RAIGANJ UNIVERSITY



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Ref. No. NAAC/6.23/RGV

Date: 11/12/2021

In the 5th meeting of the University Council of Raiganj University, held on 23rd May, 2016, It was resolved that Raiganj University will be initiating various E-Governance initiatives for delivering more transparent, efficient and cost effective services for the stakeholders. It involves new ways of governance, leadership, debating and delivery. The policy aims to maintain and strengthen the leadership of the University in the area of E-Governance and the Policy would enable the University to move towards a paperless transactions & Communications. Raiganj University has been committed to provide good governance through E-Governance. The E-Governance Policy of the University will be implemented in the following areas:- Official webpage, Student Admission, Finance and Accounts, Planning and Development, Library, Administration, Examination and Revenue generation.

Registrar Raiganj University

DR. DURLAV SARKAR Registrar Raiganj University Raiganj, Uttar Dinajpur West Bengal, Pin-733134

RAIGANJ UNIVERSITY



E- GOVERNANCE POLICY

Scope:

The scope of this policy extends to the following areas:

- E-Governance Administration
- E-Governance University Admission
- E-Governance Examination
- Library
- Finance and Accounts
- Development and requisite IT Infrastructure

Objectives:

- Raiganj University has been initiating various E-Governance initiatives for delivering more transparent, efficient and cost effective services for the stakeholders. It involves new ways of governance, leadership, debating and delivery etc.
- The policy aims to maintain and strengthen the leadership of the University in the area of E-Governance.
- The Policy would enable the University to move towards a paperless environment.
- To provide easy and quick access to information.
- To make University campus Wi-Fi enabled.
- To make our classrooms ICT enabled having Desktops, laptops, Smart boards, Projectors etc.
- To establish fully automated Library.
- Convenience, comfort, affordability and easy to use.

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Vision:

"Education is to train and to qualify the native for the higher duties of life in and enlightened nation. Education is the means by which they (the people) will qualify themselves for the privileges which our legislative has shown...In short, by which they can best serve in interest of their children and their country. When societies grow large and more complex and the technology on which they depend grows more scientific, the process of formal education becomes more important and more expensive. If the society is to consist of responsible human beings capable of using their ability and creativity constructively, there must be a solid base for general education".

E-Governance is the process and service by which the Raiganj University services and information have been providing to the stakeholders through the use of internet and other Information Communication Technology (ICT) services. Convenience, comfort, affordability and easy to use. E-Governance is not about software and hardware but about people and processes.

Mission:

To provide quality sustained essential higher education at all times adapting to changing environment for a meaningful and self-supporting life to the economically poor and socially under-privileged section of the society. To provide value based education to inculcate a sense of responsibility, patriotism, social awareness and to become a good citizen of the country to provide technical skills and knowledge and to meet the challenges and competencies among students. To identify the potentialities and encourage active and quality research useful for the development of the society and the nation. Good governance is considered to have eight major characteristics participation, transparency, Effectiveness and efficiency, Responsiveness, Accountability, Equity, Inclusiveness and Rule of Law. Raiganj University has been committed to provide good governance through E-Governance.

☐ Process of E-Governance in Raiganj University

- First phase of E-Governance (Information): Publication of information on the website for the public and is visible 24*7*365 days a year.
- 2. Second phase of E-Governance (Interaction): Raiganj University should provide the interaction stage, which offers simple interactions between the stakeholders. Websites should provide e-mail contact and interactive forms which can generate information response.

- Application intake should be done online round the clock, which normally would only have been possible at a counter during opening hours.
- Third phase of E-Governance (Transaction): Raiganj University should provide complete transactions without visiting the office as fee paying, online admission, filling examination forms etc.
- 4. Fourth phase of E-Governance (Transformation): Raiganj University must take care about integration and organizational changes to about new concept in governance. In this phase cost saving, efficiency and stakeholder satisfaction should be take care to reach highest possible levels.

Implementation:

The E-Governance Policy of the University will be implemented in the following areas:-

- Website: The website of the University will act as a mirror of the University and information about all the activities, important notices etc. will be made available to the outsiders and the University community.
- II. Student Admission: The University community.
 Online. This will cover admissions to all the Courses whether UG, PG, M.PHIL,
 PH.D. And any other Scholarships work.
- III. Finance and Accounts: For ease of maintaining accounts, the University shall strive for introducing new and updated accounting methods and compliances, the University should be reviewed periodically and necessary updation may be maintaining confidentially of the transactions. Training to the existing staff must be provided on timely basis.
- IV. Planning and Development: The planning and Development Branch of the Government of West Bengal and the Government of India.

