

 <b>ATMIYA UNIVERSITY</b>	<b>NAAC – Cycle – 1</b> <b>AISHE: U-0967</b>	
	<b>Criterion 6</b>	<b>GL &amp; M</b>
	<b>KI 6.2</b>	<b>M 6.2.2</b>

<b>6.2.2</b>	<p><i>Institution Implements e-governance in its operations</i></p> <p><b>6.2.2.1 E-governance is implemented covering the following areas of operations:</b></p> <ol style="list-style-type: none"> <li><b>1. Administration including complaint management</b></li> <li><b>2. Finance and Accounts</b></li> <li><b>3. Student Admission and Support</b></li> <li><b>4. Examinations</b></li> </ol>
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# Board of Management Document (Extract) on E-governance & E-governance Policy



**Registrar**  
**Atmiya University**  
**Rajkot**





**EXTRACTS OF THE MINUTES OF MEETINGS OF BOARD  
OF MANAGEMENT**

(Representative Resolutions & Approvals)

I, the undersigned, hereby certify that the following extract of the minutes passed by the Board of Management of the University in its minutes are true and correct and are in force and effect.

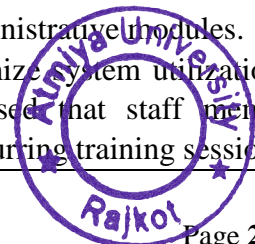
This is to support the details of the **Implementation of E-Governance in its Operation.**

Sr.	Meeting No.	Meeting Date	MoM Agenda No.	Details
1	19	15.04.2024	19BB4	<p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• Upgradation of the few modules integrated in e-governance system</li> <li>• For system access, the IT department suggested putting multi-factor authentication and sophisticated encryption measures into place.</li> <li>• In addition to approving the proposal, the Board suggested regular cyber security check to defend against possible data breaches.</li> <li>• Discussion for developing the OBE Module, Curriculum Design Module, Event Module, and Committee Management Module etc...</li> </ul> <p><b>Resolution</b></p> <ul style="list-style-type: none"> <li>• Members have ratified the agenda &amp; insisted to focus on privacy and data security.</li> <li>• Further User Manual was also approved.</li> </ul>
2	16	25.09.2023	16BB4	<p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• Feedbacks analysis was displayed on the e-governance system received from students &amp; staff members on various academic &amp; administrative modules.</li> <li>• In order to optimize system utilization, it was also discussed that staff members participate in recurring training sessions.</li> </ul>

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Sr.	Meeting No.	Meeting Date	MoM Agenda No.	Details
				<b>Resolution</b> <ul style="list-style-type: none"><li>Members have approved the agenda &amp; suggested few areas that needs improvements,<ul style="list-style-type: none"><li>Quicker response times</li><li>User-friendly navigation.</li><li>Improve the user interface (UI) and user experience (UX).</li></ul></li></ul>
3	12	24.12.2022	12BB4	<b>Discussion</b> <ul style="list-style-type: none"><li>Implementation of few update in Teaching Learning Module.</li><li>Mobile application developed &amp; uploaded in Google Play Store.</li><li>Policy updated on E-Governance was approved.</li><li>Members have appreciated the in-house developed Proctored examination system</li></ul> <b>Resolution</b> <ul style="list-style-type: none"><li>Members approved the agenda</li><li>Members appreciated mobile application development.</li></ul>

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## E-Governance Policy

E-Governance Policy outlines the strategies, principles, and guidelines for integrating electronic and digital Information and Communication technologies (ICT) into the administrative, academic, and operational aspects of the institution. Such policies aim to enhance the overall efficiency, transparency, accessibility, and quality of educational services. Here are some key components incorporated in the E-Governance Policy:

### **Vision and Objectives:**

The vision and objectives in framing this policy are improving administrative efficiency, enhancing learning experiences, and promoting innovation in overall education.

### **Digital Infrastructure:**

Ensuring the procurement of necessary digital infrastructure, including networks, hardware, software, audio–video facilities and security systems.

### **Student Information System through Campus Management System (CMS):**

Implementation and management of a comprehensive Student Information System for tasks such as admissions, enrolment, grading, and record-keeping. This is done with the help of well-defined Campus Management System (CMS)

### **Learning Management System (LMS):**

Encouragement is given for the use of free and open source Learning Management System to facilitate online and blended learning, including course content delivery, assignments, assessments, and communication.

### **Online Registration and Enrolment:**

Well defined mechanism and process for online registration, course selection, and payment of fees to streamline administrative processes and improve the student experience.

### **Digital Libraries and Resources:**

Promoting the digitization and availability of educational materials, journals, and resources to support research and learning.

### **E-Communication:**

Encouragement for the use of digital channels (email, messaging apps, online forums) for effective communication between students, faculty, staff, and administrators.

### **Academic Integrity and Plagiarism Detection:**

Addressing measures for maintaining academic integrity and implementing plagiarism detection tools in academic and research assessments.





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## **Accessibility:**

Ensuring the accessibility of the digital content and platforms to all students, including those with disabilities, by adhering to accessibility standards.

## **Data Security and Privacy:**

Establish guidelines for protecting sensitive student and faculty data, including data encryption, access controls, and compliance with data privacy.

## **Faculty and Staff Training:**

Promoting ongoing training and professional development for faculty and staff to effectively use e-governance tools and technologies.

## **Online Assessment and Examination:**

Development of software and detailing of all the procedures for conducting secure online assessments and examinations (as and when required – e.g. during covid pandemic), including proctoring solutions and cheating prevention mechanisms.

## **Feedback Mechanisms:**

Implement mechanisms for collecting feedbacks from students, faculty, and staff to continually improve e-governance systems and services.

## **E-Governance Committee:**

Formation of an e-governance committee or team responsible for overseeing the implementation, maintenance, and evaluation of e-governance initiatives.

## **Budget and Resource Allocation:**

Allocation of resources, including funding and personnel, to support e-governance initiatives and ensure their sustainability.

## **Collaboration and Partnerships:**

Encouraging collaboration with other educational institutions, government agencies, and industry partners to leverage best practices and resources in e-governance.

## **Disaster Recovery and Business Continuity:**

Procurement of NACH server for data backup, disaster recovery, and continuity to ensure minimal disruption during emergencies.

## **Digital Literacy Initiatives:**

Promoting digital literacy programs for students, faculty, and staff to enhance their digital skills and competence.





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## Periodic Review and Evaluation:

Establishment of mechanisms for periodic review, assessment, and evaluation of e-governance initiatives to measure their impact and effectiveness. It is to be annually updated to stay in line with emerging technologies and evolving educational needs. However under extraordinary circumstances, the managing trust can amend the policy as in response to specific needs or demands.

This Policy for will lead to improved administrative processes, enhanced learning experiences, and greater transparency, benefiting both students and staff.



  
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