



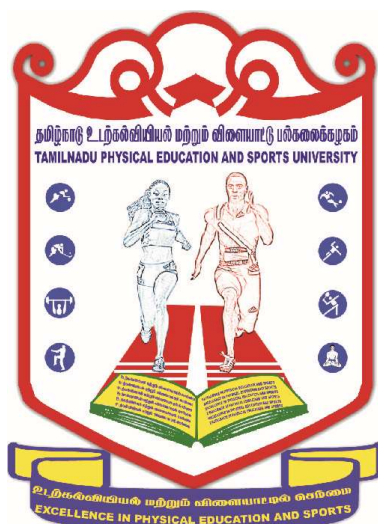
TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.3.2

6.2.2 Institution Implements e-governance in its operations

Annual e-governance report approved by the Governing Council/
Board of Management/ Syndicate Policy document on e-governance



S.No.	Supportive Documents	Page No.
1	TNPESU Annual E Governance Report	03 – 08
2	TNPESU – E Governance Policy	09 – 13
3	TNPESU – IT Policy	14 – 18



TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.3.2



தமிழ்நாடு உடற்கல்வியியல் மற்றும் விளையாட்டுப் பல்கலைக்கழகம்

TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

(Estd. by the Govt. of Tamil Nadu Under Act No.9 of 2005. A State Govt. University)

Accredited with "B" Grade by NAAC

Website : www.tnpesu.org

Email : regtnpesu@gmail.com

Phone No : 044-27477906

reg.sec.tnpesu@gmail.com

Vandalur - Kelambakkam Road, Melakottaiyur Post, Chennai - 600 127. Tamil Nadu. India

Dr. I. LILLY PUSHPAM


Registrar

19.06.2024

Certificate

It is certified that the supportive documents enclosed are related to the metrics 6.2.2 under Criteria 6 regarding Institution Implements e-governance in its operations - the Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance.




Registrar
Registrar
Tamilnadu Physical Education
and
Sports University
Chennai - 600 127.



TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.3.2

TNPESU ANNUAL E GOVERNANCE REPORT



தமிழ்நாடு உடற்கல்வியியல் மற்றும் விளையாட்டுப் பல்கலைக்கழகம்

TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

(Estd. by the Govt. of Tamil Nadu Under Act No. 9 of 2005)

Accredited with "B++" Grade by NAAC

Melakottaiyur Post, Vandalur-Kelambakkam Road, Chennai - 600 127. Tamil Nadu, India.
Tel : 044 - 27477906 E-mail : regtnpesu@gmail.com Website : www.tnpesu.org

Dr. R. Ramakrishnan
Registrar i/c

TNPESU ANNUAL E – GOVERNANCE REPORT 2022-23

Introduction

E-Governance in TNPESU is the process by which traditional governance is modernized to facilitate staff, students, administration and all other stakeholders with improved services and to ensure smooth governance using Information and Communication Technologies' (ICT) applications. E-Governance involves new ways of governance, single window operations, services, paperless operations, transparency and much more. TNPESU E-Governance policy has been designed to facilitate the students, employees and all other stakeholders

Advantages of E-Governance

The advantages of e-governance in an educational sector are improved efficiency, increase in transparency and accountability of educational administrative activities. It is convenient and enables faster access to service, and lowers costs for administrative services. The multi-faceted benefits of E- governance can be described as follow:

- Increases the efficiency of various departments and reduces duplication.
- Preparation of reports becomes easier and quicker.
- Students' related facilities are well defined
- Easy and immediate online information and submission of forms and payment
- The management, faculty members, students and administrative staff get connected to the each other more easily leading to enhanced efficiency in delivering service by faster dissemination of information on a reduced cost.
- Equity and access to information is provided regardless of one's physical location and physical challenges thus removing distance barriers.



TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.3.2

- Leads to significant reduction of transaction costs, time, space, and manpower. The E-Governance system is designed to transform work processes, implement and deliver certain information to decision-makers, adding an improvement in transparency and accountability levels. In the process, the possibilities of errors are reduced as well as the University's budgeting and quality of services are improved. The need for E-Governance in areas such as Planning and Development, Administration, Finance and Accounting is significant and obligatory.

