



E-Governance policy

(Approved by Executive Council resolution dated 10.10.2018)

Object:

1. Implementation of E-governance in various functioning of the University
2. Achieving efficiency in our functioning
3. Promoting transparency and accountability
4. Achieving paperless administration of the University
5. Facilitating online internal and external communication between various entities of the University
6. Providing easy access to information
7. Making the University visible globally

Policy:

1. In order to provide simpler and efficient system of governance within the University, it is decided to adopt and implement e-governance in maximum activities of our functioning.
2. The University has already started with e-governance in some aspects of functioning like library, accounts, etc. But, now we have resolved to implement e-governance in many more areas and with this aim in view we have drafted this policy framework.

E-governance in following areas: For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

1. **Website:** The website of the Rama University needs to be revamped taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices, etc should be made easily available to the outsiders. For this purpose, a separate service provider/web designer can be appointed. Alongwith it, training should be given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updation at the University level.
2. **Student Admission:** The Rama University has decided to process all admissions in online mode also. This will cover admissions to all courses whether graduate, post graduate, Ph.D., diploma or certificate courses. For this purpose, an arrangement can be entered into with a reputed banking organization for payment gateway & maintenance of accounts etc.

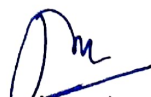
Registrar
Rama University
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Kanpur-208017



RAMA UNIVERSITY UTTAR PRADESH, KANPUR

(vide U.P. Act No.1 of 2014 as passed by State Legislature and recognized by UGC U/s 2(f))

3. **Accounts:** For ease of maintaining accounts, the university is already using Tally software. But, with new accounting methods and compliances, it has become necessary to procure other softwares as well. Accordingly, requirements should be assessed by the competent authority by discussion with A.O. and other accounts staff and accordingly new softwares may be purchased. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing softwares must be done on timely basis.
4. **Library:** We have the privilege of having best libraries at central & faculty level. To continue with this legacy, we need to add more and more e-learning resources for the benefit of the teachers and students. Library is presently using KOHA for its internal working. It needs to be updated timely. As regards quality journals e-resources, like del-net & J. gate D.V.L., provides better opportunity alongwith membership of N.D.L. that provides open source. Recommendations of the teachers and students also need to be taken into account while subscribing to these resources. Appropriate training to the staff and the students for using the e-learning resources should be provided.
5. **Administration:** To provide hassle free, convenient and cheap process, maximum of the administration of the university has to be handled with ICT based technology. Facilities should be provided for online leave management of employees, e copy of salary certificates, internal communication between the employees interse, etc. Students also must be able to obtain maximum services like transfer certificates, bonafide certificates, etc. in online mode.
6. **Examination:** It should be in practice to handle examination in online manner. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done with utmost care and caution. University Examination Officer needs to supervise the entire process of examination under the guidance of the University.
7. **Alumni:** In order to strengthen alumni interaction, a separate alumni portal is being proposed providing facilities like registration, information of University activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose a separate agreement can be entered into with suitable service providers by the Secretary and a separate alumni coordinator at the University level be appointed to take care of the entire activity.


(Registrar)

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