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DAVANGERE UNIVERSITY

Shivagangotri, Davangere-577007 Karnataka.



Policy Document on e-Governance

(An IQAC Initiative)

With effect from Jan 2020, Version 1.0

Policy on e-Governance

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

Objectives:

- E-governance will be used across the University's operations in order to offer a more simplified and efficient method of governance inside the organisation.
- Transparency and accountability should be promoted in all aspects of the University's operations.
- The goal is to establish and maintain a paperless, sustainable environment at the University.
- To make information readily available and accessible in a convenient and timely manner.
- To allow Wi-Fi access on the campus.
- To equip our classrooms with ICT equipment such as desktop computers, laptop computers, smartboards, projectors, and other similar devices.
- To put in place a completely automated library system.

Policy:

The University will adopt e-governance across all functional areas, including the library, accounting, admissions, administration, and teaching.

The policy is structured and developed in such a way that it ensures the transparency and accountability of each and every function.

The University hereby establishes the following policies and procedures:

Website: The website will serve as an information hub for the University, highlighting all of its operations, significant announcements, and courses offered. The University will select a different service provider/web designer for this purpose. Administrative and instructional personnel will be trained to make critical website changes. A Website Committee will be established to oversee the University's website management. The Committee will be responsible for regularly updating, maintaining, and operating the website. Additionally, the Committee will look for other improvements to the website that are necessary. The University's website aims to demonstrate its vitality and activity. All critical alerts must be made available on the website as soon as they are published.

Student Admission: The admission procedure is conducted in an open and transparent manner, which is reinforced by the UGC/ GoK's standards and rules. The University publishes a brochure that is available on its website and contains information on the admissions process. An Admissions Portal being used to handle the University's admission process. The number of students registering to each program, cancellations, tuition payment all will be handled exclusively via this Portal. Students must submit a separate Online Application Form and an online software to the Admission Co-ordinator in order to be considered for admission to the University.

Accounts: The office's Tally account is active. The University will buy and utilise the most recent versions of software. Advanced capabilities assist employees in successfully and efficiently maintaining financial records. Profit and loss statements, as well as balance sheets, are produced via this programme. Tally is also used to produce all analysis reports. Appropriate security measures should be used to ensure the transaction's secrecy. Regular training of current personnel and software updates are to be maintained. Additionally, the University utilises a variety of software, including the Public Financial Management System (PFMS), which is used to manage funds received from the government and the Payroll Management System, which assists in automatically calculating salaries, creating salary slips, and disbursing funds to bank accounts. This system manages TDS, Provident Fund, Allowances and so forth. Reports may be produced for any member of staff. Payments are often made and received online through NEFT, RTGS or bank transfers.

Library: The University's academic brilliance is maintained via the maintenance of a well-stocked library. The University will continue to expand its e-learning tools for both instructors and students. The University should maintain a constant subscription to new journals and books. Teachers and students provide recommendations when subscribing to e-resources. Teachers may apply to get books by various authors on the topics they teach in order to expand their knowledge base.

- The Library shall include fully automated ILMS software with an intuitive graphical user interface, unicode compatibility with multilingual search, and the ability to export the majority of reports.
- Using the software's Online Public Access Catalogue module, users may search library databases by entering desired search keywords.
- The Circulation module of the programme should include all circulation-related activities, from the creation of member records through the printing of reminders for overdue books.
- The Database Maintenance module should include all database construction and maintenance activities.
- To encourage students and instructors to write independently, the Library should offer access to fully automated plagiarism detection tools.

Administration:

- Attendance Management Software to Administrative Staff and Teaching Faculty may use to monitor and record Attendance, Internal Assessments, and other important data. Monthly and semester end reports should be produced to compute the Internal Assessment grade for attendance automatically.

- To maintain an efficient database, the administrative office should use advanced Excel and file management system tools.
- To provide a hassle-free, convenient, and seamless procedure, the University's administration will be paperless.
- Students must be able to access the full range of services online.
- The University will investigate possibilities to automate some of its administrative tasks.
- To offer sufficient training and development to administrative staff in order to keep them updated with new technologies.

Examination: The University has implemented an online system via which students may see their cumulative internal assessment grades at the conclusion of each semester and report any anomalies. The examination procedure is governed by the University, and as such, the University's e-governance policy must be followed.

Alumni: To enhance our alumni connections, a dedicated alumni page will be established on the website that will include registration, notable alumni, and comments, among other features. The alumni association will be contacted on a regular basis and will maintain the database.

E Trash Management: Davangere University is committed to minimising the negative effect of its technology use and e waste production on the environment.


ICT TOOLS

Hardware Infrastructure

- The University should make certain that it has a sufficient quantity of desktop computers and laptop computers for students and staff members.
- In the administrative block, computers and printers will be made accessible to users.
- The auditorium, classrooms, seminar rooms, and labs will be equipped with projectors and other multimedia equipment.
- Resograph, computer networking devices, scanners, and an interactive teaching board/smart board, among other things, will be used to supplement the infrastructure.

Software Infrastructure

- The University is responsible for maintaining sufficient configuration servers that enable data to be sent quickly to the different machines.
- Office automation software for desktops and laptops such as Open Office, Microsoft Office, and anti-virus software must be bought and updated on a regular basis.
- Access to all standard Econometrics, Statistical, computational, and scientific typesetting programmes shall be provided by the University.


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