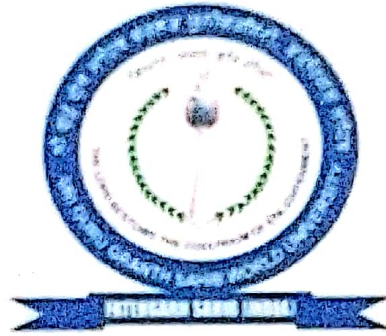


**Sri Guru Granth Sahib World University**

**Fatehgarh Sahib**



ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ  
ਵਰਲਡ ਯੂਨੀਵਰਸਿਟੀ

## **e-Governance Policy**

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# E-GOVERNANCE POLICY

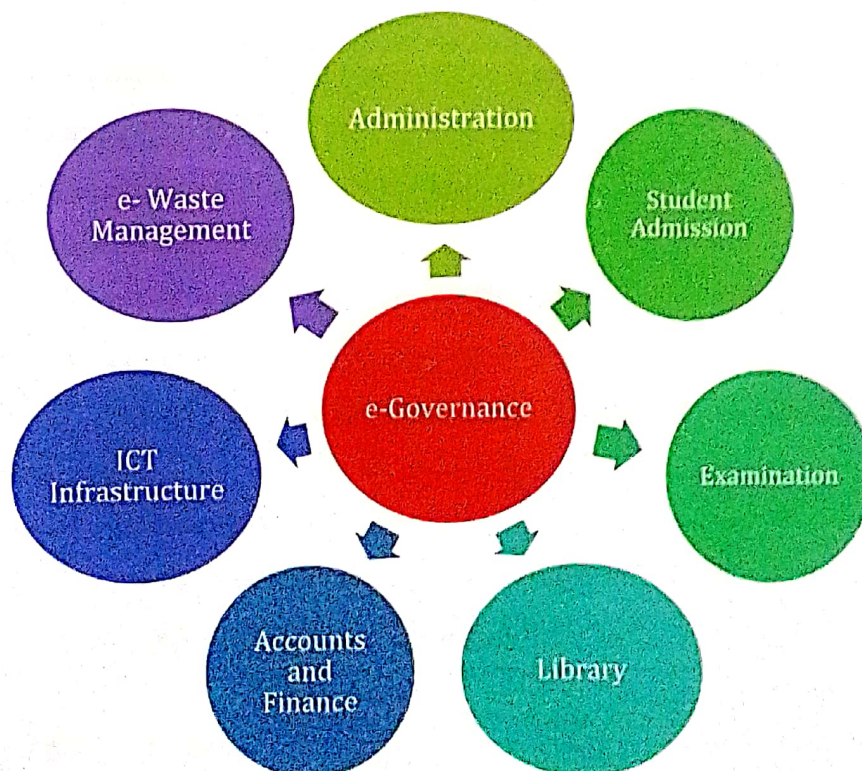
## Vision



To establish a seamless, efficient, and transparent e-governance system that enhances the overall academic and administrative experience for students, faculty, and staff.

## Scope

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- E-waste Management



Demanded by   Hcaun

## Objectives

- Implementation of e-Governance in all functioning of 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 provide e-facilities to students, teachers, Alumni and Parents in various activities relating to the institution.
- To Develop necessary IT infrastructure.

## POLICY

e-Governance Policy will be implemented in the following areas:

### I. Administration:

- The regular functioning of all service units in the office shall be supervised by the authorities through ERP software.
- The Attendance Module of ERP Software will be used by the faculty and staff to record and track attendance, Internal assessment of students etc.
- The administrative Office will use advanced Excel and File Management System Tools to maintain database.
- The Administration shall use e-mail service in its communication with Governing Body members as well as the teaching and non-teaching staff.
- The administrative information including notices and circulars shall be regularly published on the website.
- All staff members shall use Biometric attendance.
- CCTV Cameras will be installed at various places of need.
- ICT shall be introduced in every administrative function /work.

### II. Student Admission and Support:

- ERP software will be used to manage all student data including course, fee submission.

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- The University website shall be regularly updated for real time information sharing/dissemination, including admission and online transaction interfaces etc.
- An Admission Portal shall be used to manage the admissions.
- Regular update of website.
- Post regular updates on Alumni portal for information of passed out students
- The Digital Brochure, video teaser, social media posts on course details, sanctioned intake, placements, and facilities shall be displayed during admission time.

### **III. Examination:**

- ERP shall be used to handle the entire Examination Process.
- The examination records of students will be made available online with an interactive platform for students to view their internal assessment and semester marks/grades online.
- Compatibility of examination process with the regulations of the University shall be maintained as far as the e-governance policy is concerned.

### **IV. Library:**

- To maintain a well-stocked library by continuously adding books, journals and e-learning resources for the benefit of the teachers and the students.
- The use of Online Public Access Catalogue module to allow library database searching by entering preferred terms for information retrieval.
- All the tasks of book circulation shall be done through library management software.
- A Database of all books and journals shall be maintained.
- The library will provide access to fully automated software for plagiarism check to encourage original writing among students and teachers.

### **V. Finance and Accounts:**

- The accounts of the institution will be maintained through Tally software and ERP.
- All payments/transactions will be through online mode such as NEFT, RTGS, Bank Transfers, UPI, etc.
- Latest software versions will be purchased for automation.

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- All the analysis reports will be generated through Tally.
- An appropriate security measures for maintaining confidentiality in transactions will be implemented.
- Use of automated Payroll Management System in all aspects including salary calculation, salary slips, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc. will be done.

### **VII. e-Waste Management:**

- The University will ensure that its usage of technology and generation of e-waste does not impact the environment to make the campus as eco-friendly as possible.

### **VIII. ICT Infrastructure**

#### ***1) Hardware Infrastructure***

- The University shall ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers shall be made available in the administrative block.
- Projectors and other multimedia devices interactive panels in classrooms, seminar rooms and laboratories will be installed.
- The infrastructure will be complemented by computer networking devices, scanners and interactive teaching board/smart board etc.

#### ***2) Software Infrastructure***

- The University shall 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 to be purchased and updated regularly.

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