



SRM
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Sikkim

SHRI RAMASAMY MEMORIAL UNIVERSITY SIKKIM

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E-GOVERNANCE POLICY

REGISTRAR
SRM UNIVERSITY, SIKKIM
5th Mile, Tadong, Gangtok
SIKKIM-737102

E-GOVERNANCE POLICY

Objectives:

The aims and objectives of this policy is:

- To ensure effective implementation of e-governance across all the functions within the university in order to provide simpler and efficient system of governance within the university.
- To promote transparency and accountability in all the functions of the university.
- To provide easy and quick access to information to students and parents.
- To achieve and create a paperless environment in the university.
- To make campus as well as classrooms ICT and Wi-Fi enabled.
- To establish a fully automated Library.

Scope:

The scope of this policy extends to the following areas:

- Administration
- Academics
- Student Admission,
- Student progress
- Accounts and Finance
- Examination
- Library
- Placement
- Hostel
- Transport
- Leave Management
- Purchase
- ICT Infrastructure
- Research Proposal
- Employee Profile

Policy:

The University implements e-governance in all aspects of functioning like administration, admission, examination, library, accounts and finance, teaching, etc. The policy is designed and framed to make each and every function transparent and accountable. The University decides to make the following policies and procedure:

a) e-Governance in Administration:

All functionaries in administrative offices should be adequately equipped with ICT-enabled systems with licensed software and internet facilities, wherever required, for necessary connectivity.

- The University administration should be equipped with a customized user-friendly tools and software.
- The university should manage students' admission, annual fee submission, internal assessment, library, examination (internal & External), etc. through Enterprise Resource Planning (ERP) solution.
- ERP should be use to enter and track the attendance, generate defaulter and condonation list, monthly reports etc.
- The university should develop and maintain a user-friendly interactive website to disseminate general information as well as updates to its students, teaching and nonteaching staff and to the public, in general.
- The university should also subscribe to online platforms to support online teaching learning process, trainings, lectures, webinars and other official interactions etc.
- Administration should be made paperless to provide a hassle free, convenient and smooth process,
- Students should get maximum services through online mode.
- Faculty Members and Staff should provide with adequate training and development to keep them abreast with new technology.

b) e-Governance in Finance and Accounts:

- The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the University. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only.
- All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions.
- Training to the existing staff and updation of the existing software must be done regularly
- The accounts section should operate and manage their entire accounting operations on ERP software.

- The university should perform all the financial transactions through offline as well as online way as per the guidelines by the Government of India.
- The university should develop a customized portal to enable students to pay their annual fee, examination fee, etc. through online mode.
- The University should use ePF service for the benefit of employee.
- Payments should generally made and received through online mode such as NEFT, RTGS, Bank Transfers, Mobile apps, PayTM, etc.

c) e-Governance in Student Admission and Support:

- The university should adopt online mode of admission process as mandated by university from time to time.
- An open and transparent strategy for the admission process should follow which further strengthen by the ethical practices and regulations as opined by the University.
- The University brings out its Brochure which should display on the website including all guidelines for the admission process.
- An Admission Portal should use to manage the admissions in the University. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only.
- Students should submit a separate Online Application Form for taking admission the University.

d) e-Governance in Examination:

- The university should adopt online mode of performing exam related processing e.g., generating of admit card, paying exam fees, conducting the examination, etc as mandated by university from time to time.
- The university should release student's internal and end semester examination marks or result through ERP.
- The university should provide examination result through ERP and should allow students to report discrepancies through the same, if any.

e) Library:

- The university should 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 also.

- The University should maintain its academic excellence through maintaining a well-stocked library and should add more and more e-learning resources for the benefit of the teachers and the students.
- The University should continue to subscribe to new journals and books regularly. Recommendations should be taken from the teachers and students while subscribing to the e-resources.
- Teachers should apply to get books of different authors for the subjects they are teaching to increase the knowledge database.
- The Library to install fully automated ILMS software which should have an easy to use Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.
- The use of Online Public Access Catalogue module of the software should allow library database searching by entering preferred terms for information retrieval.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

f) ICT Infrastructure

- All the classrooms, conference rooms and the seminar rooms should be furnished with ICT and WI-FI enabled projectors and screens.
- CCTV-cameras shall be installed and maintained at all strategic locations to ensure proper surveillance.
- The website should be periodically reviewed by the ICT enabling unit of the university. In addition, all official communications and notices should also be sent via e-mail and other available online platforms.
- The university should ensure that all the faculty members and non-teaching staff are imparted special ICT training programs for their continuous growth.

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- The university should also ensure that all the students are sufficiently skilled to enable them to benefit from ICT-enabled systems installed in the university.
- The University should ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers should be made available in the departments and administrative sections.
- Projectors and other multimedia devices should be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The University should maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus should be purchased and updated regularly.
- The University should provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.



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