VISION

To enhance the accuracy, efficiency & transparency of University governance to all its stakeholders.

MISSION

To develop the E-infrastructure, with the latest technology to facilitate and promote E-Governance system in most of the University operations.

STAKEHOLDERS

The following constitute the stakeholders of the University:

- Students
- Faculties and Staffs
- Parents
- Society

TNPES University E-Governance model has the primary task of delivery of services and information to its stakeholders through powerful electronic means. University believes that the use of Information Technology (IT) facilitates efficient, speedy, transparent and proactive processes for disseminating information. It assists to strengthen the activities of Internal Quality Assurance Cell (IQAC) and creates a centralized data management system to support accreditation and rankings.

The objectives of constituting E-Governance policy are:

- To implement smooth functioning of the University activities
- To promote transparency and accountability.
- Facilitate online, internal and external communication between all the stakeholders of the University.
- Provision easy access to information.
- Make the University globally visible.
- Develop necessary IT infrastructure.



TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.3.2

- Introduce online services for students, parents, faculty/staff and other stakeholders.

University E-Governance system is a powerful medium to deliver services and perform day to day administrative activities in its areas of operation:



❖ Academics:

Implementation of E-Governance in educational system will enable effective enhancement of academic standards.

1. Robust and Transparent internal evaluation process.
2. Faculty / Staff Training.
3. Faculty Appraisal by the students.
4. Establishing an outcome based learning centre.
5. Self-Evaluation of Faculty.
6. Semester End Academic Feedback
7. Enhanced Teaching Tools – online assignments, feedback, etc.,
8. Online semester registration.

❖ Library:

Online catalogues, automated record keeping, computer-based decision making and so on. A digital library could provide access to an unlimited number of copies with the "touch of a button". A text or monograph, which is available in an electronic format can be obtained easily. The main benefit of digitization service is it cuts down the requirement of papers, saves office space and cuts down the time needed to process the information. With this service, physical data can be converted to paper form, theses, research papers, magazines, books, records



CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.3.2

and others into digital format which is readable by all computers and is easily processed.

❖ Examination:

The policy defines major points to be considered while developing the e-governance system in the examination system in the following contexts:

- Filling of regular/re-appear examination forms, revaluation forms.
- Receiving/submission of examination papers, uploading of marks, and the like Maintaining of Secrecy and confidentiality.
- Issuing of online admit cards to students.
- Continuous Internal Evaluation under the guidance and supervision of Office of Controller of Examination of the University.
- Creation of multiple test categories for various subjects or courses.
- Transparent & unbiased Evaluation / Digitized Evaluation.
- Students shall be able to benefit from maximum services in online mode like Mark sheet, Transcript etc.,

❖ Finance & Accounts System:

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

- Appropriate security measures should be taken for maintaining of confidentiality w.r.t payment, monetary transactions, billing process etc.,
- Training to the existing staff and updating of the existing software must be done on timely basis.
- Fee payments and receipts generation system regarding Academic, Examination, Transport, Hostel, and Dues etc. must be developed.

❖ Administration:

The use of information technology-based system in education will lead to increased participation of the students and increase the development and effectiveness of the learning methods. Administration may provide better service in terms of time thereby making the governance more efficient and more effective by use of Information technology. In addition, the transaction costs can be lowered and the services become more accessible. Implementing e-governance in educational system will enable effective monitoring of academic standards.

- To improve the delivery of services to students by providing interactive services like requests for documents and certificates, issuing ID cards and many more



TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.3.2

- Visitors record management.
- Admission process.
- Activities, notifications, alerts, circulars, announcements, advisories for students and faculty/staff.
- Online attendance and leave management system for students and employees.
- Human Resource Management System.
- E-communication mechanism like E-mail or app-based service for internal communication
- Setting up information channels for parents and other stakeholders

Students will be able to obtain maximum services in online mode in the areas of:

- Admissions and registrations.
- Transfer certificates.
- Bonafide certificates.
- Transcripts.
- Hostel and Logistics Management System.

