



# SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY  
(UGC Approved)

Gurugram, Delhi-NCR

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## E-Governance Policy

### Scope:

The scope of this policy extends to the following areas:

- **Planning and Development**
- **Administration**
- **Finance and Accounts**
- **Student Admission and Support**
- **Examination**

### Objectives:

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.

### Policy:

The University will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.

The policy is designed and framed to make each and every function transparent and accountable. The University decides to make the following policies and procedure:



### **E – Governance in Planning and Development**

- Institution updates its website on regular basis to provide informative interface.
- Institution invites New Job applications and Tender Applications through website and has completely automated ERP module for submitting the applications along with uploading necessary documents.
- Institution has facility to conduct Important meetings through online mode.
- Institution has provided dedicated email ID to all Administrators and teaching faculty for secured communication
- Institution has Internal Mailing Service (IMS).
- Institution also has functional module for Central Purchase System including Indent Placement, Stock Availability and disbursement and its report generation
- ERP of the Institution has Module for Maintenance Work to address maintenance work in timely manner.

### **E – Governance in Administration**

- All Hospital activities in SGT Hospital are automated with Akhil Miracle HIS Software.
- Institution has completely automated Biometric Attendance System in place its employee and Post Graduate Students.





- Student attendance is recorded in the ERP system and timely reports are generated for the same.
- Systems of the Institution are protected by Antivirus firewall.
- Institution has own social media handles through which various activities and updates are shared on social media domains.

#### **E – Governance in Finance and Accounts**

- Institution has also implemented fee collection management in ERP for admission fees collection, registration of alumni association and registration for the convocation.
- Institution has continued Licensing of Tally Software to handle accounting, inventory management, tax management, payroll etc.
- Institution also has Saral Payroll software licensing to handle Institutional Payroll.
- Institution also has Matrix software for biometric for Teaching and Non-teaching staff.

#### **E – Governance in Student Admission and Support**

- University has fully automated admission process of Form Filling, Documents Uploading, Signing Application form, Merit Generation, Admission fees payment.
- University Website has dedicated Query Centre for Admission. Institution also updates regularly admission related notifications on Institutional Website.
- Institution ERP has dedicated modules related to student attendance, Continuous Cumulative Evaluation System (CCES), etc.

In the COVID-19 Pandemic Condition, University also conducted all lecture sessions online by Zoom online Meeting Portal.



- Learning Resource Centre of SGT University is also automated with KOHA Library Management Software. University also has repository where databases are regularly updated for student education and record keeping purpose.
- Institution also has strict anti Plagiarism policy in place to avoid plagiarism in research literature. It is implemented by Anti Plagiarism Software "ithenticate"

### **E – Governance in Examination**

- University has IT Enabled "Evaluation and Result processing" through examination management system (EMS) implemented in University ERP system.
- In COVID-19 Pandemic Condition, University also conducted various examination online with structured Online Examination Module.
- University ERP has dedicated module for Registration of Degree conferring and Convocation.

### **ICT TOOLS**

#### **Hardware Infrastructure**

- The College to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by Resograph, computer networking devices, scanners and interactive teaching board/smart board etc.





### **Software Infrastructure**

- The University to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- The University to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.



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