 V. Library: The University and Development Branch of the University, the Library: The University and the Government of India.
- V. Library: The University has one of the best libraries in the Country. The University shall strive to add more e- learning resources for the benefit of the teachers and using the e- learning resources should be provided.

- Administration: To provide a hassle free, convenient and cheap process, the VI. University strives to handle maximum activities of the administration like file/application/letter handling with ICT. Facilities are provided for online leave management of employees, e- copy of salary certificates, internal communication between the employees, etc. A dynamic database of all the students, teachers and employees of the students must be created.
- Examination: The University shall strive to provide online facilities for filling up of VII. examination forms, reassessment/scrutiny forms, admit cards, declaration of results, etc.
- Revenue generation: The E-Governance services development and VIII. implementation can generate revenue through different sources including IT service changes, consultancy and training. It can meet E-Governance related various budgetary requirements for salaries man power, up gradation and maintenance of IT infrastructure.

E-Governed systems Department, Roll and live at Raiganj University

E-Governance of Admission System:

- Ensures online submission of application forms for entrance tests. ii.
- Auto filled Academic details.
- iii. Auto eligibility check.
- Auto Roll Number allocation. iv.
- Auto exam hall allocation. V.
- vi. Auto generation of e- Admit card.
- vii. Form Print out & fee receipt.
- Viii. Scanning of OMR sheets.
- Auto generation of merit list, selection list and waiting list. ix. X.
- E-Report generation list of candidates (Data-wise, categorywise, gender-wise, programme-wise statistics).

E-Governance of Registration System:

Online system for student Registration.

- ii. Web-based Registration verification.
- iii. E-Migration Certificate.
- iv. Report generation.

E-Governance of Examination System:

- Online submission of auto verified/filled forms and acceptance, updation of online forms, fee reconciliation and e-admit cards.
- ii. E-Governed system for auto rolls number, allocation examination hall location etc.
- iii. E-enrollment generation system for result processing.

E-Governance of Student Award System:

- i. Management of courses offered.
- Intake capacity at each department.
- iii. Management of all evaluators/subject experts.
- iv. Management of the Raiganj University's academic sessions.
- v. Maintaining course structure of all programmes.
- vi. Semester-wise subjects in each programme.
- vii. Optional and Core Papers.
- viii. Auto-assign, Un-assign & reassign awards by HoD.
 - ix. Deadline for submission set extended by HoD.
 - x. Backlog candidates /old cases also handled.
- xi. Randomized coding and decoding of answer scripts.
- xii. Auto generation of evaluation bills for evaluation.

E-Governance of Grievance Redressal System:

 Raiganj University e-governed system should automates all process related to student counseling, queries, complaints, and suggestions pertaining to various academic and administrative departments of the University. ii. Raiganj University should provides a reliable and time efficient method of grievance Redressal and information dissemination for various stakeholders of the University including current students, teachers, administrators and other employees.

Responsibility:

The Registrar will be look after the process of implementation of the E- Governance policy.

Registrar Raiganj University

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Registrar
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Raigani, Pin-73313A.
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Ref: JGATE-P-101E-2017-18-0060

August 4, 2017

Raigani University College Para, Raiganj West Bengal- 733134 West Bengal Kind Attn: Prof.Nirjhar Sarkar- Deputy Registrar

