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MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY

(A State Univ. Estd. by Govt. of Punjab vide Punjab Act No. 5 of 2015 and Approved u/s 2(f) & 12 (B) of UGC; Member AIU)

Bathinda-151001 (Punjab), India

POLICY

E-GOVERNANCE

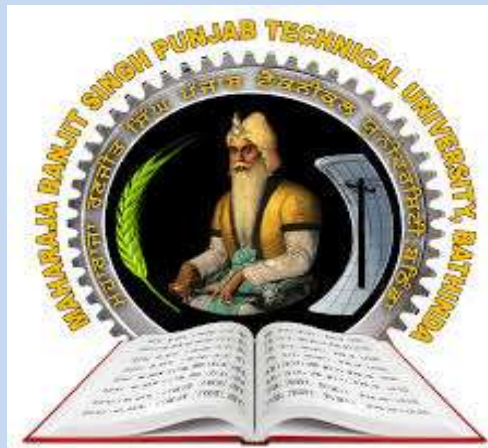


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MRSPTU- Policy on E-Governance

POLICY ON E-GOVERNANCE



2021

**INTERNAL QUALITY ASSURANCE CELL
MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY
BATHINDA 151001**

MRSPTU- Policy on E-Governance

POLICY ON E-GOVERNANCE

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Policy on E-Governance

POLICY ON E-GOVERNANCE

INTRODUCTION

E-governance is the application of information and communication technologies to transform the efficiency, effectiveness, transparency and accountability of informational & transactional exchanges with all the stakeholders through access & use of information. It is the use of ICT by different actors of the society with the aim to improve their access to information and to build their capacities.

The demand to automate University process is becoming important in line with university quality assurance. In order to provide simpler and efficient system of governance with the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.

The decision making body of the University has decided to automate various operation of the instructions in an integrated manner in order to enable transparency and clarity in different functionalities of the University pertaining to teaching and learning (Academic), Administration, Examination, Finance & Accounting, Admission, HR Wing etc.

OBJECTIVES

- Implementation of E-governance in various functioning of the University.
- Achieving efficiency in our functioning.
- Promoting transparency and accountability.
- To achieve and create a paperless environment in the University.
- Facilitating online internal and external communication between various entities of the institution.
- Providing easy access to the information.
- Making the institution visible globally.
- To enable the stakeholders to avail various services online.

The University strives to showcase its vibrant self and activeness through its websites. All the important notifications have to go live on the websites as and when they are released.

ADMINISTRATION: To provide a hassle free, convenient and smooth process and to move towards paperless environment, the University will work into the direction of automating maximum possible administrative activities of the university with the support of ICT based technology. All the stakeholders must be able to obtain maximum services through online system.

A dynamic database of all the students, teachers and employees will be created.

Administrative Staff will be provided with adequate training and development to keep them abreast with the latest trends and technology

FINANCE AND ACCOUNTS

For ease of maintaining accounts, the University is already using software. But, with the new accounting methods and compliances, it has become necessary to procure other software and modules as well. Accordingly, requirement shall be assist by the administration in discussion with finance officers and other accounts staff and accordingly new software/modules will be implemented. Appropriate security measures will be taken for maintaining confidentiality of the transactions. Training to the staff and updating of software must be done on timely basis.

STUDENTS ADMISSION

The University shall strive to process all admission online. This will cover admissions to all programme whether graduate, post graduate, Ph.D., or any other programme offered by the University. This module will covered Lead Management, follow up of Lead, Online admission, Application Processing, Online Entrance Exam, Online Counseling, Online Fee and Temporary ID card, Eligibility Check & Document Verification, helps to search Admission On the basis of parameters like Unique Registration Number, Name Wise, Admission Date, Category Wise, Class and Section Wise, N number of possibilities etc.

POLICY STATEMENT

In order to provide simpler and efficient system of governance within the University, the University styles to adopt and implement E-governance in the maximum possible activities of the University's functioning.

The University has resolved to implement E-governance in maximum possible areas of functioning and with the aim, this policy has been adopted. The policy is the designed and framed to make each and every function transparent and accountable.

The university shall comply with the e-governance norms of relevant bodies.

AREAS OF IMPLEMENTATION

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

WEBSITE

The website of the University needs to be revamped taking into consideration the recent developments. The website should act as a mirror of the University activities and information

about all activities, important notices, programmes offered etc. should be made easily available to all the stakeholders and the public.

Website needs to be put in to full use as a vital information source to all stakeholders and all important communications/circulars/notices have to be made available in website to ensure reaching of information to the needy any time anywhere.

For this purpose, a separate service provider/web designer will be appointed by the University management. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website.

EXAMINATION

The University shall strive to provide various online examination facilities. As per the changing scenario and use of digital technology it has become the need to automate of the examination system. Filling of examination forms, revaluation forms, obtaining hall tickets, uploading of marks, result declaration etc. The University declaration is determined to do complete automation of the examination process. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done with utmost care and caution.

LIBRARY

- The University continues to maintain its academic excellence through maintaining a well-stocked library. The university will add more and more e-learning resources for the benefit of the teachers and the students.
- 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 to 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 fully automated software for plagiarism check .

LEARNING MANAGEMENT SYSTEM (ACADEMIC)

LMS is an online system which is used to plan, execute and access a specific learning process which shall help in administration, tracking and recording of details of classroom learning.

SOCIAL MEDIA OUTREACH

The University shall increase its visibility on various social media platforms by regularly sharing information regarding University's Activities and Achievements on social media platforms like Facebook, Instagram, Twitter etc. with the various stakeholders and community.

IMPLEMENTATION

The responsibility of implementation and monitoring will be of the respective Directors/Department, Heads of various schools/departments in coordination with the System Department for smooth transition and functioning.

ERP IMPLEMENTATION

In this direction a few vendors/service providers of ERP software will be called and quotations should be invited as per the recommendation of the Technical committee of the institution. Followed by the directions of the competent authority. Required training should be provided to teaching and non - teaching fraternity of the University with a view to get the optimal benefits from the software and strangle connect with stake holders.

TESTING OF ERP

Following points were shall be kept in mind while testing:

- While deciding on the focus of testing activities, the project priorities should be identified.
- The efforts required for testing based on the usage of the system should be decided.
- A necessary part of the test case was defined for the expected result.
- Test cases should be written for Invalid and unexpected as well as for valid and expected input conditions.
- The results of each test should be thoroughly analyzed.
- Both Unit Testing and System Testing should be done on the system to detect and fix errors.

IMPLEMENTATION OF ERP

The ERP will run in parallel with the old software/manual system till the successful transition to the ERP is done.

It will involve analysis of the structure, modularity, usability, reliability, efficiency, and achievement of goals.

During the implementation of the project, a step called V&V *i.e.* Verification and Validation should be carried out at certain intervals.

- Verification: "Are we building the product right?"
- Validation: "Are we building the right product?"

IMPLEMENTATION OF OTHER SERVICES IN E-GOVERNANCE

Various vendors were identified and called for demonstration. Comparative statement with unique features was made on the basis of recommendation by the concerned committees and direction of the decision making body of the University. The service providers for Website development and maintenance, SMS services, Digital Marketing partners were shortlisted and the necessary support to promote and practice the E - Governance was procured, adopted and is being implemented successfully.

E-OFFICE PORTAL

The E-Office aims to support governance by ushering in more effective and transparent inter and intra-government processes. The vision of E-Office is to achieve a simplified, responsive, effective and transparent working of all government offices. University should become a part of E-office portal of Government of Punjab to process the files at the earliest for effective automation.



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