

## **6.2.3**

### **Institution Implements e- governance in its areas of operations**

#### **1. E-Governance Policy**

**Galgotias University**

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## E-GOVERNANCE POLICY

### Object:

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

### Policy:

1. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
2. The institution implemented with e-governance in almost all the segments of like library, accounts, admin, examinations and HR 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. E-governance even in the areas enlisted herewith.

1. **Website:** The website of the University needs to revamped taking into account the new changes time to time. The website should act as a mirror of the

  
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University activities and information about all activities, important notices, etc should be made easily available to the outsiders. Along with 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 & Support:** The University shall process all the pre admission and admissions in online mode. This will cover admissions to all courses whether graduate, post graduate, Ph.D., diploma or autonomous courses. For this, all new Payment Gateways to be explored and ensured to be integrated in ERP. It should be updated in future also with all new payment gateways introduced if any. The University has given the authority to take appropriate decisions and identify the persons responsible for implementation of this aspect of the policy.
3. **Finance & Accounts:** For ease of maintaining accounts, the University is already using ERP Software. ERP to be updated with all the actions. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing softwares is being done on timely basis.
4. **Library:** We have the privilege of having one of the best library in the country. To continue with this legacy, we need to add more and more e-learning resources for the benefit of the teachers and students. Similarly newer e-learning resources journals, databases etc should be identified and subscribed taking into account the recommendations of the library advisory committee. Recommendations of the teachers and students also need to 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. This is should be integrated with ERP.
5. **Administration:** To provide an hassle free, convenient and cheap process, maximum of the administration of the society should 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.

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6. **Examination:** Examination all online open houses shall be automation manner. Filling of examination forms, re-evaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, examination fee & issue of certificate 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 utmost care and caution. Examination Controller needs to supervise the entire process of examination under the guidance of the Vice Chancellor and it must be updated time to time based on technology update.
7. **Alumni:** In order to strengthen alumni interaction, a separate alumni portal should be started providing facilities like registration, information of college 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.
8. **E-Governance of Grievance Redressal System** This e-governed system automates all processes related to student counseling, queries, complaints and suggestions pertaining to various academic and administrative departments of dashboard of the University. It provides a reliable and time-efficient method of grievance redressal and information dissemination for various stakeholders of the University including current students, teachers, administrators and other employees.
9. **Online Teaching Learning Process:**

University has adopted the process of Online Classes through Google Class Rooms to benefit the students. University has also adopted various tools to conduct the online Teaching Learning /Examinations like LMS, INPODS and MOODLE, virtual labs which shall be updated time to time.

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