The categories generated for Information Administration System of the TNPES University can be listed as under:

Student Administration	Usage of electronic media by students to apply for admissions. Student registration/ enrolment. Availability of timetable / class schedule. Attendance records. Communication of academic details of students to their parents. Notifications
Staff Administration	Recruitment and work allotment Automation of attendance and leave management of staff. /Faculty members. Performance Based appraisal System Communication with staff through e-media. E-circulars/Office Orders/Notices.



TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.3.2

General Administration	Admission Process Scheduling / allocation of seats for examinations. Dissemination of information within the institution. Processing and display of examination results. Facility for students to make fee payments in online mode
-----------------------------------	--

❖ Alumni:

In order to strengthen alumni interaction, a separate alumni portal to be started providing facilities like registration, information of Department/School activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose, a dedicated cell shall be established and a separate alumni coordinator at the Department/School level shall be appointed to take care of the entire activities.

Annual Report of E-Governance System of this University will be presented to the Governing Body of the University, on regular basis. Policy is amendable based on Administrative decisions and technology changes as and when applicable.

Registrar
TNPESU

Date : 09.08.2023



TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT
KEY INDICATOR – 6.3.2

TNPESU – E GOVERNANCE POLICY

<https://www.tnpesu.org/upload/POLICIES.pdf> - Page no.24–28

தமிழ்நாடு உடற்கல்வியியல் மற்றும் விளையாட்டுப் பல்கலைக்கழகம்

TAMILNADUPHYSICALEDUCATIONANDSPORTSUNIVERSITY

Melakottaiyur, Chennai-127



E-GOVERNANCE POLICY



TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.3.2

**Tamil Nadu Physical Education and Sports University
Chennai - 600127**

E-GOVERNANCE POLICY

1. Preface

E-governance is the application of information & communication technologies to transform the efficiency, effectiveness, transparency and accountability of informational & transactional exchanges with in government, between govt. & govt. agencies of National, State, Municipal & Local levels, citizen & businesses, and to empower citizens through access & use of information. It is the use of ICT by different actors of the society with the aim to improve their access to information and to build their capacities. E-governance is no more and no less than governance in an electronic environment. It is both governance of that environment and governance within that environment, using electronic tools.

The concept of governance applied to the University is related to the exercise of controlling the power of different centers and departments which are part of the University. This kind of exercise is based on the drawing of an adequate system which executes different levels of institutional and relational power. The demand to automate university process is becoming important in line with university quality assurance

2. Definition of E Governance

E-governance or Electronic Governance is the application of information & communication technologies to transform the efficiency, effectiveness, transparency and accountability of informational & transactional exchanges with in the University, between Govt. & University and other agencies and to empower the stakeholders through access & use of information

3. Objectives:

- Implementation of E-governance in various functioning of this University
- Achieving efficiency in the administration
- Promoting transparency and accountability



TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.3.2

- 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

4. Policy:

- In order to provide simpler and efficient system of governance within the University, it is decided to adopt and implement e-governance in maximum activities of Universities functioning.
- The University has already started with e-governance in many aspects of functioning like administration, library, admission and student support, accounts, etc. But, now it was resolved to implement e-governance in many more areas and with this aim in view, this policy have been drafted to suite this framework.

E-governance to be implemented and followed up in the following areas: For convenience purposes, this policy is divided into various areas of operation. These areas of operation are illustrative and the syndicate reserves the right to implement e-governance even in the areas not enlisted herewith.

- ❖ **Website:** The website of this University needs to be revamped taking into account the new changes. The website should act as a mirror of the University's vision and mission on about all activities, important notices, etc should be made easily available to the students and other stakeholders including general public. For this purpose, a tie up has been established with National Informatics Center (NIC) to design the University webpage for Student admission, support and examination. Along with it, training should be given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updation at the University level.



TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.3.2

- ❖ **Student Admission and Support:** The University has decided to process all admissions in online mode. This will cover admissions including affiliated colleges to all courses whether graduate, post graduate, Ph.D. or distance education courses. The Syndicate of the University is having the full authority to take appropriate decisions and identify the government service providers responsible for implementation of this aspect of the policy.
- ❖ **Pay Roll and Financial Accounting:** For ease of maintaining accounts, the University is already computerized with necessary software. But, with new accounting methods and compliances, it has become necessary to design Faculty and Staff Pay Management Software as well. Accordingly, requirements should be assessed by the Vice Chancellor by discussion with Finance Officer and other accounts staff and accordingly new software may be purchased. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done on timely basis. Procurement for University has been initiated through Government e Marketing (GeM) and from other stakeholders through e tender facility.
- ❖ **Faculty Empowerment:** Faculties of this University will be provided with a desktop to integrate with technology for virtual learning, research and teaching. All the staff members have been provided with Institution email ids for sharing official information. As an initiative of Paperless Communication, a separate social media group has been initiated for staff members to communicate circulars and messages. Faculties are encouraged to pursue online courses through Swayam and develop e contents for betterment of students through elearning.
- ❖ **Library:** This University has the privilege of having one of the best library with eLibrary facilities in the country. To continue with this legacy, this University needs to add more and more e-learning resources for the benefit of the faculties, researchers and students. Similarly newer e-learning resources like e journals, and ebooks should be identified and subscribed taking into account the recommendations of the library advisory committee. Recommendations of the faculties of various department and students also need to



TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.3.2

taken into account while subscribing to these resources. Appropriate training to the staff and the students for using the e-learning resources should be provided.

- ❖ **Administration:** To provide a hassle free, convenient and economical process, maximum of the administration of the society should be handled with ICT based technology. Facilities should be provided for online leave management of employees, e copy of salary certificates, and internal communication between the employees. Students also must be able to obtain maximum services like eligibility certificates and bonafide certificates in online mode.
- ❖ **Examination:** As per the directions of the UGC, it is mandatory to handle examination in online mode with e governance. Filling of examination forms, revaluation forms, attendance certificate, obtaining hall tickets, uploading of internal and external marks has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution. Controller of Examinations needs to supervise the entire process of examination under the guidance of the Vice Chancellor of this University.
- ❖ **Alumni:** In order to strengthen alumni interaction, a separate alumni portal should be started providing facilities like registration, information of University activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose, a separate section of alumni will be added in the existing webpage to take care of the entire activity.
- ❖ **Social Media Outreach:** As per the direction of MHRD, this University has initiated the sharing of information regarding University's Activities and Achievements will be shared in social media platforms like Facebook, Instagram and Twitter with the Students, other educational institutions and community.



TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT
KEY INDICATOR – 6.3.2

TNPESU – IT POLICY

<https://www.tnpesu.org/upload/POLICIES.pdf> - Page no.40-44

தமிழ்நாடு உடற்கல்வியியல் மற்றும் விளையாட்டுப் பல்கலைக்கழகம்

TAMILNADUPHYSICALEDUCATIONANDSPORTSUNIVERSITY

Melakottaiyur,Chennai-127



INFORMATION TECHNOLOGY POLICY



TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.3.2

Tamil Nadu Physical Education and Sports University Chennai - 600127

Information Technology Policy

1. Preface

Tamil Nadu Physical Education and Sports University Information Technology (IT) Policy sets forth the central policies that govern the responsible usage of all users of the University's information technology resources. This comprises the IT facilities allocated centrally or by individual departments. Every member of the University is expected to be familiar with and adhere to this policy. Users of the campus network and computer resources ("users") are responsible to properly use and protect information resources and to respect the rights of others.

The IT Policy applies to all University faculty, staff and students and all others using the IT resources, whether personally or of University owned, which access, transmit or store various types of related information.

2. Definition of Information Technology

Information Technology encompasses all forms of technology used to create, store, exchange and utilize information in its various forms including official data/documents, conversations, still images, motion pictures and multimedia presentations.

