E-GOVERNANCE POLICY

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RNB GLOBAL UNIVERSITY
Educating stars for tomorrow

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The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Student Support
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

Objectives:

- Incorporation of e-governance in all aspects of the university's operations to create a more straight forward and effective system of internal governance.

- To encourage the accountability and openness in all functions of the University.

- To establish and maintain a paperless environment in the university.

- To make it simple and quick to access information.

- To enable Wi-Fi on campus.

- To equip our classrooms with laptops, projectors, and other ICT equipment.

- To create a library that is entirely automated.

Policy: E-governance will be used by the university in all areas of operation, including the library, accounting, admissions, administration, and teaching. For this Purpose University will take the subscription of **most comprehensive online cloud based solution of TCS-Ion** for all aspects of the university.

The policy is constructed and structured to ensure accountability for each and every function. The University decides to make the following policies and procedure:

Website: The website will serve as an information hub for the University, reflecting all of its operations, significant announcements, courses offered, etc. The University will engage a different service provider/web designer for this reason. The administrative and instructional personnel will receive training so they can make significant website updates.

A Website Committee will be established to oversee the University's website. The Committee will be responsible for regularly updating, maintaining, and operating the website. The Committee will also search the website for additional adjustments that are necessary. Through its website, the university aims to demonstrate how dynamic and alive it is. Every significant notification & event must be available as soon as it is issued on the website.

Student Admission: The admission process is conducted in an open and transparent manner. The University will release all information related to the admission as well as activities & achievements, on its website. **A link on the website** will also be provided for admissions that will be used to manage university admissions cell. Only this Portal will be used to manage the number of students applying to each course, withdrawals, and payment submission. For university admission, students must submit a separate online application form, and the admission coordinator will use **online software TCS-Ion –CMS** for this purpose.

Accounts: The accounts department will be equipped with the **software Tally.** Newest versions of the software will be bought and use. The accounts department will maintain financial records properly and efficiently. **Tally software** will be used to construct the balance sheet and profit and loss statements. Tally is also used to generate all of the analysis reports. The transactions' secrecy should be maintained by using the proper security precautions. Regular software updates and training for the current workforce will also be planned. The University will also makes use of a variety of software, which will be used to administer funds received from various sources and the Payroll Management System, which assists in automatically calculating salaries, and distributing salaries to bank accounts. This system is used to manage TDS, Provident Fund, Allowances, and other things. Reports can be generated for each employee on the staff. The majorities of payments are made and received electronically using services like **NEFT, RTGS, bank transfers, SBI collect, UPI** etc.

Library: The University keeps up its commitment to academic achievement by keeping its library well-stocked. To help teachers and students, the university will continue to introduce more e-learning materials. Regular subscriptions to new journals and books should still be made by the University. While subscribing to the electronic resources, recommendations are obtained from the instructors and students. For the subjects they are teaching, teachers can apply to get books from other writers to expand the body of knowledge.

- The library will be set up with completely automated LMS software and the ability to export the majority of reports.
- Using the software's Online Public Access Catalogue module to search library databases using preferred search phrases for information retrieval.
- The software's circulation module will also include every aspect of circulation, from maintaining member records to issuing notices of overdue books.
- All database creation and maintenance procedures should be covered by the database maintenance module.
- The Library should make fully automated software like Orkund for plagiarism check available to patrons in order to promote original work among students and professors.
- University library will be equipped with some software like DELNET, MANUPATRA, SHODHGANGA & SHODHSHUDHI.

Administration:

- TCS-Ion Software for managing attendance that administrative staff and teaching faculty will be used to record and monitor attendance, internal evaluations, etc. The Internal Assessment marks for attendance should be automatically calculated and generated in monthly and semester-end reports.
- To maintain an efficient database, the administrative office should use advanced Excel and file management system tools.

- To provide a hassle free, convenient and smooth process, administration of the University to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The University will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

Exam: The University will be established a system that allows students to examine their overall internal assessment scores at the conclusion of each semester and report any anomalies. The University controls the examination process; hence in this case the University's e-governance policy should be used.

Alumni: A dedicated alumni page will be built on the website, with features like registration, notable university alumni, comments, and many other things, in order to deepen our interactions with our alumni. The alumni association should be contacted for database administration and routine updates.

E-Waste Management: RNB GLOBAL UNIVERSITY ensures that its usage of technology and generation of e-waste does not impact the environment.

ICT TOOLS

Hardware Infrastructure

- The university shall make sure that there are enough desktops and laptops for both employees and students.
- Access to computers and printers in the administrative block.
- Projectors and other multimedia equipment will be available in the labs, seminar rooms, and auditorium.

Software Infrastructure

- The University shall maintain the servers with the right configuration to enable quick data transmission to the various PCs.
- Regularly purchasing and updating office automation software for desktops and laptops, such as Open Office, MS Office, and antivirus.