



K.R. MANGALAM UNIVERSITY
EDUCATION FOR LIFE
(Recognized by UGC and a member of AIU)

Ref. No.: KRMU/Admin./O.O./2021-22/2748-B

Dated: 25.01.2022

OFFICE ORDER

Subject: Revised E- Governance Policy.

The Revised E- Governance Policy is notified for information and implementation in different areas like Website Management, Planning and Development, Student Admission and Support, Alumni, accounts, administrative academics and examination Library, Finance and Accounts etc. (as annexed).

h. ahajan

Registrar

Encl:

- As above

Copy to:

- Vice Chancellor : For kind information
- Pro Vice Chancellors : For kind information
- Dean (Academics Affairs)
- Dean Research
- Associate Dean- Research
- Controller of Examinations
- All Deans/ School Coordinators
- All Faculty
- Accounts Office
- Library
- HR Office
- Website Developer
- Office Copy

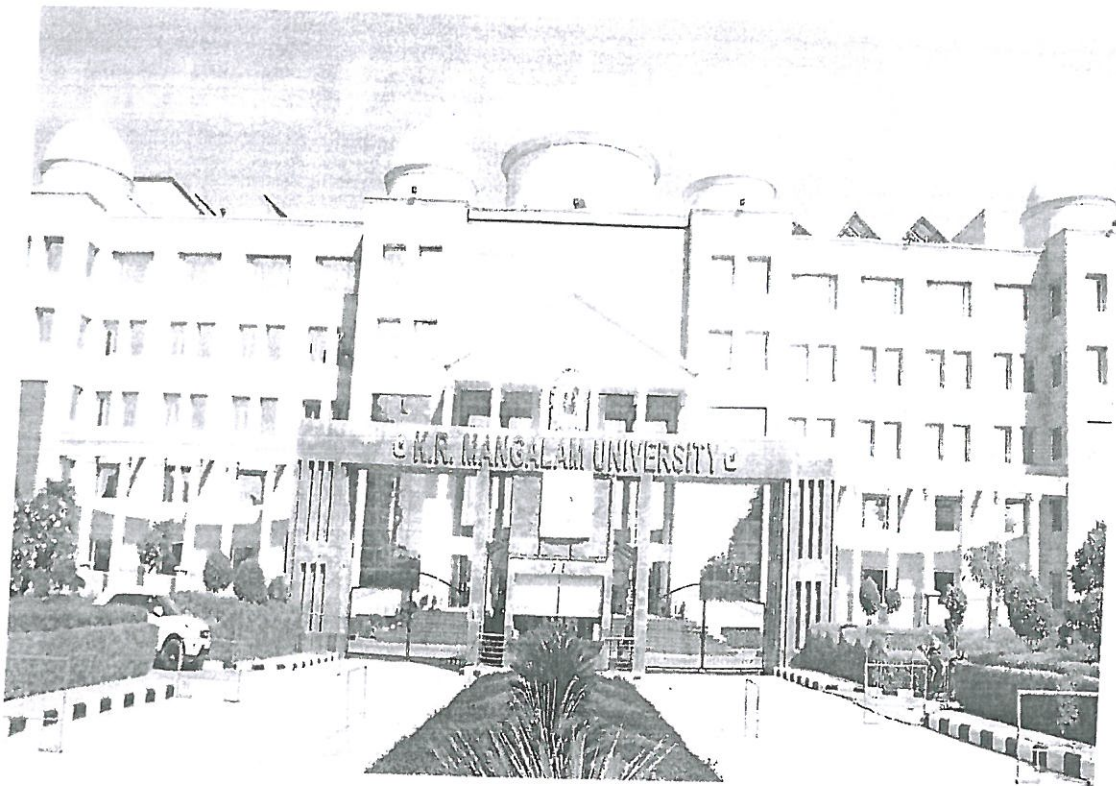
h. ahajan
Registrar
K.R. Mangalam University
Sohna Road, Gurugram, Haryana (India)



