




# E-GOVERNANCE POLICY

Approved by Board of Management

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Registrar  
Quantum University

## University E-Governance Policy

E-Governance means using Information and Communication Technology (ICT) to operate administrative functions to increase productivity, effectiveness, convenience, and cost-efficiency. Quantum University started using ICT methods in some of its core functions like Finance, Administration, Examination, Student Support & Admission since its inception. Using ICT-enabled systems to establish fully electronic working governance, the University emphasizes student, staff, and parent access to information in a paperless environment.

University E-Governance involves new ways of governance, single windows operations, services, paperless operations, transparency, and much more. The E-Governance Policy of the University covers the following aspects-

### **Scope**

The E-Governance Policy of the University shall be applicable to any authority or department or office of the University.

### **Vision**

To enhance the accuracy, efficiency & transparency of University governance to its all stakeholders.

### **Mission**

With the latest technology, facilitate and promote the E-Governance system in the University operations.

## **Objectives**

1. Incorporating E-Governance into university operations.
2. To maintain and strengthen the leadership of the University.
3. Promoting transparency and accountability.
4. Enable the University to function more efficiently & move towards a paperless environment.
5. Providing easy access to information.
6. Increasing the University's global visibility.
7. Development of requisite IT infrastructure.
8. Introduction of online services for students, parents, faculty/staff, and stakeholders.
9. Communicating online between all University stakeholders on an internal and external level.

## **Advantages of E-Governance**

Education administrators can benefit from e-government because it improves efficiency, increases transparency and accountability, and provides faster access to services at lower costs. E-government benefits are summarized as follows:

1. Reduce duplication and increase efficiency in the various departments.
2. Preparation of reports becomes easy and quick.
3. Harassment of the students is reduced.
4. Easy online information and submission of forms and payment also become almost immediate.
5. Through faster dissemination of information at a very low cost, the management, faculty, students, and administrative staff get connected more easily, increasing the efficiency of delivering services.
6. Equal opportunity to access information is provided regardless of one's physical location and physical disability thus removing distance barriers.
7. Leads to a significant reduction in transaction costs, time, space, and manpower.

## **Stakeholders**

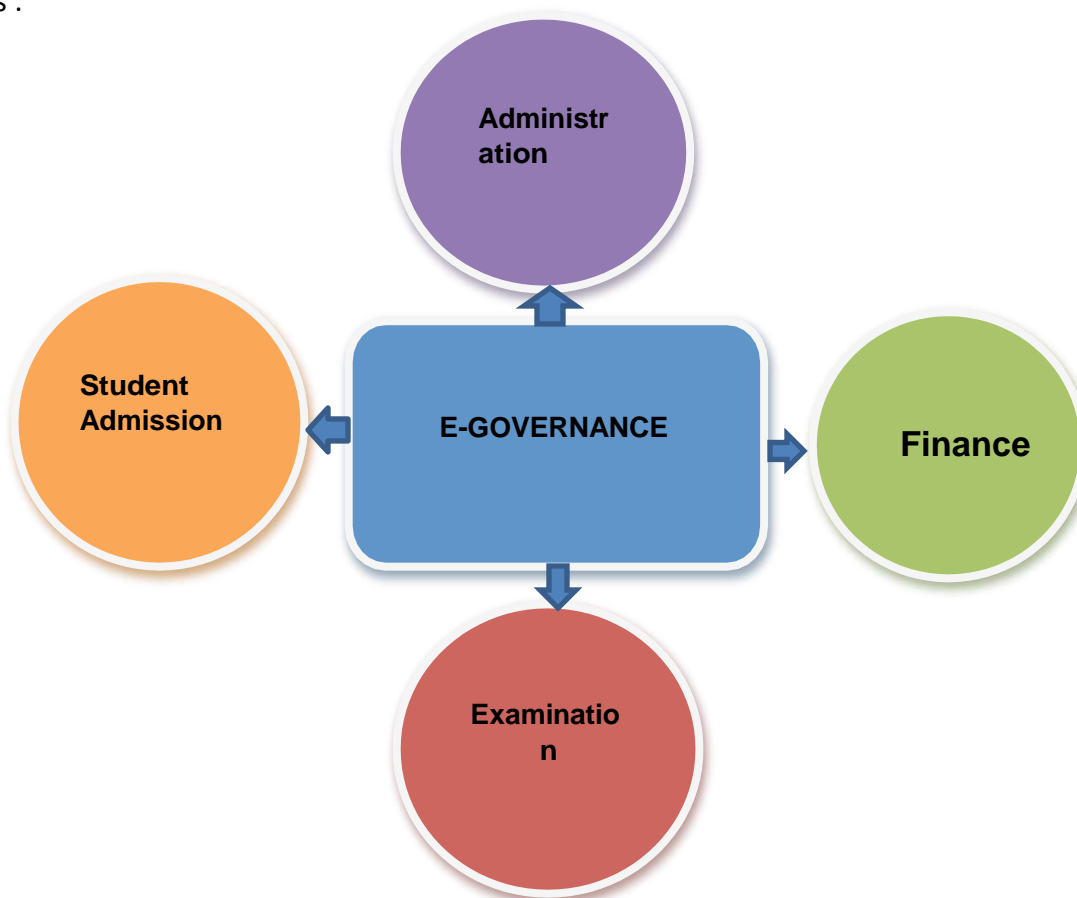
The stakeholders of the University are defined as:

