ALAGAPPA UNIVERSITY

A State University Accredited with A+ Grade by NAAC (CGPA: 3.64) in the Third Cycle

KARAIKUDI – 630 003, Tamil Nadu, India

CRITERION -VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

E-GOVERNANCE POLICY

ALAGAPPA UNIVERSITY, KARAIKUDI

e-Governance Policy

Preamble

An efficient administration requires e-Governance at all levels. This has necessitated the University to have a separate IT and e-Governance policy for quality and transparency in academic and administrative activities. By virtue of powers vested in the Act and Statutes, the University has framed an e-Governance Policy.

Scope

e-Governance is adopted for transparency, accountability and speedy equitable service delivery to the stakeholders of the University.

Objectives

Implementation of e-Governance is done in various functional areas of the University for :

- ➢ Achieving efficiency in the administration
- ➢ Promoting transparency and accountability
- ➢ Achieving paperless administration in the University
- ➢ Facilitating online internal and external communication between various entities of the University
- ➢ Providing effortless access to information
- ➢ Making the University to a Global Outreach

Policy Statement

e-Governance policy is the base for the implementation of Enterprise Resource Planning (ERP) of Alagappa University. The Directorate of Management Information System (MIS) has been established with a commitment to monitor all the academic, administrative and examination activities of the University and develop the software integrating all the activities / data in a single nodal point for easy access and retrieval. Supplying internet connections, expanding e-communication and providing software security to all the Departments and administrative units are the primary functions of the MIS directorate. This policy encompasses all online and e-governance activities pertaining to the University administration, Complaint management, Finance and Control, Examinations, Research, Students admission, training and placement, hostel management, Examinations and so on.

Areas of e-Governance activities

The main focus of e-Governance activities is to assist the activities of Internal Quality Assurance system and create a centralized data management system to support the accreditation process and National and International Ranking process. e-Governance is expected to integrate the various activities in the following domains:

1. Administration

Developing software and the use of IT enabled functioning in the administrative activities are very much helpful to the institution in cost effective as well as safe, secured and customized data usage. Accordingly, e-Governance in the following modules integrating to the common platform is practiced in the University.

   a. Students Admission (from the receipt of application to the admission of students including fee remittances)
   b. Students' grievance management platform
   c. Purchases and Stores maintenance (including e-tenders)
   d. Vehicle management system
   e. Human Resource Management system
   f. E-communication mechanism like e-mail or app based service for internal communications
   g. Setting up of information channels to students / parents / alumni
   h. IT enabled service management
   i. Hostel Management (including on-line fee remittances)
   j. Other related works

ii. Finance Control and Management

   a. All fee remittances to the University exchequer
   b. Pay bill process
   c. Income Tax / GST / management
   d. GPF / CPF Management
   e. Special PF Management
   f. Earmarked Fund Accounting
   g. Plan Fund accounting
   h. Pension Fund accounting
   i. Pension portal to the pensioners

j. Distance Education Fee receipts and Accounting

k. Scholarship Management

l. Investment Management

m. Preparation of Annual Accounting and Financial Estimate

n. Any other activities relating to Finance

iii. Examinations

a. On-line process of Applications of the University Departments, the Affiliated Colleges and Distance Education

b. Examination fee payments by all the students of all the streams

c. Issue of Hall tickets

d. On-line Evaluation (From dummy numbering to the publication of results)

e. Issuance of certificates (Deposit in the NAD)

iv. Academics

a. Transparent Internal evaluation process

b. Faculty appraisal by the students / alumni / parents

c. Self-evaluation by the faculty members

d. Students' attendance maintenance

e. Enhanced Teaching tools – ICT enabled teaching aids, on-line assignments, quizzes, mentoring, etc.,

f. On-line courses (SWAYAM, e-content development)

iv. Complaint Management

a. Filing of Grievances through on-line portal

b. Grievance Redressel through on-line

c. Monitoring the time-line of settlement

v. Other e-Governance Initiatives

a. Alumni data Management (Monitor their contributions / sharing of their expertise, etc.,)

b. Industry data base (for students internship / placement)

Responsibility

All services of the University are accessible to the stakeholders at their location through common service delivery outlets. Efficiency, transparency and reliability of such services are ensured at affordable costs to realise the basic needs of the stakeholders. Paperless administration is the ultimate goal of e-governance functioning of the University.

Implementation

e-Governance Policy is executed through the Directorate of Management Information System in co-operation with all stakeholders.

Approval and Review

e-Governance Policy will be reviewed normally once in three years but in some cases upon urgency/as and when need arises.

REGISTRAR