K.R. MANGALAM UNIVERSITY

K.R. MANGALAM UNIVERSITY

Revised E- Governance Policy



K.R. MANGALAM UNIVERSITY
Sohna Road, Gurugram (Haryana)-122103

J.D.
Registrar
K.R. Mangalam University
Sohna Road, Gurugram, Haryana

E- GOVERNANCE POLICY

Technology has become integral part of our daily life. The increasing demand for transparency in administration, quick transfer of information can be fulfilled by following E-governance in the university. The 'E' in E-governance signifies electronic and E-governance means the governance with Information technology. It has following objectives:

Objectives:

- Efficiency in operations
- Cultivating transparency and responsibility
- Realizing paperless administration
- Facilitating online internal and external communiqué between various bodies of the organization
- Easy access to information for all stake holders
- Implementing E-governance in different areas like admissions, accounts, administrative academics and examination etc.

To achieve simple and efficient governance, it is categorical to implement e-governance in maximum areas of operations of university. The institution will follow e-governance in all areas as detailed below:

- Website Management
- Planning and Development
- Student Admission and Support
- Alumni
- Administration
- Library
- Finance and Accounts
- Examination


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Website Management: The website of the institution is reflective of all activities, programs, notices, requirements which are undertaken in the University and will be available to all stake holders of the university. Separate service providers/web designers will be appointed to upgrade the website and upload necessary information on the website. Information pertaining to admissions, mandatory approvals, programs offered, examination, vacancies in the university, research activities, academics, minutes of meetings of different committees, activities report, upcoming events, and faculty profiles along with their research areas of interest will be uploaded on website.

Planning & Development: All decisions and discussions, recorded as minutes of meeting will be circulated through electronic mails amongst members for further suggestions and improvements.

Student Admission and Support: Online admission form will be available at website for graduate, post graduate and PhD applicants and students will be able to apply online after filling the form and submitting the necessary fees. The admission process will be designed keeping in mind the aptitude required for a particular program which varies from program to program comprising of written test, and Personal Interview. University software will provide complete information regarding attendance of students, registered courses in progress, assignments & internal evaluations, course materials and lecture notes provided to the students, as well as feedback submitted by students etc.

Alumni: In order to strengthen relationship with alumni separate page will be provided on website for alumni registration, feedback, alumni interaction, mile stone achieved and other aspects etc.

Administration: University will procure software for hassle-free management & monitoring of academic and administration processes. It will help to supervise these activities with graphical representation and automated report assistance. Both students and faculty will be having access to this system through their unique identification number. Recruitment and hiring of staff will


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through display of vacancies through website and submission of forms will be online. Interviews will be conducted online or offline.

Bio-metric attendance machines will be installed at appropriate places for digital marking of attendance of university employees. The entire leave management from application to approval will be fully automated and through software. Faculty information including their personal information, education, research publications, seminar and conference attended, leave record will be maintained on software. Time table of faculty, students registered under each course, provision of marking attendance, marks given to the students will be inbuilt in the software. Entire database of faculty and students must be created.

Library: University Central Library will be fully computerized with library software such as VIDYA software and will be equipped with ICT facilities like PC with Internet, CCTV Camera Wi-Fi etc.

University will try to provide online resources in the library such as J-Gate, SCC Online, Manupatra, VLMS, INDL, E-Books, E-Journals subscribed and open source, CAS, Bibliographic database of Library etc. Library will try to provide supports all of its users by providing on-line books, chapters, databases, journals, e-journals, e-books etc.

Finance and Accounts: For the ease of maintaining accounts university shall strive for maintaining accounts by use software such as Tally and Payroll. Finance/Accounts required should be reviewed periodically and advanced software will be installed if need be. Necessary security measures should be taken to maintain confidentiality of the transaction.

Examination: To improve quality in teaching learning and evaluation e-measures will be taken into consideration. Blended learning is imparted through use of software as well as ICT enabled smart classrooms equipped laptops, LCD projectors and Wi-Fi systems to allow the faculty to use various ICT tools in the classes.

University shall strive to provide online facility for filling up examination form, re-evaluation, re-appear forms. From issue of admit card to declaration of result all will be managed by


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software. Date sheet will be notified through website and announcement of reappear examination will be displayed through university website. Uploading of marks by the faculty and compilation of result by examination branch will be through software. Exam mapping and Marks editing will also possible through software.


