

# E-Governance Policy

MSRUAS/REG/E-Gov POL-02/2020-21



**RAMAIAH  
UNIVERSITY**  
OF APPLIED SCIENCES

Pro Vice Chancellor  
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***This Policy entitled "E-Governance"  
is applicable to Faculties of MSRUAS  
from the Academic Year 2020-21  
(As per the SRAs of the respective Faculty)***



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**Policy Amendment Record Sheet**

<b>Sl.No</b>	<b>Sec. No.</b>	<b>Rev. No.</b>	<b>Details of Amendment</b>	<b>Reason for Amendment</b>
1	A.2.2	1	Additional Services	Incorporation of additional Administrative Services

## **A. E-Governance at MSRUAS**

### **A.1 Preamble**

Higher Education Institutions should realise that the change to a digital age and e-governance demands a profound transformation in thinking. The traditional administrative processes were not sufficient to address the diverse and dynamic needs of the modern academic community. It is imperative for the University to continuously evolve, adapt, and excel in the rapidly changing global landscape of technology development. HEIs have to realise Transparency, Agility, Inclusivity, Efficiency, and Accessibility, with a promise of brighter and more connected campuses where education has no bounds and where the pursuit of education is limitless is the need.

MSRUAS has embraced innovation as one of the driving forces in its journey to progress. MSRUAS acknowledges the role of technology as an enabler of quality education and that e-governance serves as a catalyst in enhancing the educational experience of students. MSRUAS has also realised that e-governance systems shall adhere to stringent data protection protocols, ensuring confidentiality, integrity, and availability of information while complying with applicable laws and regulations.

### **A.2 Scope of the Policy**

The scope of the e-governance policy is to establish a comprehensive framework for the effective integration of digital technologies in all administrative, academic, and student-centric processes with an aim to streamline operations, enhance transparency, ensure data security, and foster innovation, thereby creating a seamless and inclusive digital ecosystem for the entire academic community.

Admission Process

#### **A.2.1 Objectives of E-Governance at MSRUAS**

The defined objectives covering E-Governance at MSRUAS shall include the following:

1. To improve administrative efficiency
2. To enhance transparency and accountability
3. To aid in Decision Making
4. To promote inclusivity in education and empowering Students

5. To facilitate academic excellence
6. To ensure data security and privacy
7. To ensure compliance with regulatory Requirements
8. To promote innovation and adaptability

### **A.2.2 Functions of E-Governance**

E-Governance at MSRUAS shall encompass the following functions aimed at improving administrative efficiency, enhancing academic processes, and fostering a digitally empowered campus environment.

1. The Registrar shall prepare a roadmap for the implementation of e-governance in various functions based on the guidelines of BOG.
2. The chief ICT and Team shall identify areas for implementation of the e-governance facility based on the roadmap. The areas shall include the following:
  - a. **Administration Related:**
    - i. Facilitate online applications, fee payment, and submission of documents.
    - ii. Budget and Financial Reporting
    - iii. Manage Staff Records, Payroll, Attendance, and Performance Evaluation
    - iv. Offer online platforms for job postings, resume building, and career counselling.
    - v. Alumni interaction and cell
    - vi. Lecture Capturing System
    - vii. Performance appraisal through ERP
    - viii. Student grievance through ERP
    - ix. HR functions online
    - x. Submission of Tax Declaration at Source (TDS) through portal

- xi. Purchase modules through ERP
- xii. Automation of Operation and Governance

**b. Academics Related**

- i. Collection and Analysis of feedback from stakeholders
- ii. Create, Update and Manage Course Materials and Assessments
- iii. Registration for courses, Timetable access and updates
- iv. Digitize student records, attendance, assessments, grades, and personal information for easy access and analysis.
- v. Conduct online examinations, manage grading, and print grade sheets and certificates.
- vi. E-Learning facility including video lectures, etc.
- vii. Library Cataloguing, Digital access to e-books and research database
- viii. Digital Evaluation including coding and decoding of answer scripts

**c. Data Analytics and Reporting**

- i. Analyse student performance data, and other details to identify trends and areas of improvement.
- ii. Conduct financial analyses, budget forecasting, and expenditure tracking for strategic planning.
- iii. Retrieve and utilise data for research, accreditation process and decision making.
- iv. Staff and faculty performance analysis, promoting fairness and transparency.

**d. Compliance and Security**

- i. Implement robust cyber security measures to protect institutional and personal data

- ii. Ensure compliance with data protection laws, accessibility standards, and legal and ethical technology usage requirements.

**e. Training and Support**

- i. Organise training sessions and workshops to enhance digital literacy among all stakeholders
  - ii. Provide technical support to address issues related to e-governance platforms and tools
3. Chief ICT shall prepare proposal along with budgetary requirements for phase wise implementation of e-governance and submit for approval.
  4. Administrative Registrar and Vice Chancellor shall review and approve the proposal.
  5. Chief ICT and team shall implement as per the approved proposal.
  6. The Administrative Registrar and the Vice-Chancellor shall review and certify installed system.
  7. Chief ICT shall submit an annual report to the Administrative Registrar for approval
  8. The Administrative Registrar shall present the status of implementation of e-governance to BOG for information.