

VEER BAHADUR SINGH PURVANCHAL UNIVERSITY

JAUNPUR, 222003 (U.P.)

www.vbspu.ac.in



E-GOVERNANCE POLICY


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Jaunpur






De Singh

E-Governance Policy

Preamble

E-governance is envisioned with the primary goal of improving the governance system for the institute's development by using new and cutting-edge technology. Examinations, admissions, day-to-day operations of departments, academics, placements, management information systems, and stakeholder inclusion are some of the major areas of e-governance. It seeks to plan and facilitate any infrastructure for the implementation of cutting-edge applications as well as the deployment of solutions for the institute's seamless administration. E-governance in the education system help us to enhance the working culture of good governance system with in the University with one-to-one correspondence. It imparts to transform the knowledge from the traditional manual processes into fully automate, more accessible, user friendly and easily retraceable format without any lapse of time. The vision and mission of the "*Veer Bahadur Singh Purvanchal University, Jaunpur, Uttar Pradesh*" serve as the guiding principle for growth and achievements of its objectives as per out motto "*Tejasvinavadhitamstu*". Our university serves as a leading global institute, recognized as an excellent centre of learning for quality higher education to create, disseminate and translate knowledge inculcating moral values and ethics aligned with our motto. To provide the quality of education to the students in a competitive academic and administrative environment is the main goal of our university and this should be achieved by the establishment of good and effective governance system. Keeping this in mind, our university has implemented the integrated management system (IMS) through a e-governance module in various functioning of the institution into a single channel and also make documentation and processing of information in automated manner. The establishment of e-governance management system in the university helps in effective planning and development at all the levels under decentralization governance system which also supports the institute to adopt the recent changing trends in technology. The central repository centre of data management through fully automated is also strengthen the Internal Quality Assurance Cell (IQAC) of the university and helps in getting good accreditation and ranking.


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Vision

- To establish the effective governance for the holistic development of the university by leveraging technologies.

Mission

- To import new solution and ideas for effective e-governance in the area of academic, administration, student support & progression, research and extension activities.
- To achieve efficiency in functioning of the institutions by enabling transparency, accuracy, easy access of information, and also decentralization management system for effective decision making.

Objectives

Our system and procedures are combined into a single comprehensive framework by an integrated management system (IMS), enabling the university to operate as a single entity with an identifiable set of goals with following objectives:

- To implement of E-governance management system in various procedures and functioning of the university
- To integrate all framework into a single system with fully automated work culture
- To ensure transparency in the university management system and reduce manpower
- To provide accurate data from centralized data cloud to all the stakeholders
- To promote paperless and e-mail based work culture in the institution
- To ensure the involvement of all the stakeholders in decision making processes
- To covert our campus into fully e-governance implemented campus
- To make the institution visible globally

Policy

In order to provide simpler and effective governance management system our university has implemented the e-governance procedures in all the aspects of the functioning in the areas like administration, academics, examination, finance, etc. The policy is designed and framed to the following ways:


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- Providing the effective and resourceful e-governance practices for maximum utilization of resources with transparency, validity, accuracy, and accountability.
- Transforming manual process of work culture into fully automated online
- Develop central repository centre for data collection and maintenance and reduce data redundancy
- Adopting paperless work culture in all areas of operations in real time
- Providing training to staffs and students regularly on any updation in the software

Area of Implementation of E-Governance in the University

In the VBS Purvanchal University, Jaunpur, E-governance management system is implemented in the following areas:

- Website & social media
- Admission
- Administration
- E-tendering
- Biometric attendance of the employees
- Library
- Examination
- Finance & Accounts

1. **Website & social media:** The university website is act as information centre for all the stakeholders, which will reflect about all the activities and information related to the university. For this purpose, a separate service provider/web designer is appointed under the monitoring of the website development committee. Time to time proper training will be given to the administrative and teaching staff to upload the information under different sections so that any stakeholders of the university could easily access the required information. The responsibility of website management committee to take a look and review of any information to be uploaded on the university website and also maintaining, updating on the regular intervals as per requirements. The university has also a social media committee which has responsibility to live and upload all the activities undergoing within the university campus. The University strives to showcase its vibrant self and activeness

through its website. All the important notifications related to the students, teachers and important notices have to go live on the website as and when they are released by the competent authorities.

