

MANAV RACHNA INTERNATIONAL UNIVERSITY

(Deemed to be University under section 3 of the UGC Act 1956)



Policy No. MRIU-IQAC-PL-EGOV/2016-17

MRIU Policy and Procedures for E-Governance (Effective from the date of notification)

Notified vide MRIU/REGR/2017/125/2 dated: 19th April 2017

MANAV RACHNA INTERNATIONAL UNIVERSITY

**Sector -46, Surajkund Badkhal Road, Aravali Hills, Faridabad-
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HARYANA



MANAV RACHNA INTERNATIONAL UNIVERSITY FARIDABAD

Deemed-to-be-University
Accredited by NAAC with A Grade in the First Cycle

MRIU Policy and Procedures for E-Governance

Number: MRIU-IQAC-PL-EGOV/2016-17

Committee Constituted for Preparation of draft on December 12, 2016

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MRIU POLICY AND PROCEDURES FOR E-GOVERNANCE

In pursuance of the provisions of Section 26 of the Bye Laws of Manav Rachna International University, the Board of Management of the Manav Rachna International University hereby makes the following policy relating to 'Implementation of e-Governance'.

1. SHORT TITLE AND APPLICATION

This Policy may be called Manav Rachna International University Policy No. MRIU-IQAC-PL-EGOV/2016-17 and titled as "MRIU Policy and Procedures for e-Governance"

APPLICABILITY: This policy shall apply to all Academic departments, Central Units, Teaching/non-Teaching members and Stakeholders (subjected to the availed services) of Manav Rachna International University (MRIU).

2. DEFINITIONS

In these Regulations, unless the context otherwise requires –

- I. **"MRIU"** refers to Manav Rachna International University (Deemed-to-be-University declared under section 3 of UGC Act 1956 vide notification from Ministry of Human Resource Development, New Delhi.
- II. **"Governance"** refers to management of Academic and Administrative units of the University through defined Rules and Regulations.
- III. **"e-Governance"** refers to planning, implementation and offering of services through electronic-mode in the various areas of University Governance.
- IV. **"Administration"** refers to supervision and management of Academic and Central Units, maintenance of University records, monitoring of Stakeholder Services.
- V. **"Academics"** refers to University's processes implemented and services offered for the learning of students.
- VI. **"Student Admissions"** refers to the admission of candidates into various Undergraduate, Post graduate and Doctoral programmes offered by MRIU in the particular academic year as per the existing admission procedures of the Deemed to be University.

- VII. **"Finance and Accounts"** refers to the University branch/unit involved in the process of recording and analyzing transactions which result from University's financial operations.
- VIII. **"Board of Management"** refers to the principal organ of Management and principal executive body of Manav Rachna International University.
- IX. **"Course"** is a component of an Academic Programme for which a syllabus and required number of contact hours per week are specified.
- X. **"Attendance"** means the number of classes a student has attended for each registered course in a semester of the programme.
- XI. **"Continuous Internal Assessment"** means the continuous evaluation throughout a semester conducted internally by the assigned teacher and has components/parameters like Mid Terms Examinations/Sessional tests: T-1 & T2, Class and Home Assignments, quizzes, Class Performance, viva, presentations etc.
- XII. **"End Term Examination"** means an examination conducted by the University at the end of year/semester as prescribed in Scheme of Evaluation of a programme

3. PREAMBLE

E-Governance prescribe policies and practices of the university in the matter of planning, implementation and offering of services through electronic-mode in the various areas of University Governance including administration, academics, examination, human resources, recruitment, training, performance appraisal, financial management, admission, placement, student and stakeholder support for efficient service delivery, improved productivity and transparency.

4. SCOPE

The Policy for e-Governance would enable all Academic and Central Units of the University to work and provide Services more efficiently through Paperless Administration across the University. This would enable the Stakeholders of the University to avail most of the Services in online mode with improved transparency in Services and accountability in records.

5. E-GOVERNANCE IMPLEMENTATION

- The University will ensure the implementation of E-Governance in all Academic and Central Units across the University. All major areas shall be covered including

Administration, Academics, Admissions, Examinations, Library, Placements, Data Management and Support to the students.

- The University will make efforts and issue guidelines towards Data Management by maintaining a data inventory of records related to areas of implementation of e-Governance.
- IT Department, MRIU shall act as a nodal centre for the implementation of E-Governance across the University.
- The overall ownership of all the data arising through implementation of e-Governance in any of the areas shall be with the University and its respective Academic/Administrative department leaders only.
- This data may be shared amongst different units/departments within the provisions of the University Acts and Policies.
- Following basic positions shall be defined for EMS (Education Management System) Stakeholders along with their Roles & Responsibilities.

