Ref No: SBBSU/20/463   Date: 19/06/2020

e-Governance Policy

Sant Baba Bhag Singh University takes a holistic view on the e-Governance initiatives across various activities of the university in an efficient manner.

Scope of the Policy:

The scope of this policy covers day-to-day operations of various functions and processes within the university, such as General Administration, Accounts and Finance management, purchases, establishment of ICT Infrastructures, Library, Student Administration, Admission and Examination etc. facilitating all the stake holders in the university viz. the administrative staff, teaching faculty, non-teaching staff and students.

Elements of Policy:

Implementation and up-gradation of ICTenabled processes in the various realms of e-Governance at University are enumerated below:

e-Governance in Administration:

- All representatives in administrative offices shall be adequately equipped with ICT-enabled systems with licensed software and internet facilities, wherever required, for necessary connectivity.
- Enterprise Resource Planning (ERP) solution to manage students' registration, annual fee submission and internal/external assessment etc.
- All the classrooms, conference rooms and the seminar rooms shall be furnished with ICT-enabled projectors.
- CCTVcameras shall be installed and maintained at all strategic locations toensureproper surveillance.
- The university shall develop and maintain a user-friendly interactive website to disseminate general information as well as updates to its students, teaching andnon-teaching staff and to the public in general.

- The website shall be periodically reviewed by the e-governance cell of the university.
- In addition, all official communications and notices shall also be sent via e-mail and other available online platforms.
- The university shall ensure that all the faculty members and non-teaching staff are imparted special ICT training programs for their continuous growth.
- The university shall also ensure that all the students are sufficiently skilled to enable them to benefit from ICT-enabled systems installed in the university.

e-Governance in Finance and Accounts:

- The accounts section shall operate and manage their accounting operations on ERP software and other platforms such as TALLY including annual fee and salary processing.
- The university shall perform all the financial transactions through the online platforms.

e-Governance in Student Admission and Support:

- The university shall adopt online mode of admission process as mandated from time to time.
- The university shall automate and digitize its library functions to not only support contactless procurement, accession and issue/return of books from the library but also provide e-resources such as e-journals and e-books.

e-Governance in Examination:

The university shall adopt online processing for examination e.g. generation of admit card, uploading marks, result compilation and declaration etc. from time to time.

Expected Outcomes:

The outcomes expected from this policy include:

- The overall improvement in the productivity of the university through simplification and digitization of the various processes across various functions.
- Ensuring transparency and accountability in all the functioning bodies of the university.
- Providing speedy response to student centric queries or problems.

Senior Network Administrator   Vice-Chancellor