which has major features listed below:

- Alumni Registration
- Updating Alumni-related information on University News
- Alumni News and Achievements
- Placement and Internship Opportunities
- Alumni Needs and Enquiries
- Channelizing voluntary Fund-contribution from Alumni.



Support Services

The IT Team offers Hardware/ Software/ Network support to all users in Presidency University. It has various processes, in place, to meet the requirement of quality system-support and maintenance. Support-request handling tool has been installed to automate the infrastructure support requests from staff and students. This is to track and make sure that all requests are attended to in real time by the IT Infrastructure Support Staff. Escalation matrix is in place to ensure seamless access, to the chain of command in case of unresolved grievances/complaints