S. No.	Modules	Responsible Position/Individual	Key Responsibilities
1	Strategic Planning	Dean Academics	-Policy Making -Academics Decisions -Design flow
2	E - Governance	MRIU EMS Coordinator	-Handling EMS system at University Level -Communication with EMS Vendor -System Configurations and setups -Assisting and Providing training to different stake holders -Creating Circulars on EMS -Account creation of employees
3	Academics	Deans/Directors	-To keep a check at Faculty level on the working through reports
		Head of Departments	-To keep a check of various records like attendance marking, teaching plan, continuous internal assessment (CIA)/ end semester examination (ESE) record uploading/feedback reports/outcome

			attainment reports etc. at departmental level
		EMS Departmental Coordinators	-To perform all academic related activities on EMS portal at departmental level -To handle EMS queries at departmental level
		Teaching Staff	-All academics activities like lesson plan uploading, attendance marking, assignments uploading & evaluation, CIA/ESE record uploading, etc.
		Registrar Office	-To keep a check on attendance marking report and take action as per policy.
4	Examination	Controller of Examination	-All examination and assessment related activities -Viewing and downloading of all examination related reports
5	Accounts	Chief Finance Officer (CFO)	-All finance and accounts related decisions regarding flow of process, implementation of process etc -All financial reports access
6	Admissions	Director- Admissions, Deputy Director- Admissions, Registrar	-For complete admission process through EMS portal -To Keep a check on status through various available reports -To Keep a check on complete admission process and handle applications received for admissions
7	Grievance Complaint	SFC	To handle and keep a check on raised grievances of students
8	Hostel	Deputy Registrar/ Hostel Manager	-To keep a check on hostel facilities and resources through reports -Allocation and de-allocation of the Room Nos.

9	Transport	Transport Manager	-Assign routes to the candidate -Keep track of transport reports
10	Human Resource	HR Department	-To monitor employee record -To Keep track of recruitment links and received applications
11	Department/Staff Profile	Employee	-To enter the information related to Academics, Research Publications, Patents, Copyrights, FDPs/ Workshops/Conferences attended and upload related documents.
		Head of Departments	-To enter the information related to Activities organized and upload related documents -Keep the track departmental reports
		Deans of Faculty	-Monitor records at Faculty level

- Biometric Attendance marking and monitoring system shall be mandated for all the Academic and Administrative departments of the University.
- The university will digitize the records and a system for online data inventory shall be encouraged.
- The use of institutional email-ids shall be encouraged across the University.
- Restricted software's and web-pages shall not be utilized/browsed by the University students and employees.
- The university shall issue regular guidelines/standards for implementation of e-Governance across the University.
- The focus/objective shall be on promoting paperless administration through integration of Green IT across the University.
- The University shall train employees to promote and monitor implementation of e-Governance across the university.

6. PROCEDURES

- Each requirement as initiated by the concerned Academic/Administrative Head shall route to Manager-IT, MRIU.
- Manager-IT, MRIU shall prepare a plan in consultation with the respective Academic/Administrative Head including all infrastructure requirements.
- Prepared plan annexed with budgetary requirements shall be submitted for the approval of the competent authorities.
- Once approved, the quotations shall be invited by GM-IT, MRIU for procurement of the required software solutions.
- The roles shall be defined by the IT department and central EMS coordinator of the University.
- The training programs for the concerned Unit shall be organized for better understanding and implementation of Digitization of processes.
- Regular maintenance support and assistance shall be provided by the IT Department and central EMS team, MRIU.

7. REPORTING MECHANISM

Manager-IT, MRIU shall submit and present the annual e-Governance report during the first meeting of Board of Management for each Academic Year for perusal and information. The annual report must highlight the initiatives taken for implementation of e-Governance during the year followed by the current status of e-Governance across the University.

8. COMPLIANCE MECHANISM

For implementation of e-Governance in any Academic and Administrative Unit of MRIU, respective Head shall submit their application along with the set of requirements to the IT Department of MRIU. After receiving all the documents, IT Department shall submit the proposal to the competent authorities for approval.

9. RECORD MANAGEMENT

e-Records of all the Academic/ Administrative Units shall be maintained and managed by the office of the concerned Academic/Administrative Unit for further compliances.

10. EXIGENCY, IF ANY

Notwithstanding anything stated in this Policy and Procedures, for any unforeseen issues arising, and not covered by this Policy and Procedures, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion/advice of a Committee constituted for this purpose. The decision of the Vice-Chancellor shall be final.