- 1. Students**
- 2. Faculty and Staff.**
- 3. Parents.**
- 4. Industry.**

Quantum University's E-Governance model aims at delivering services and information to its stakeholders by facilitating efficient, speedy, & transparent processes for disseminating information to students, faculty, and staff.

The E-Governance System at Quantum University is a computerization of its operations where different users interact differently with the system. For example, the nature of interactions by authorities, management, and office assistants will be different. The University continuously caters training for different categories of users like faculty, accounts administration, students, etc for using the e-governance system. The E-Governance system is designed to transform work processes and implement and deliver certain information to decision-makers, adding an improvement in transparency and accountability levels. It has become a necessity to involve a paperless system as a powerful medium to deliver services and perform day-to-day administrative activities in the areas like Planning, Administration, Finance and Accounting, Examination, Student Admission, etc. In addition to enhancing and promoting new methods of delivering knowledge to students, this system will offer insights into the organization and delivery of requisite services.

Quantum University has initiated E-Governance as a process for computerization under various areas such as :



## Administration

Administration may provide better service in terms of time, making governance more efficient and more effective by use of Information technology.

- 1- **University Academic Management** - The E-Governance system under Quantum University's Academic Management includes the Login In Page, Administrative Panel Dashboard, Semester Management System, Student ID Card Generation, Student Attendance Summary, etc.
- 2- **Employee Management** - Under the Employee Management System, University's electronic administrative works upon Employee Details, ID Card Generation, Online Leave Apply, Faculty Leave Register, & Faculty In/Out Register.
- 3- **Feedback Management** - Feedback Management System shows the feedback on the course in the semester of the program and the curriculum feedback analysis report.
- 4- **Hostel Management** - Quantum's Hostel Management System is designed to manage all hostel activities from hostel admissions to hostel stores & generate related reports for smooth transactions.
- 5- **Transportation Management** - The University's Transportation Management System is used to manage all types of transport-related issues, from transport allocation to bus passes.
- 6- **Faculty Academic Management** - The Academic Management System of Quantum University is available for both students, & faculty members. If we talk about Faculty Academic Management, it automates every step of the faculty lifecycle from Syllabus Creation to Marking Lecture Attendance, from Online Leave Apply to maintaining Faculty In & Out Register.
- 7- **Document Requests** - The University's Document Requests system keeps track of student Grievance Redressal Application requests.

## Examination

The policy defines major points to be considered while developing the e-governance system in the examination system for University as:

- 1- Student Exam Application Management** - The e- governance system of application management helps the examination administration to receive online applications for examination. It records data like Student Applicable for ESE, Uploading Study Material, Uploading Assignments, Entering Assignment marks, etc.
- 2- Students Admit Card & Attendance Management** - This system manages the data related to admit cards, attendance, award lists, and verification letters for students.
- 3- To Maintain Secrecy & Confidentiality** - The University's examination system provides security to the Answer Book Code Generation and Answer Book Code Label Generation processes.
- 4- Award List & Examination Analysis** - This system helps maintain the award list of the ESE and calculate grade details by using standard deviation.
- 5- Online Internal & External Quiz Management** - Quantum University's Examination E-Governance system includes Online Exam Schedule, MCQ Quiz Schedule, MCQ Question Paper Upload and Online Exam Shift Creation.
- 6- Automatic Question Bank & Question Paper Generation** - An Automated System helps generate question papers quickly, randomly, and securely. It saves time and effort for the Faculty, teachers, or mentors as they can use it to generate question papers instantly.

