



YOGI VEMANA UNIVERSITY: KADAPA-516 005
ANDHRA PRADESH
CRITERION-VI

Metric No. 6.2.3	Implementation of e-governance in areas of operations:
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POLICY FOR IMPLEMENTATION OF E-GOVERNANCE

Yogi Vemana University, Kadapa has a policy for implementation of E-Governance in various Administrative and Academic activities of the University since the academic year 2018-19 and it is accelerating the University functioning and overall development in terms of speed, efficiency and reliability.

IMPLEMENTATION OF E-GOVERNANCE IN AREAS OF OPERATION

University has to automate the various operations of the Institutions (University College, Constituent Colleges and Affiliated Colleges) in an integrated manner in order to enable transparency clarity in different functionalities of the Institutions pertaining to teaching and learning (Academic, Administration, Examinations, Finance and Accounting, Admissions and all other special areas).

In this direction, Government of Andhra Pradesh has provided **Enterprise Resource Planning (ERP)** software as a e-Office tool for the University, followed by the directions of the Governing Council. ERP has to be deployed and put in to the appropriate use. Required training has to be given for the Teaching and Non-teaching staff of the University with a view to get the optimal benefits from the software and strangle connect with the stake holders.

1) Administration including Examinations

For the ERP solutions, University has to adopt various modules available with e-Office of the Government of Andhra Pradesh portal for all the areas of operation.

ERP aims at immediate availability of the data in required formats that ease the work of staff and management and increase in transparency and accountability in administration. University has to implement ERP to facilitate leave management of employees, internal communication between employer and employees, to maintain hostels and issuing of bonafied certificates etc.,

Tally software has to be used for maintaining Finance & Accounts of the University. Appropriate security measures have to be taken for maintain confidentiality of the Transactions. Training to the existing staff and updating of the existing software must be done on timely basis. University office should continue with Tally solutions for Financial Management.

In the Examinations branch of the University, all the relevant marks statements should upload on the Automation Software (Service Provider: VIBHA Solutions), which simplifies the work by expanding the analysing capacity and faster feedback. Controller of Examinations has to supervise the entire process of Examinations under the guidance of Principal /Registrar of the University.

In the Administrative wing the following management systems have to be deployed for smooth and smart administrative activities:

1. Master management
2. Staff management
3. User management
4. Fee management
5. Academic Schedule & Time –Table
6. Academic activity
8. Student Attendance
9. Student Evaluation

10. Examinations
11. Student Feed back
12. Training and Placement activity
13. Leaves management
14. Library management

2) Website

The website of the University needs to be dynamic taking into account the new changes, the website should act as a mirror of the University activities. Information about all the activities, important notices etc., should be made easily available to the outsiders. For this purposes, a separate service provider / web designer can be identified and outsource the website upgradation/maintenance work. University has to setup IT & Network Cell and training should be given to the staff of this cell, who will undertake the responsibility of website. Further, website is to put into full use as vital information source to all the stake holders and all important communications /circulars notices should be made available to ensure reaching of information to needy at anytime and anywhere.

3) Digital Library

All the Library e-resources like e-books and e-journals should be made available to the needy users through J-Gate.

4) Electronic Communication with students

Separate Whats App group has to be created for individual departments to communicate with students.

5) Online platform

Online platform like Google meet, Zoom, Cisco-WebEx, Microsoft teams etc., should be used to conduct online classes and organizing different meetings, events and activities.



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