CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2.3 THE UNIVERSITY HAS IMPLEMENTED E-GOVERNANCE IN THE FOLLOWING AREAS OF OPERATION 1. PLANNING AND DEVELOPMENT 2. ADMINISTRATION (INCLUDING HOSPITAL ADMINISTRATION & MEDICAL RECORDS) 3. FINANCE AND ACCOUNTS 4. STUDENT ADMISSION AND SUPPORT 5. EXAMINATION

To reduce enormous use of paper and printing the ensure data, sign and a seal by the Competent Authority for all the papers, we have used the Class-3 Digital Signatures where a Registration Authority i.e. Dr. Mahipal Singh, Registrar of our University authenticate the documents and responses claimed in this pdf file.

SHOBHIT UNIVERSITY, Gangoh

[Notified by Government of U.P. Act No.3 of 2012, Established u/s 2(f) of UGC Act 1956]

Adarsh Institutional Area, Babu Vijendra Marg, Gangoh, Distt. Saharanpur - 247341, UP

35 YEARS OF ACADEMIC EXCELLENCE

growing together in Gangoh

E-Governance Policy

Adarsh Institutional Area, Babu
Vijendra Marg, Gangoh, Distt. Saharanpur
(U.P.) 247341, India
Tel: +91 7830810052
E-mail: registrargangoh@shobhituniversity.ac.in
U.: www.sug.ac.in

e -Governance Policy

Objectives

The objectives of the e-Governance policy at Shobhit University Gangoh are as follows:

- ✓ **Integrated ERP Solution**: To install an integrated, user-friendly Enterprise Resource Planning (ERP) solution to automate various modules of institutional functioning.
- ✓ **Comprehensive Implementation**: To implement e-governance across all functions of the institution, providing a simpler and more efficient system of governance within and outside the institution.
- ✓ **Transparency and Accountability**: To promote transparency and accountability in all functions of the University, ensuring that all actions are visible and traceable.
- ✓ **Information Access:** To provide easy and quick access to information, making data retrieval and dissemination seamless for all stakeholders.
- ✓ **Administrative and Academic Efficiency:** To implement e-governance in various administrative and academic functionalities of the institution, enhancing overall operational efficiency.
- ✓ **Enhanced Teaching and Learning:** To achieve efficiency in the teaching and learning process by integrating technology into educational practices.
- ✓ **Wi-Fi Enabled Campus:** To make the campus Wi-Fi enabled, providing students, faculty, and staff with reliable internet access throughout the University.
- ✓ **ICT-Enabled Classrooms:** To equip classrooms with ICT tools such as desktops, laptops, smartboards, and projectors, enhancing the learning environment.
- ✓ **Automated Library:** To establish a fully automated library, providing digital access to resources and streamlining library operations.
- ✓ **Digital Communication:** To reduce difficulties for businesses and institutions by providing immediate information to faculty, staff, and students, enabling efficient digital communication.

E-governance is implemented in the following areas:

Shobhit University Gangoh aims to leverage e-governance to enhance various aspects of institutional functioning. The policy is divided into various operational areas. These areas are illustrative, and the University reserves the right to implement e-governance in areas not listed here.

- ✓ **Website**

  The university's website should be continuously updated to reflect new developments and changes. It should serve as a comprehensive mirror of university activities, ensuring that information about all events, important notices, and other relevant updates is readily accessible. The website is designed by the internal staff ensuring reliability and control over content management.

Adarsh Institutional Area, Babu
Vijendra Marg, Gangoh, Distt. Saharanpur
(U.P.) 247341, India
Tel: +91 7830810052
E-mail: registrargangoh@shobhituniversity.ac.in
U.: www.sug.ac.in

✓ **Wi-Fi and Smart Campus**

The university campus is equipped with Wi-Fi connectivity to facilitate the use of e-functions and support the implementation of the e-Campus initiative and with smart for energy management.

