



e-Governance Policy

Policy Purpose and Objectives

- To ensure effective implementation of e-governance across all the functions within the University.
- To review, replace, complement, and/or supplement the erstwhile physical governance infrastructure with e-Governance facilities for improving the efficiency of various functions within the University.

Scope of the Policy

The scope of this policy covers day-to-day operations of various functions and processes within the University, namely:

- General Administration
- Accounts and Finance management
- Purchases
- Establishment of ICT Infrastructures
- e-Waste management
- Library
- Student Administration
- Admission
- Online classes and Examination

These facilitate all stakeholders in the University viz. the administrative staff, teaching faculty, non-teaching staff, and students.


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Elements of Policy

1. e-Governance in Administration:

- All functionaries in administrative offices shall be adequately equipped with ICT-enabled systems with licensed software and internet facilities for necessary connectivity.
- The University administration shall be equipped with a customized user-friendly Enterprise Resource Planning (ERP) solution to manage students' attendance, annual fee submission, and internal assessment etc.
- All the classrooms, conference rooms, and seminar rooms shall be furnished with ICT-enabled projectors and screens. CCTV-cameras shall be installed and maintained at all strategic locations to ensure proper surveillance.
- The University shall develop and maintain a user-friendly interactive website to disseminate general information as well as updates to its students, teaching and non-teaching staff, and to the public in general.
- The website shall be periodically reviewed by the ICT enabling unit of the University.
- In addition, all official communications and notices shall also be sent via e-mail and other available online platforms.
- The University shall ensure that all the faculty members and non-teaching staff are imparted special ICT training programs for their continuous growth.
- The University shall also ensure that all the students are sufficiently skilled to enable them to benefit from ICT-enabled systems installed in the University.
- The University shall also subscribe to online platforms to support online teaching-learning process, trainings, lectures, webinars, and other official interactions etc.

2. e-Governance in Finance and Accounts:

- The accounts section shall operate and manage their entire accounting operations on ERP software including pension and payroll related processing.
- The University shall perform all the financial transactions through the Public Financial Management System (PFMS) in line with the extant guidelines by the Government of India.
- The University shall perform all TDS related functions on "web e-TDS".
- The University shall utilize Government e-Marketing (GeM) portal for procurement of all goods and services available on GeM to enhance transparency and efficiency in public procurement.
- All financial transactions and tendering processes shall use digital signatures for enhancing efficiency in processing.


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- The University shall develop a customized portal to enable students to pay their annual fee, examination fee etc through online mode.

3. e-Governance in Student Admission and Support:

- The University shall adopt online mode of admission process as mandated by the university from time to time.
- The University shall automate and digitize its Library functions to not only support contactless procurement, accession, and issue/return of books from the library but also provide e-resources for remote access of the content from other sources.

4. e-Governance in Examination:

- The University shall adopt online mode of performing exam-related processing e.g., generating of admit card, conducting the examination etc as mandated by the university from time to time.

Expected Outcomes

The outcomes expected from this policy include:

- The overall improvement in the productivity of the University through simplification and digitization of the various processes across various functions.
- Ensuring transparency and accountability in all the functioning bodies of the University.
- Providing speedy response to student-centric queries or problems.


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