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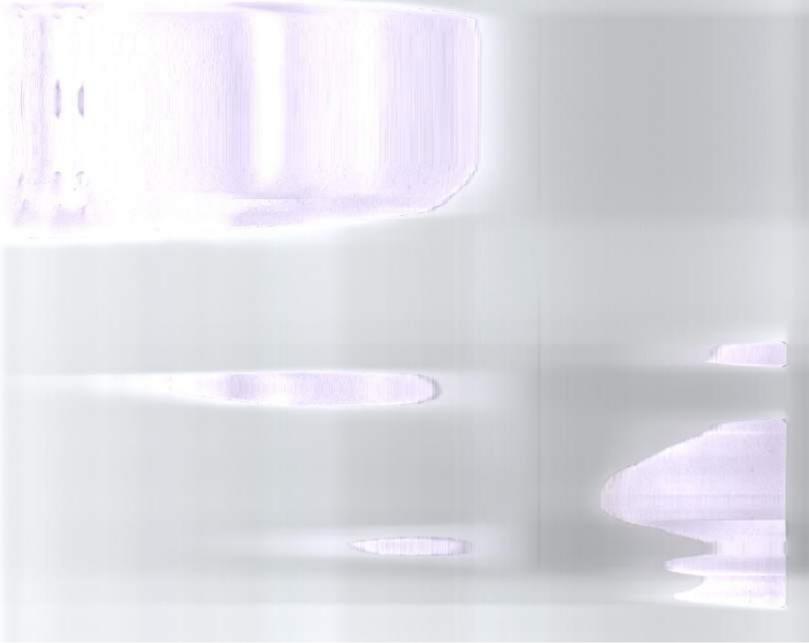
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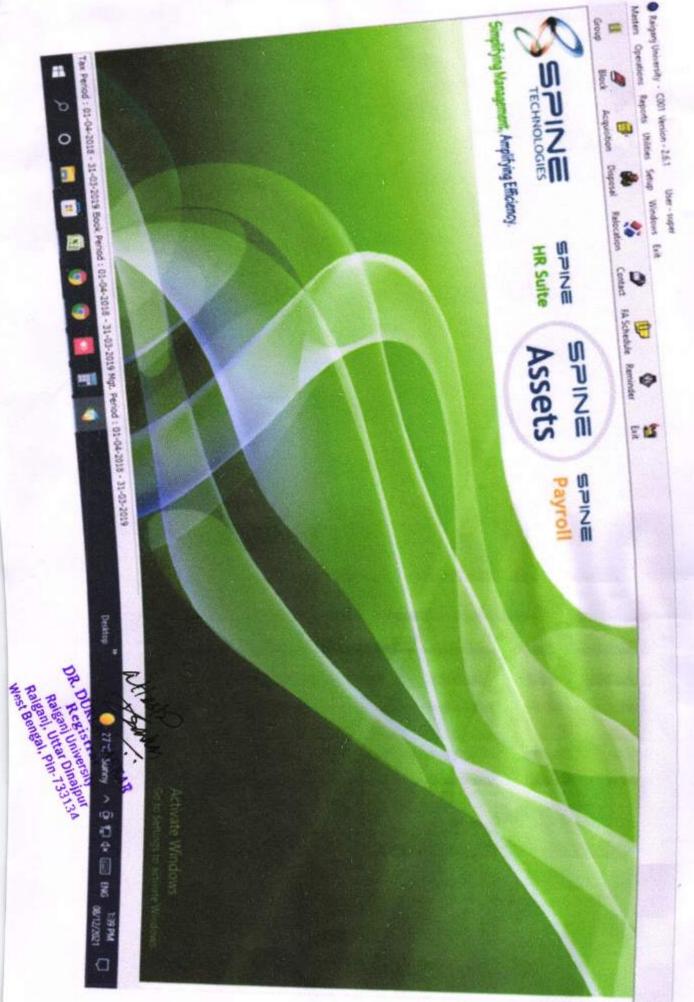
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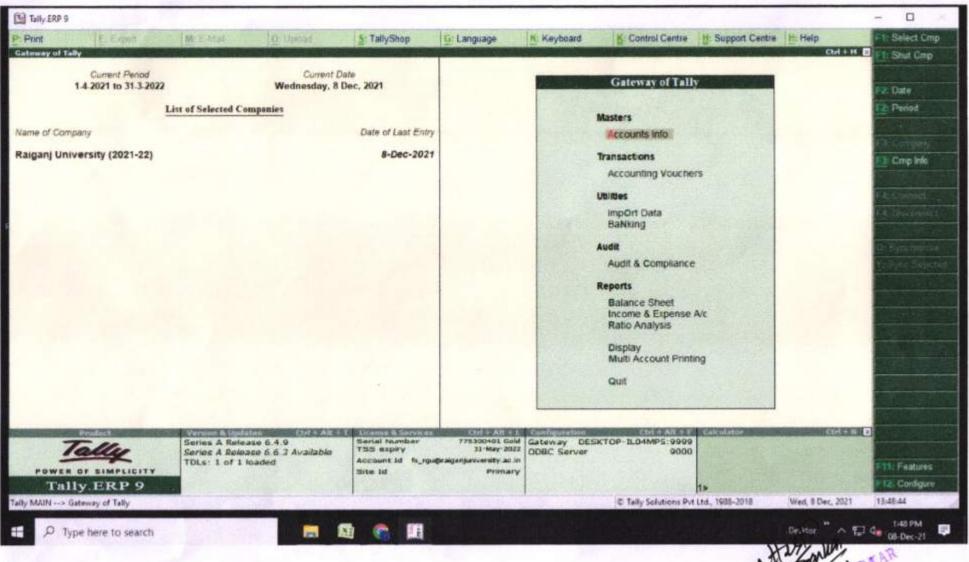
