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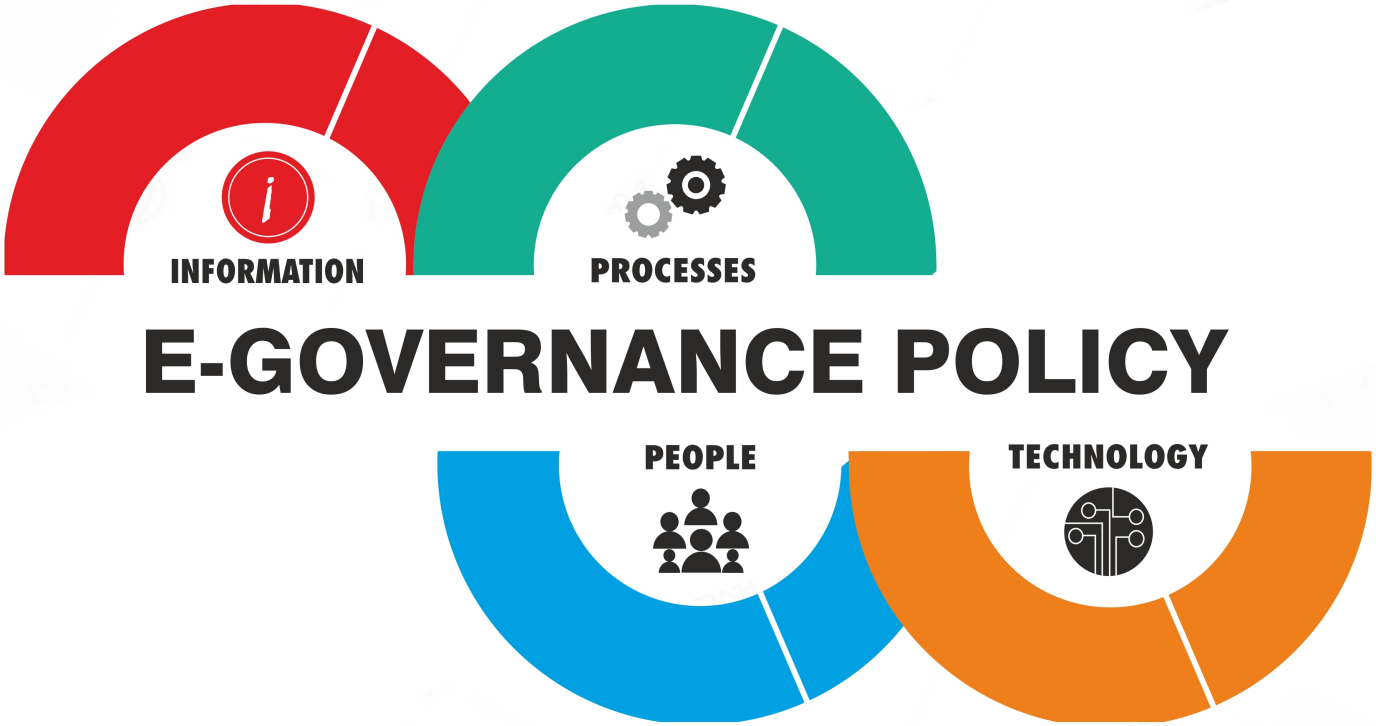

E-GOVERNANCE POLICY

DR. C.V. RAMAN UNIVERSITY

Chhattisgarh, Bilaspur

Approved by : PCI | AICTE | NCTE | BCI | Member of : AIU | Recognized by : UGC | A NAAC Accredited University

Revised & Approved in 32nd Meeting of Academic Council senate

Dr. C. V. Raman University

Kargi Road, Kota, Bilaspur (C.G.)

POLICY DOCUMENT ON

E-GOVERNANCE

DR. C. V. RAMAN UNIVERSITY
KARGI ROAD KOTA BILASPUR (C.G.)

E-GOVERNANCE POLICY

1. Preface

E-governance is the application of information & communication-technologies to transform the efficiency, effectiveness, transparency and accountability of informational transactional exchanges within the Institution & government, between govt. & Govt. agencies of National, State, Municipal & Local levels, citizen & businesses, and to empower citizens through access & use of information. It is the use of ICT (Information Communication Technology') by different actors of the society with the aim to improve their access to information and to build their capacities. E-governance is no more and no less than governance in an electronic environment. It is both governance of that environment and governance within that environment, using electronic tools.

The concept of governance applied to Dr. C.V. Raman University is related to the exercise of controlling the power of different centers, faculties and departments which are a part of the University. This kind of exercise is based on the drawing of an adequate system which executes different levels of institutional and relational power. The demand to automate university process is becoming important in line with university quality assurance.

2. Definition of E-Governance

E-governance or Electronic Governance is the application of information & communication technologies to transform the efficiency, effectiveness, transparency and accountability of informational & transactional exchanges within the University, between Govt. & University and other agencies and to empower the stakeholders through access & use of information.

3. Objectives:

- Implementation of E-governance in various functioning of this University at all the areas of operation.
- Achieving efficiency in the administration & academia.
- Promoting transparency and accountability
- Achieving paperless & green administration in the University
- Facilitating online internal and external communication between various entities of the University
- Providing effortless access to information
- Making the University to a Global Outreach with global standards.