2. **Admission:** A transparent policy is adopted for the admission process and is made online to ensure the e-governance management system in the admission process. The university admission brochure is placed on the university website and also advertised to the newspaper for getting information to the public domain. An admission portal is available on the university website to manage the admission related activities. The admission module of the university includes filling online application form, online procession of application fee payment, profiling of the applicants, issuing admit card for the entrance examination, shortlisting and generation of confirmation letter for the admission. Thus our admission module adopted up to 100 % of e-governance management system in the student admission and support.
3. **Administration:** Our university administrative offices has been fully automated with desktop computers with good connectivity of internet connection and they should use the advanced excel and file management system tools to maintain effective database. Information Management Software (IMS) to be used by the administrative staff as well as teaching Faculty to record and track attendance, internal assessment of the students, monthly reports, semester end reports etc. should be generated to automatically. Thus, students and faculty must be able to obtain maximum services in online mode under e-governance management system. The university will also take a look further into opportunities to automate some of its functions related to administration in more effective ways.
4. **E-tendering:** The University has developed the process of decentralization by using participative managements and e-governance method via "Public Finance Management Systems (PFMS)" for transparency. A finance committee along with several sub-committees is constituted for the smooth running and monitoring of the financial matter. The requisitions made by the sections/departments/faculty/committee conveners etc. duly

recommended by the authorities and statutory bodies of the University are purchased through GEM or e-tendering processes.

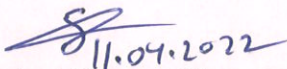
5. **Biometric attendance of the employees:** The implementation of biometric attendance management system of the university employees with suitable software ensuring the report generation of the entries in online mode and managing all kinds of leave, and other activities as per UP Govt. rules and regulations.
6. **Library:** The University continues in the path of maintaining its academic excellence through a well-stocked library facility in the campus. Our library is automated through Library Management System (ILMS) software and also secured with CCTV monitoring. The Library premises are under CCTV surveillance to control unethical incidents. Library has Wi Fi connectivity to provide Internet as well as e-Resource facilities to its users even after closing the library. Our university e-Repository contains the e-content developed by our faculty members i.e. study materials, assignments, previous year question papers, video lectures and presentations are made easily available and accessible to the students & teachers. it has a Digital Library cum Research Section to support the research scholars on all subjects those are not being studied in UTD. Since 2014, we have uploaded 519 Ph.D. theses in Sodhganga Repository and going to digitise our 12,000+old thesis. Our library is working with SOUL software package for its in-house job like circulation, serial control, cataloguing, OPAC/Web OPAC etc. It has also an e-library containing 20 computers with 1 GBPS BSNL leased line Internet connectivity to access 10,000+ e-resources including e-journals, e-books, e-databases, e-contents, e-theses purchased and subscribed by university along with INFLIBNET Centre, Ahmadabad with many more Open Access e-resources.
7. **Accounts:** The account department of the university continues to maintain its account on latest version Tally software. The advanced features help the staff to maintain financial records effectively and efficiently ways. Profit and loss statements, Balance Sheet are generated through online mode using e-governance module is every year. All the analysis reports, payment records, salary statement of the employees are also generated through the Tally software in view of e-governance management system. Appropriate security measures should be taken care of for the maintaining confidentiality of the transactions.

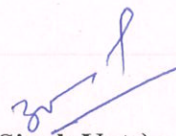

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Training to the existing staff and updating of the existing software must be done on regular basis. All the transactions are made through online mode through RTGS/NEFT. The PFMS system is followed in dealing with grants received from government agencies. The University has also integrated system for electronic transfer of salaries and other payments through bank and also provides e-tax receipts. In order to enhance transparency in the realm of purchases made by the University, all major purchases are carried out through Government e-Marketing (GeM) portal and quotations for prices through e-tendering. All the financial data is preserved on the server of the University.

8. **Examination:** Our university has well established on-line examination management system. The examination notice has displayed on the university website and informed to all the concerned departments. The students can fill online examination form, examination fee paid online, online verification of their details by the concerned HOD/deans, and then after download the admit card for the appearing in the examination as per their eligibility. After examination answer sheets/copies are coding as per OMR based recognition before evaluation through online module/agencies. After evaluation of the answer sheets by the concerned evaluator the copies are decoded and final marks are filled on online examination module. The whole Examination process is regulated by the university and thus follow fully e-governance policy in this regard.


11.04.2022
(Dr. Sujeet Kumar Chaurasia)


(Dr. Amit Singh Vats)


11.04.22
(Prof. Devraj Singh)


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