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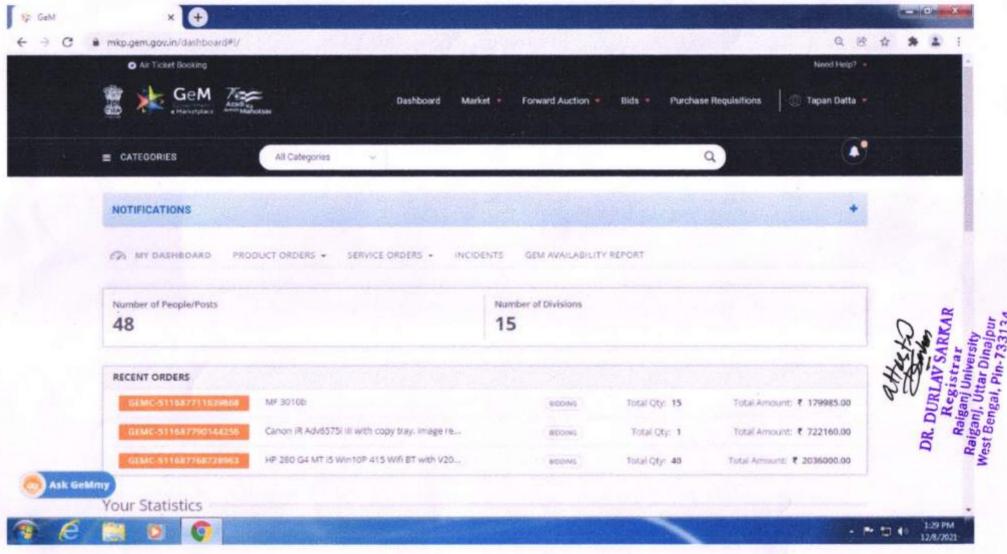
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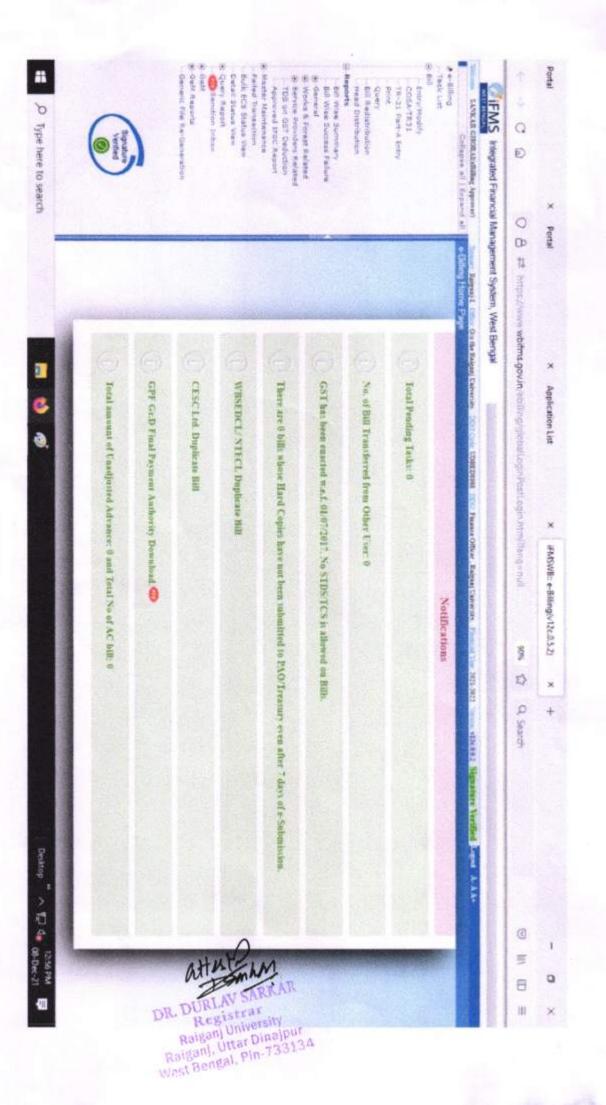
