

# REVA UNIVERSITY STATUTES GOVERNING E-GOVERNANCE POLICY, 2016

*(Framed as per provision under Section 8 (xv) and Section 32 (xiii) of REVA University Act, 2012)*

## 1. Title & Commencement:

These statutes shall be called “REVA University Statutes Governing E-Governance Policy, 2016.”

These statutes come into force from the date of assent of the Chancellor.

## 2. E-Governance Policy

Information and Communication Technology (ICT) enabled technology can transform Governance by adoption of global best practices in Governance. In tune with this, REVA University has decided to adopt global best practices to provide its services to all the stake holders through good and effective e-Governance. REVA University has automated many of its services, such as general administration, student’s admissions, examinations, finance, etc. The University has now envisioned that all the services of its shall be successfully implemented under e-Governance plan following National e- Governance Plan and recent Digital India flagship initiatives of Government of India. Hence is the present REVA University Statutes Governing E-Governance Policy facilitating formulation and design of policy guidelines for effective implementation of e-Governance and provide new ways of governance, single window operations, services, transparency in the administration and much more.

Through e-Governance, the university ensures that all its services are delivered to and accessible by the teachers, researchers, students, staff, and all other stakeholders efficiently, transparently and conveniently in a reliable manner.

## 3. Vision, Mission, and Objectives

Information Technology Act, 2000 of Government of India mandates to deliver the public services electronically wherever and to the extent possible. Keeping this in view REVA University has shaped the following vision and objectives.

### **Vision:**

To enhance the system of governance for the overall development of the university by leveraging technologies

### **Mission:**

Deploy new solutions and ideas in areas of teaching, research, administration, and services of the university for seamless data access enabling better decision making at various levels of the university.

### **Objectives**

1. Implementation of E-governance in various functioning of the university
2. Achieving efficiency in our functioning
3. Promoting transparency and accountability
4. Providing easy access to information
5. Ensuring accountability and improved customer services
6. Facilitating comprehensive implementation of electronic mode of communication among all schools, departments, and various entities of the university
7. Moving towards paperless administration
8. Maintaining the Data in a secure environment
9. Making the university globally visible

### **4. ICT Infrastructure**

REVA University already has an independent Computer & Information Technology Division and campus wide network with wi-fi facility. This policy helps to further strengthen the division by adopting newer technologies and digital growth. The Computer & Information Technology Division ensures the university keeps pace with the recent applications of e-Governance to perform its functions digitally.

### **5. Area of Implementation of e-Governance:**

1. Administration
2. Finance and Accounts
3. Students' Admission and support
4. Examination
5. Planning and Development
6. Library and its services
7. Maintenance and Support Services

#### **5.1. Administration and Academics**

REVA University will aggressively promote in house and external communication in digital and online mode and move towards paperless administration. In this regard the following shall be ensured.

- Management of service books of employees in e-form
- Developing comprehensive and robust web portal of the university covering its all activities
- Handling all scholarship schemes digitally and maintaining e-records
- Computerisation of the operations all offices, academic departments and service units
- Biometric attendance of staff and faculty members

- Installing Digital display boards in all blocks and central library for notification to all stakeholders
- Conducting online seminars, workshops, training classes and webinars
- Maintaining online faculty appraisal, self-evaluation and feedback from various stakeholders
- Using enhanced teaching tools – online assignments, quizzes, mentoring, QA's and such others
- Acquisition and management of e-resources in central library & departmental libraries
- Online payment of fee by the students
- Salary payment to employees through net-banking
- Facilitating digital campaigns

## **5.2. Finance and Accounts**

The policy defines major points to be considered while developing the finance and accounts system specified hereunder:

- To take appropriate security measures for maintaining confidentiality with regard to payment, monitoring transactions, payment, billing process etc.,
- Training the existing staff and updating the software as and when required
- Developing fee payments and receipt generation system regarding academic examination, transport, hostel, and such others.
- Pay bill preparation & management of records relating to students payments
- Disbursement of salary slips & accounting of PF
- Maintaining budgetary/financial data in digital form
- Ensuring digital banking and online support

## **5.3. Students' Admission and Support**

This policy enforces to design and develop robust user friendly students, admissions and support services. These would include the following:

- Managing entire admission process during disclosure of admission rules/schedule of entrance test on webpage, conduct of online entrance examinations
- Verification of documents, registration and payment of fees & other admission formalities
- Preparation & publication of admission rolls and maintenance of student's record
- Management of admission related data through web-based MIS & e-mails
- Management of different scholarship schemes for students
- Display of time-table, class schedule, schedule of co-curricular activities,
- Maintenance of students' attendance and performance and communicating the same to their parents / guardians from time to time.