Responsibility: Registrar will be responsible for implementation of e-Governance Policy.

Areas of e governance	Name of the Vendor with contact details	Year of implementation
Planning and Development	UNISOFT http://unisoft.krmangalam.edu.in/	2014
	SEROSOFT https://krmu.academiaerp.com/	2021
Administration	UNISOFT http://unisoft.krmangalam.edu.in/	2014
	SEROSOFT https://krmu.academiaerp.com/	2021
Finance and Accounts	UNISOFT http://unisoft.krmangalam.edu.in/	2014
	SEROSOFT https://krmu.academiaerp.com/	2021
Student Admission and Support	UNISOFT http://unisoft.krmangalam.edu.in/	2014


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	No Paper Forms https://www.nopaperforms.com/ and SEROSOFT https://krmu.academiaerp.com/	2021
Examination	UNISOFT http://unisoft.krmangalam.edu.in/	2014
	SEROSOFT https://krmu.academiaerp.com/	2021


Registrar


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K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)



Ref. No.: KRMU/Admin./O.O./2017-18/

Dated: 22.08.2017

CIRCULAR

Subject: E- Governance Policy of K.R. Mangalam University.

The E- Governance Policy of K.R. Mangalam University is notified for information and implementation as approved in the 20th Board of Management meeting held on 19th April 2017 (as annexed).

Registrar

Encl:

- As above

Copy to:

- Vice Chancellor : For kind information
- Dean (Academics Affairs)
- Controller of Examinations
- Director- Admission
- All Deans/ School Coordinators
- All Faculty and Staff members
- Office Copy

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K.R. MANGALAM UNIVERSITY

K.R. MANGALAM UNIVERSITY

E- Governance Policy



K.R. MANGALAM UNIVERSITY
Sohna Road, Gurugram (Haryana)-122103

JMD
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E- GOVERNANCE POLICY

Technology has become integral part of our daily life. The increasing demand for transparency in administration, quick transfer of information can be fulfilled by following E-governance in the university. It has following objectives:

Objectives:

The main objective of this policy to increase the efficiency in operations, promoting transparency and responsibility of the concerns, realizing paperless administration, and facilitating online internal and external communication between various bodies of the organization.

To achieve simple and efficient governance, it is categorical to implement e-governance in maximum areas of operations of university. The institution will follow e-governance in all areas as detailed below:

- a) Website Management
- b) Planning and Development
- c) Student Admission and Support
- d) Administration
- e) Examination

Website Management: The website of the institution is reflective of all activities, programs, notices, requirements which are undertaken in the University and will be available to all stakeholders of the university. Separate service providers/web designers will be appointed to upgrade the website and upload necessary information on the website.

Planning & Development: All decisions and discussions, recorded as minutes of meeting will be circulated through electronic mails amongst members for further suggestions and improvements.

Student Admission and Support: The admission process will be designed keeping in mind the aptitude required for a particular program which varies from program to program comprising of written test, and Personal Interview. University software will provide complete information regarding attendance of students, registered courses in progress, assignments & internal


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evaluations, course materials and lecture notes provided to the students, as well as feedback submitted by students etc.

Administration: It will help to supervise these activities with graphical representation and automated report assistance. Both students and faculty will be having access to this system through their unique identification number. Recruitment and hiring of staff will through display of vacancies through website and submission of forms will be online. Interviews will be conducted online or offline.

The entire leave management from application to approval will be fully automated and through software. Timetable of faculty, students registered under each course, provision of marking attendance, marks given to the students will be inbuilt in the software. Entire database of faculty and students must be created.

Examination: To improve quality in teaching learning and evaluation e-measures will be taken into consideration. University shall strive to provide online facility for filling up examination form, re-evaluation, re-appear forms. From issue of admit card to declaration of result all will be managed by software. Date sheet will be notified through website and announcement of reappear examination will be displayed through university website. Uploading of marks by the faculty and compilation of result by examination branch will be through software. Exam mapping and Marks editing will also possible through software.

Responsibility: Registrar will be responsible for implementation of e-Governance Policy.

University is maintaining all e-governance through university in-house ERP i.e. UNISOFT
<http://unisoft.krmangalam.edu.in/>.


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