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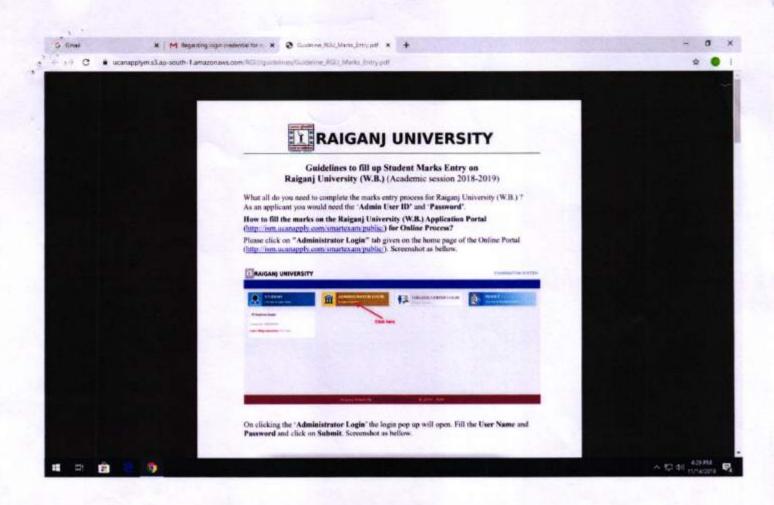
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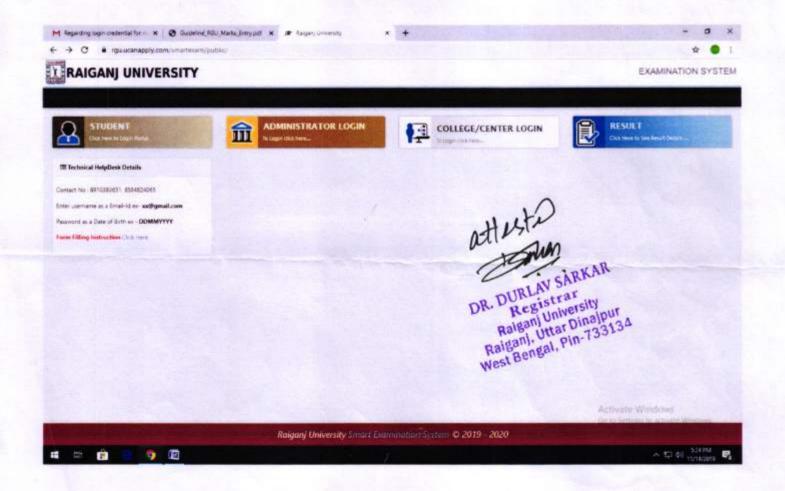
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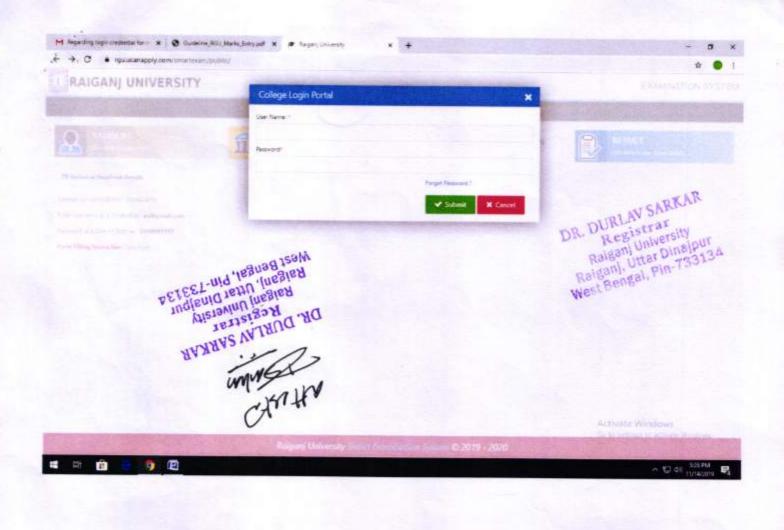