3. Objectives

Each user of the University Information Resources must ensure that it is used for promoting the mission of the University towards teaching, learning, research, and administration. In particular, the major objectives of this document are:

- (i) To ensure the integrity, reliability, availability, and superior performance of the University IT Systems



TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.3.2

(ii) To ensure that the IT resources protects the official e-identity (allocated by the University) of an individual

(iii) To ensure that all the users of the University are responsible for adhering to the procedures governing the implementation of this Policy document and any other matter incidental to those rules

4. IT usage and Prohibitions

(a) The users of the University shall make effective usage of campus collaboration systems, internet, wireless resources, official websites and Management Information Systems (MIS), Learning Management System, Remote Login based facilities of the University and e-Library resources.

(b) The University shall stress upon the users to comply with University policies and legal obligations (including licenses and contracts).

(c) The University shall strive to arrange for awareness programmes to acquaint the users with the effective usage of IT resources.

(d) Prohibited Use - The users shall not send, view or download fraudulent, harassing, obscene, threatening, or other messages or material that are a violation of applicable law or University policy. In particular, contributing to the creation of a hostile academic or work environment is prohibited.

(e) Copyrights and Licenses - Users must not violate copyright law and must respect licenses to copyrighted materials. For the avoidance of doubt, unlawful file-sharing using the University's information resources is a violation of this policy.

(f) Social Media - Users must abide by the rules of the University towards the usage of social networking sites, mailing lists, news rooms, chat rooms and blogs.

(g) Commercial Use - The University IT resources shall not be used for any commercial and promotional purposes, through advertisements, solicitations or any other message passing medium, except as permitted under University rules.

5. Security and Integrity

(a) Personal Use - The University IT resources should not be used for activities violating the basic functionality and mission of the University, except in a purely incidental manner.



TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.3.2

- (b) The users must refrain from making any unauthorized access of information in order to promote secure access of Network and Computers.
- (c) The competent system administrator may access the information resources for a legitimate purpose.
- (d) Firewall - Additional procedures to maintain a secured flow of internet and intranet based traffic in the campus shall be managed through the use of Unified Threat management (firewall).
- (e) Anti-virus and security updates - The regular updation of the anti-virus policy and security updates should be done for the protection of computing resources.

(6) IT Asset Management

- (a) Asset Management: The University shall lay down business processes for the management of hardware and software assets that facilitates the usage of IT resources in the University. This shall include procedures for managing the purchase, deployment, maintenance, utilization, energy audit, and disposal of software and hardware applications within the University.
- (b) Copying and Distribution: The University shall ensure that there is no violation in the copying and distribution of proprietary and licensed software.
- (c) Risks: The University shall emphasize on managing the risks involved for the usage of IT resources. This shall include standard procedures for identification, minimization and monitoring of risk impact by preventive and corrective measures. This should also include procedures for timely data backup, replication and restoring policies, power backups, audit policies, alternate internet connectivity for a fail-safe internet access.
- (d) Open Source Asset: The University shall endeavor towards the promotion and effective usage of open source software.

7. Operating Aspects:

- (a) University Governance - The University shall endeavour to ensure fair implementation of this policy so as to meet with the objectives of its formation. The responsibility of operational aspects of IT resources is as per the hierarchical flow of the University governance structure.



TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.3.2

(b) The respective Heads of the Departments shall be responsible for compliance with all University policies relating to the use/ownership of information resources, keeping in mind the Vision and Mission of the University.

(c) Staff in-charge assigned by the University Authorities shall coordinate various activities related to the adherence of the IT Policy.

(d) Individual Users - The users are solely responsible for the activities they perform on Institute/University servers with their "UserName/Password" pairs and IP (Internet Protocol) addresses assigned to them.

8. Violation of Policy:

Any violation of the basic objectives and areas mentioned under the IT Policy of the University shall be considered as a violation and as a misconduct and gross misconduct under University Rules.

9. Implementation of Policy:

For implementation of this policy, the University will decide necessary rules from time to time.

10. Review and Monitoring:

The Policy document needs to be reviewed at least once in two years and updated if required, so as to meet the pace of the advancements in the IT related development in the industry. Review of this policy document shall be done by a committee nominated by the Vice-Chancellor.