

E-GOVERNANCE REPORT

E-Governance is the use of information and communication technologies (ICT) in Swarnnim Startup and Innovation University. This report captures all the data related to user services and various partners who work with the University. E-governance enables a University to improve work efficiency and to promote democratic values. E-governance is best used as a platform for efficient, transparent and timely delivery of services to all the stakeholders. In essence the purpose of e-governance is to bring transparency and efficiency in the working of Swarnnim Startup and Innovation University. The need for e-governance stems from the need at the University for transparency and efficiency at all levels of administrative and academic governance. Speedy and cheaper communication, convenience, transparency, accountability, improved customer services and increased access to information are some of the basic parameters on which the concept of e-governance relies and finds its foundation.

Swarnnim Startup and Innovation University has always had a technology and digital growth map defined for the University. In accordance with the same the ICT at SSIU ensures that the University keeps pace with the recent applications of e-governance in terms of various functions being performed digitally through internet. The necessary infrastructure is provided by the Sponsoring Body of the University. Since most of the faculty and students and other stakeholders use smart phones, the benefits of e-governance has been multifold.

At SSIU, a well equipped IT-Cell has been established to monitor and regulate smooth functioning of computer systems and to address all IT related issues so that maximum benefits could be ensured out of them. Students and staff-members are provided immediate pattern assistance and support through IT-Cell in case of software and online portal related issues by communication through call and WhatsApp Group. Not only that, IT-Cell maintains online and other data formats of the University up-to-date. The overwhelming response of human resource to digital technology has strengthened the prospects of e governance in different areas of operation.

For Planning and Development

All official communication with Email and other regulatory and affiliating bodies are done online by the Registrar's office. Email, Whatsapp and Zoom are used for all online communication.

Proposals for R & D projects, seminars & workshops, various grants and scholarships are prepared and submitted online through participative management system to concerned organisations including state government and sanctions are obtained through the same mode. Necessary budget allocations for various schemes including research projects are also realized digitally through netbanking and other online modes.

Various reports and communicate with the local authorities and national bodies are done online. Annual reports are also submitted in a digital format as well as hard copy.

The following main organisational assignments are carried out online:

- Communication through e-mails to government and other agencies
- Proactive disclosure of information on SSIU web-page
- Management of e-library
- Endless such functions as components of e-governance scheme

Proper training for working on different user interfaces is organised by IT-Cell throughout the year. Apart from maintaining online MIS & other data formats upto-date and keeping hardware and software inventory of the University up-to-date and accurate, new proposals for conducting online courses and development of IT based infrastructure is also initiated by the Cell.

A dedicated WhatsApp Group is created by each Institute for quicker communication amidst staff members and student leaders. This enables quicker dissemination of orders, information, notifications, directions and serves as a common platform to share achievements and growth stories.



SWARNNIM STARTUP AND INNOVATION UNIVERSITY

ADMINISTRATION

Swarnnim Startup and Innovation University has been aggressively promoting paperless campus strategies and most of the communication in house and external is done paperless.

- Management of attendance by Spine HR software for employees,
- Supervision of various scholarship schemes
- Maintenance & disclosure of comprehensive information on its web-page
- Applications including transfer applications & online leave management through HCM
- Wi-Fi campus and biometric attendance system
- Fully computerised office and academic departments
- Digital display boards in all blocks for stakeholder notification
- Webinars, seminars/workshops/trainings online
- Management of e-resources in central library & departmental libraries,
- Availability & monitoring of LAN/RF/internet connection/wifi
- Issuance of salary/PF e-slips
- Online payment of fee
- Salary payment to employees through net-banking
- Management of website
- Digital campaigns
- Cashless transactions & payments
- Microdot software for central Store
- Doctors software and Ayursatva Software for Hospitals

FINANCE AND ACCOUNTS

As a basic ingredient of e-governance concept and as per instructions of the government, all kind of financial transactions has become cashless. The salaries of employees including examination remunerations are paid online through NEFT/RTGS and rarely by cheques. Not only is that, the payment of scholarships and all purchasing transactions are executed necessarily cashless to maintain transparency and financial accountability in the system

Outlined below are some of the major assignments being performed digitally at the University level:

- Online payment of examination and admission fees
- Pay bill preparation & management of various scholarship schemes
- All kind of payments including salaries to staff-members
- Disbursement of salary slips & accounting of PF
- Hands-on disclosure of budgetary/financial data on MS Teams and SLCM
- SLCM and HCM and SAP
- Digital banking and online support

STUDENTS' ADMISSION AND SUPPORT

Entry level admission to all courses along with entrance exams for all courses are conducted online. The admission process is managed online. Online marketing, chatbot, digital campaigns, Pardot integration, all done using technology.

Online admission and support activities include the followings as such:

- Disclosure of admission rules/schedule on web-page
- Verification of documents, payment of fees & other admission formalities
 - Preparation & publication of admission rolls and related statistics
 - Admission related data management through web-based MIS & e-mails
 - Management of different scholarship schemes for students
 - Disclosure of students-centric information/data/materials on website
 - Wi-Fi campus & Availability of internet/e-resources in library
 - ICT based teaching in smart class-rooms



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- Maintenance of students' attendance in web-based formats
- Qualcampus ERP software for students attendance, time table and notes.
- Extraedge Software for the students admission

EXAMINATION

Teaching and Learning is the core activity at Swarnnim Startup and Innovation University. Continuous assessments measures the extent of student learning and the outcomes. A wholesome model inclusive of formative and summative assessments is adopted wherein students are assessed through- tests, assignments, presentations, quizzes, project-based learning, laboratory work, fieldwork and other such rubric-based alternative assessments.

E-Governance in examination defines major points that are essential when it comes to managing the examination system in the following contexts:

- 1.Maintaining of confidentiality
- 2.Issue of online admit cards
- 3.Filling of regular/re-appear exam forms
- 4.Conduct of examinations
- 5.Receiving of examination papers
- 6.Uploading of marks
- 7.Publishing of marks
- 8.Creation of codes
- 9.Multiple test category creation

LIST OF E GOVERNANCE SOFTWARE

SR.NO	NAME OF SOFTWARE	PURPOSE OF SOFTWARE
1.	INFINITY ERP	Administration and students
2.	COLLPOL ERP	Administration and students
3.	QUALCAMPUS ERP	Administration and students
4.	SPINE HRI	Administration
5.	HR EXPERT MERG	Administration
6.	MICRODOT STORE SOFTWARE	Administration
7.	EXTRAEDGE	Student admission and support
8.	NO PAPER FORM	Student admission and support
9	AYURSTAVA	Administration
10.	DOCTOR SOFTWARE	Administration