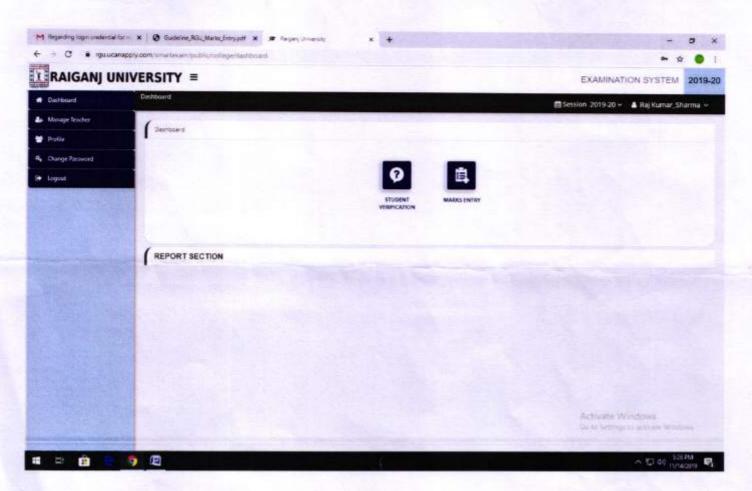
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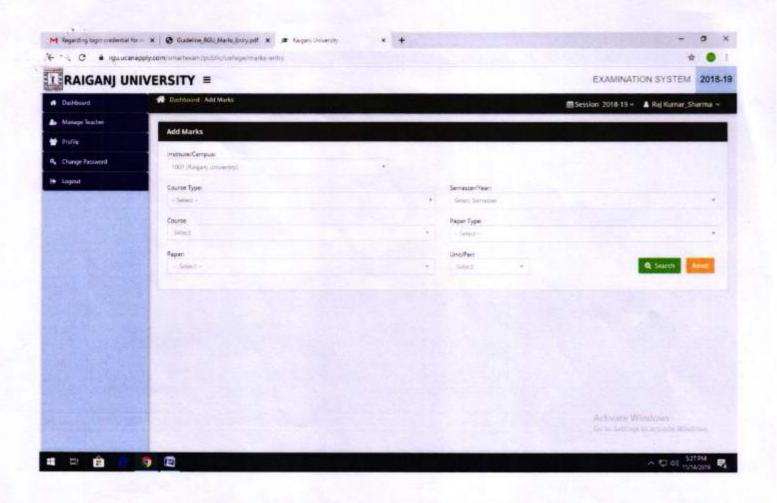