## Finance

University has taken E-Governance initiatives where the accounts are maintained through the Tally software and ERP Financial matters are dealt with by online means for transaction purposes. To produce immediate information in Finance and Accounts i.e.” Single Click Accounting”, Quantum uses Tally ERP 9.0 for the transparent functioning of the Accounts department.

- 1- **Fee Payment & Receipt Generation** - The Payroll System or Registration Fee system at Quantum University focuses on Registration Fees, Fee Refund, and Online Received Fee Settlement.
- 2- **Cash Flow Management** - The Cash Flow Statement under E-Governance at Quantum maintains the details and records of cash inflow and outflow. The data includes Multiple Due Creations, Multiple Ledger Creation, Daily Collection Summary, and Course Wise Total Dues.
- 3- **Payments Management** - The Payment Management system keeps a record of the cheque clearance.

## Student Admission

The College has decided to process admissions in online mode too. This will cover admissions to all courses whether graduate, post graduate or autonomous courses.

- 1- **E-Content Management** - Under E-Content Management, Quantum University manages content data whether it's Uploading Study Material, Assignments, Viewing Assignments, Entering Marks, or Student Home Page and Dashboard.
- 2- **Complete Attendance Management** - The attendance management system shows attendance data display and maintains attendance reports.
- 3- **Students-Member Interaction**- Mentor details are displayed on the student login page so students can contact them for help or queries.
- 4- **Examination Management**- Under the examination management system, the students can easily apply for their back papers, access their internal marks, and can apply for ESE.

- 5- **Fee Management-** Online Fee Submission and Fee Transactions are maintained by the university using the Fee Management System.
- 6- **Literacy Access & Search-** Under literacy access and search, students can access library books online and OPAC through student logins.
- 7- **Leave Pass Management-** Hostlers can apply for a leave pass via Student Login under Leave Pass Management.
- 8- **Document Request Management-** The University's Document Requests system keeps track of student Grievance Redressal Application requests.
- 9- **Complete Admission Cycle Management** - It assists with admissions, registering students, generating Q-Care forms, generating PLAs, CLAs, and more.

## Website & Social Media

Taking into account the latest developments, Quantum University's website and social media channels are constantly updated to reflect the university's activities. The website is hosted & deployed by a third party on a secure platform. Staff members are properly trained to administer and update the website. Posts are made on social media for any events or information that needs to be disseminated to the students, parents, etc.

## CCTV Surveillance

University is equipped with CCTV Cameras installed at various places on campus depending on the need. The entire campus is under CCTV Surveillance 24\*7. It helps the administration to maintain discipline, cleanliness, and the maintenance of the campus.



## E-Democracy

Another feedback system Quantum University has is E-Democracy, through which students may provide feedback on a faculty member's teaching effectiveness. Whatsapp groups have been formed to facilitate smooth communication between teachers and students. A notice of an event or an urgent message can be sent through it.

## Alumni

In order to strengthen alumni interaction, a separate alumni portal must be started providing facilities like registration, information of Department/School activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose, a dedicated cell shall be established and a separate alumni coordinator at the Department/School level be appointed to take care of the entire activity.

The categories generated for Information Administration System of the University are listed as:

<b>Student Administration</b>	<ol style="list-style-type: none"> <li>1. Usage of electronic media by students to apply for admissions.</li> <li>2. Student registration/ enrolment.</li> <li>3. Availability of timetable / class schedule.</li> <li>4. Attendance records.</li> <li>5. Communication of academic details of students to their parents.</li> <li>6. Notifications.</li> </ol>
<b>Staff Administration</b>	<ol style="list-style-type: none"> <li>1. Recruitment and work allotment of staff.</li> <li>2. Automation of attendance and leave management of staff.</li> <li>3. /Faculty members.</li> <li>4. Performance appraisal.</li> <li>5. Communication with staff using e-media.</li> <li>6. e-circulars/Office Orders/Notices.</li> </ol>

<b>General Administration</b>	<ol style="list-style-type: none"><li>1. Scheduling / allocation of halls for examinations.</li><li>2. Dissemination of information in the institution through e-kiosks.</li><li>3. Processing and display of examination results.</li><li>4. Facility for students to make fee payments electronically.</li></ol>
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**Annual Report of E-Governance System of University will be presented to the Governing Body of the University, on regular basis. Policy is amendable based on Administrative decisions and technology change.**