

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

- 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.

- ❖ **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

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.