4. The 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 Dr. C.V. Raman University's functioning.
- The University has already started 'With e-governance in many aspects of functioning like administration, library, admission, student support, faculty empowerment strategies & accounts, etc. But now it was resolved to implement e-governance in many more areas of operations within the University and along-with this aim, this policy have been drafted to suite this University's framework

E-governance is to be implemented and followed up at CVRU in the following areas: For the Admissions, Accounts, Admin, Examination & HRD purposes, this policy is divided into various areas of operation for implementation of e-governance. These areas of operation are illustrative and the syndicate reserves the right to implement e-governance even in the areas not enlisted herewith with respect to ILMS, HRMS, EMS, LMS, & ADMS.

❖ **Website:** The website of this University needs to be revamped taking into account the new changes. The website should act as a mirror of the University's vision and mission on about all activities; important notices, etc should be made easily available to the students and other stakeholders including general public.

❖ **Student Admission and Support:** The University has decided to process 95% of its admissions in online mode. This will cover admissions including graduate, post graduate, (UG / PG / Diploma / PG-Diploma / Research / Certificate) Programs including M. Phil, Ph.D. courses etc. The Syndicate/ Provost of the University is having the full authority to take appropriate decisions and identify the service providers responsible for implementation of this aspect of the policy.

❖ **Financial Accounting:** For ease of maintaining accounts, the University is already computerized with necessary software But, with new accounting methods and compliances, it has become necessary to design Faculty and Staff Pay-Management Software as well. Accordingly, requirements should be assessed by discussion with (CFAO) Chief Finance & Accounts Officer and other accounts staff and accordingly new software may be purchased. Appropriate security measures should be taken for maintaining confidentiality of the transactions Training to the existing staff and updating of the existing software must be done on timely basis.

- **Faculty Empowerment Strategies:** Faculties of this University must be provided with a desktop/laptop to integrate with technology for virtual learning, advanced research and better teaching-learning process. All the staff members have been provided with institutional email ids for sharing official information. There must be an employee-management software viz. HRMS (Human Resource Management System KONNECT) with HRIS via ICT-based technology to monitor and manage the leave and absence of the employees, employee appraisals, employee reports, employee recruitments, travels, vacancies available as well as the employee gratuity, EPF, HR-Policy, service-manual etc. As an initiative of Paperless Communication, a separate social media group has been initiated for staff members to communicate circulars and messages.

- **Teaching-Learning Evaluation & Institutional LMS:** The Teaching-learning process is governed by the use of an Institutional LMS (Learning-Management System, I-TRACK-GLOBAL) so that the teachers could provide e-contents, advanced e-learning materials, e-assignments, e-test, e-labs/virtual labs, Group discussions, e-conferences etc through online classes, e-lectures and ICT based attendance monitoring system to the students of the University. Faculties are also encouraged to pursue online courses through Swayam and develop e-contents for betterment of students through e-learning.

- **Library:** This University has the privilege of having one of the best libraries with RFID & E-library facilities in the campus. The University (CVRU) is having its ICT-based enriched Library resources viz. OPAC, KOHA, DELNET etc. To continue with this legacy, this University (CVRU) needs to add more and more e-learning resources for the benefit of the faculties, researchers and students. Similarly newer e-learning resources like e journals, and e-books should be identified and subscribed taking into account the recommendations of the CVRU-Library Advisory Committee (CLAC), recommendations of the faculties of various departments and students also need to be taken into account while subscribing to these resources. Appropriate training to the staff and the students for using the e-learning resources should be provided.

- **Administration:** To provide a hassle free, convenient and economical administrative process, maximum of the administration of the institution should be handled with better e-governance-oriented administrative management through ICT based technology Facilities should be provided for online leave management of employees, e-copy of salary certificates, and internal communication between the employees. Students also must be able to obtain maximum services like eligibility certificates, Bonafede certificates, TC, CC,

Migration, Degree Certificate applications etc. via ICT based e-governance tools in online mode.

- **Examination & Evaluation:** As per the directions of the UGC, it is mandatory to handle examination in online mode with e-governance facilities via its exam module of the ERP-Document for filling of examination forms, exam time-table, admit-card generation, online ICT-based based exam conduction, result declaration, filling of revaluation forms, e-attendance certificate, obtaining hall tickets, uploading of internal and external marks which all needs to be done in online manner. Utmost secrecy and confidentiality need to be maintained while handling online examinations and work needs to be done with utmost care and caution. Controller of Examinations needs to supervise the entire e-governance process of examination under the guidance of the Vice Chancellor of this University.

- **Alumni:** In order to strengthen alumni interaction, a separate alumni chapter must be registered and online portal should be started providing facilities like registration, information of university activities. Prominent Key-Alumni, milestones achieved by alumni, alumni contribution, online alumni feedback and many other aspects. For this purpose, a separate section of alumni will be added in the existing webpage to take care of the entire activity.

- **Social Media Outreach:** As per the direction of MHRD, UGC and other statutory authorities (SRA), this University (CVRU) has initiated the sharing of information via ICT technology regarding University's Activities and Achievements, admission campaign management etc which will be shared in social media platforms of the University itself like Facebook, Instagram and Twitter with the Students, Teachers, Alumni & other educational institutions and community.