- Disclosure of students-centric information/data/materials on website
- Extending Wi-Fi facility to hostels, and other student facility centres.
- Developing ICT based teaching in smart classrooms,

#### **5.4. Examination**

The e-Governance policy advocates automation of all examination related activities and maintenance of examination documents in a digital form. It also advocates maintaining confidentiality and security of examination related data / records. Some of these would include the following:

- Scheduling and announcements of examination timetables and results
- Facilitating filling up of examination forms of regular / re-appearing and revaluation
- Maintaining of confidentiality of examinations related records
- Preparing and issuing online hall tickets / admit cards
- Conduct of examinations including online examination
- Creating question paper data bank and generating question papers for various examinations.
- Tabulation and uploading of marks, and generating semester wise and year wise grade cards
- Generation and maintenance of registers containing marks / grades of all students
- Creation of codes for valuation of answer scripts
- Maintenance of data base of internal and external examiners with details of their specializations
- Generation and maintenance of program wise merit list of students for purpose of convocation and award of ranks / medals / prizes and such other recognition for achievers.
- Generation and maintenance of semester wise students' outcomes, performance appraisals and such other documents to facilitate requirements of accrediting agencies.
- Provision for maintaining records of examination related grievances and redressal of students.
- Quick responses and closure
- Designing and developing system of prevention of malpractices and such other activities

#### **5.5 Planning and Development**

Planning and Development of the university being the key factor for the progress of the university adopting best practices of the e-Governance is important and hence this policy advocates the following:

- Preparation and submission of various types of proposals to the Government of Karnataka, UGC, AICTE, COA, BCI and such other bodies to seek permission to start various programs and to approve intake of students.
- To correspond with CET Cell of Govt. of Karnataka for admission of students and maintain their records including admission, cancellation, transfer etc.,
- Design and maintain the database of various funding agencies, experts in different areas of research and specialisations.
- Create a data base of the regulations, notifications, proforma of applications of various funding agencies like UGC, ICSSR, ICAR, DBT, DST, AICTE, etc., and make them available to all faculty members.
- Design and develop templates for preparing research proposals to submit for funding agencies.
- Proposals for R & D projects, seminars & workshops, various grants and scholarships are prepared and submitted online through participative management system.
- Design a database of developmental activities with time schedule and maintain record of monitoring and implementation.
- Keep record of research projects awarded, funding received, progress of research including, including the reviews conducted for their implementation and completion of research projects.
- Create and maintain data base of research output including publications, patents, products and so on.
- Prepare, notify, and maintain schedule of events of university in general and all schools and departments, and also maintain records of such events including conferences, seminars, workshops, extension activities carried out by the students.
- Create and maintain data base of students' achievements, accomplishments of the teachers, administrators and also the university in general.
- Maintain records of awards, prizes and such other recognitions received by the university, faculty members and students.

#### **5.6. Library and its services**

The e-Governance policy enforces that all library operations and services are automated and best practices of e-Governance are adopted. Following are the points of consideration for implementation of e-Governance practices in the library.

- Automation of all library operations such as book acquisition, recordings, payment towards procurement of books and other resources.
- Creation and maintenance of OPAC
- Automation of issue and returns of books and other materials to the users of different categories
- Creation and maintenance of users' details
- Maintenance of data regarding use and non-use of various library resources
- Development of digital library



Registrar

- Digitisation of rare documents in the library
- Acquisition and maintenance of e-resources and records of their use
- Creation and maintenance of data base of old question papers of the examinations conducted by the university and also old question papers of competitive examinations
- Hosting of records of books and other publications and PhD theses of the university in the INFLIBNET portal
- Maintaining separate library webpage with containing OPAC, library facilities and services

### **5.7. Maintenance and Support Services**

This policy also provides adoption of e-Governance, best practices for maintenance and support services which shall include the following:

- Create a database of all the resources and facilities of the university such as buildings, auditorium, classrooms, labs, hostels, etc.,
- Maintain record of their usage, actions taken for their maintenance and housekeeping
- Maintain the database of transport facility, their maintenance, and their usage by students, teachers and others.
- Create and maintain database of students' welfare activities and support services.
- Create and maintain extra-curricular and extension activities organised by students.
- Maintenance records of Grievances and redressal of students and staff.
- Maintenance of records of events conducted by the university and their feedback from the stakeholders.
- Maintenance of records of use of sports facilities such as gym, indoor stadium etc.,
- Maintenance of records of use of water, electricity, solar power, generators etc.,

### **6. Implementation**

The Computer & Information Technology Division, REVA University shall act as a nodal and Implementing Agency for all e-Governance implementation in the university. This division shall provide support services to all academic and administrative departments and coordinate the overall implementation of the policy.



**Registrar**  
**Registrar**  
**REVA UNIVERSITY**  
Yelahanka, Bengaluru - 64