✓ **Administration**

The University administration aims to transition to a paperless, ERP-oriented system to ensure a hassle-free, convenient, and smooth process. The university is exploring the automation of its administrative tasks with the support of the ICT tools. To keep the administrative staff up to date with new technologies, appropriate and adequate training and development will be provided.

✓ **Finance & Accounts**

To simplify the maintenance of accounts and finance, the university is currently using suitable existing software. However, with new accounting methods and compliance requirements, it has become necessary to procure dedicated software modules as well. The requirements will be assessed in consultation with account officials, and new software modules will be implemented accordingly. Adequate training sessions on the new software will be organized, and the software will be updated regularly. Additionally, appropriate measures will be taken to maintain the security and confidentiality of financial data.

✓ **Payments**
Parents and staff can make payments using debit/credit cards and UPI platforms.

✓ **Student Support**
The university processes admissions for all programs using a suitable ERP solution. Students must also be able to access information such as lecture schedules, attendance, assignments, continuous assessments, examination results (both internal and external), and fee submission through an online platform.

✓ **Academics (Learning Management Systems(LMS))**
The university utilizes a suitable Learning Management System (LMS) to manage student academics, providing an online platform for real-time communication with parents regarding their respective ward's progress.

✓ **Examination**
According to university guidelines, all examination processes must be conducted online. This includes filling out examination forms, obtaining hall tickets, receiving examination papers, uploading marks, and all related activities. Strict confidentiality and secrecy must be

Adarsh Institutional Area, Babu
Vijendra Marg, Gangoh, Distt. Saharanpur
(U.P.) 247341, India
Tel: +91 7830810052
E-mail: registrargangoh@shobhituniversity.ac.in
U.: www.sug.ac.in

maintained throughout the examination process, with utmost care and caution. The Controller of Examinations oversees the entire examination process.

✓ **Library**

The entire library system, including borrowing and reference services, will be automated to allow staff and students access to library resources both on and off campus. Access to e-journals and electronic resources will be available within the campus premises. To endorse originality in research articles, the library will offer access to a similarity index checker or plagiarism detection software.

✓ **Social Media Outreach**

The university aims to enhance its visibility on social media platforms by consistently sharing information about its and Student activities and achievements with stakeholders and the community on platforms like LinkedIn, Facebook, and others.

✓ **Implementation**

The responsibility for implementation and monitoring will rest with the respective Deans, Directors, Heads of Departments, and Coordinators, who will collaborate with the system to ensure smooth transition and operation.

ICT TOOLS

o **Hardware Infrastructure**

The University is committed to ensuring sufficient availability of desktops and laptops for both students and staff. Additionally, computers and printers will be accessible in every department across the campus. To facilitate effective teaching and learning experiences, projectors and other multimedia devices will be installed in auditoriums, classrooms, seminar rooms, and laboratories throughout the University premises. These initiatives aim to enhance the educational environment and support various academic and administrative functions efficiently.

o **Software Infrastructure**

The University is committed to maintaining robust server configurations to ensure fast and efficient data transmission to computers campus-wide. Office automation packages such as Open Office, MS Office, and antivirus software will be procured and regularly updated on desktops and laptops. These measures are essential to support seamless administrative operations, enhance productivity, and safeguard digital assets against potential security threats.

Implementation of other services in e-Governance

The implementation of additional e-Governance services involved identifying various vendors who were invited to demonstrate their solutions. A comparative analysis was conducted based on recommendations from relevant committees and directives from the University's competent authority, highlighting unique features of each vendor's offering.
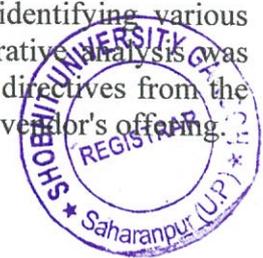
The Registrar, Vice Chancellor, or Chancellor of Shobhit University reserves the right to modify the policy or its terms as deemed necessary.

For Shobhit University Gangoh

Registrar