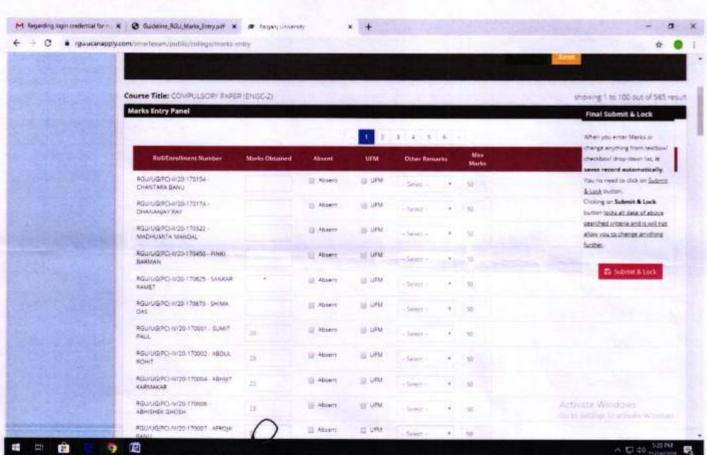












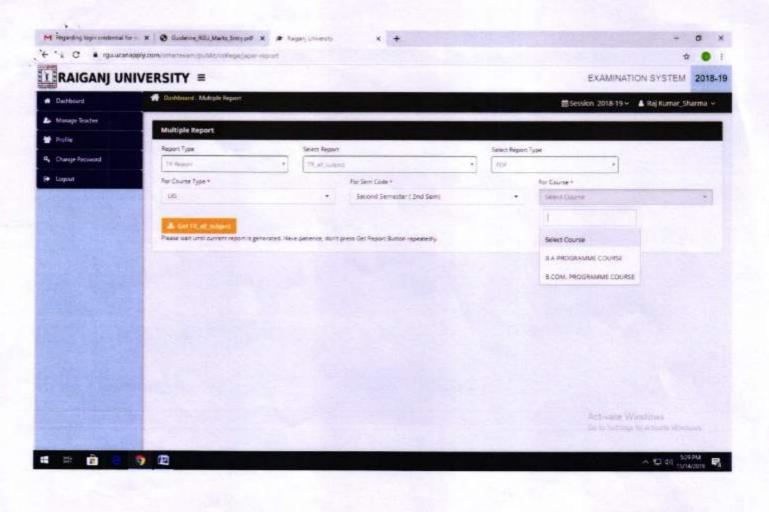
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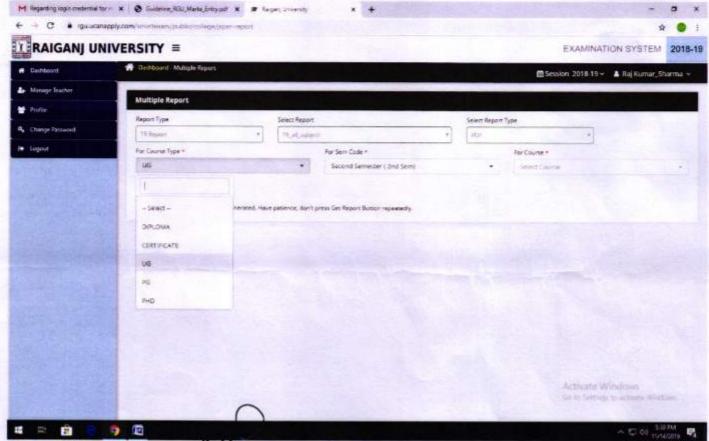
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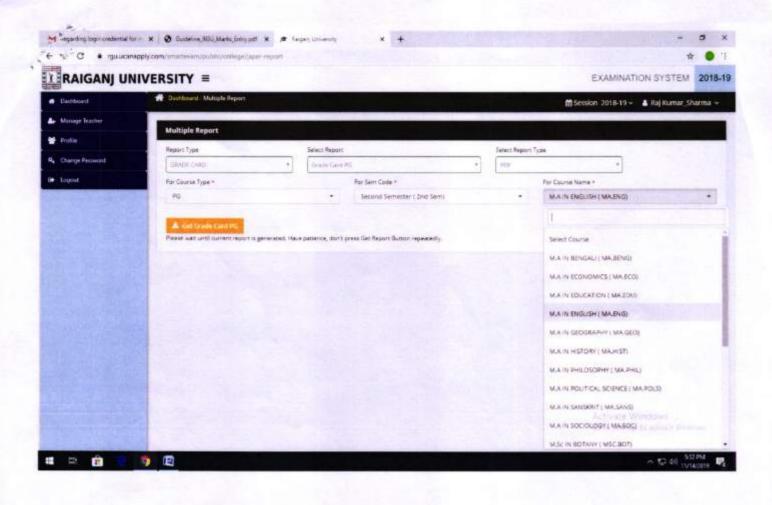
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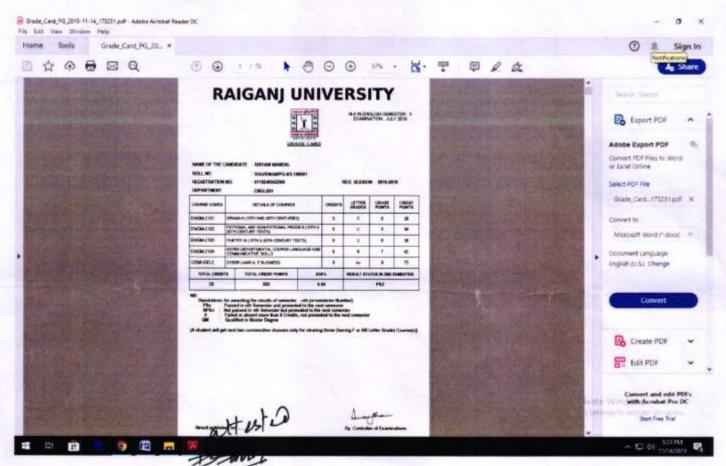
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