ABHILASHI UNIVERSITY

E-GOVERNANCE POLICY

Objectives:

This policy aims to maintain and strengthen the leadership of the University in the area of e-Governance. The policy shall enable the university to function more efficiently and move towards a paperless environment. It will assist in promoting transparency and accountability. Also, the policy shall help in providing easy access to information. Implementation of E-governance in all functioning of the university to provide simpler and efficient system of governance within the campus.

Scope:

- ✓ The scope of this policy extends to the following areas:
- ✓ General Administration
- ✓ Student Admission
- ✓ Examination
- ✓ Library
- ✓ Accounts and Finance
- ✓ ICT Infrastructure
- ✓ E-waste Management

Policy:

The university will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each function transparent and accountable. The university has resolved to implement e-Governance in maximum areas of functioning and with this aim, this policy has been adopted.

Areas of Implementation

The e-Governance policy of the university shall be implemented in the following areas:

Website: The website will act as an information centre which will reflect about the university, all its activities, important notices, courses offered, etc. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the university website. The Committee shall look after the process of updating, maintaining, and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The university strives to showcase its vibrant self and activeness through its website. All the important notifications must go live on the website as and when they are released.

Student Admission and support:

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations by the University. The admission Brochure is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the university. Number of students applying to each course, withdrawals and fee submission will be managed through this Portal only.

Accounts:

For ease of maintaining accounts, the University is already computerized with necessary software. Appropriate security measures should be taken for maintaining confidentiality of

the transactions. Training to the existing staff and updation of the existing software must be doneon timely basis. Procurement for University has been initiated and from other stakeholders through e-tender facility. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet is generated through software only. Payroll Management System helps to automatically calculate the salary, generate salary slips, and disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library:

The university continues to maintain its academic excellence through maintaining a well-stocked library. The university will add more and more e-learning resources for the benefit of the teachers and the students. The university should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

- The library to install fully automated LMS software which should have an easy to use-Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.
- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

Administration:

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports are generated to automatically calculate the Internal Assessment marks for attendance.
- Administrative Offices use Advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the university to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The university will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

Examination:

Filling of examination forms, revaluation forms, attendance certificate, obtaining hall tickets, uploading of internal and external marks has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution.

Alumni:

To strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the university, feedback and many other aspects.

E-Waste Management:

University ensures that its usage of technology and generation of e-waste does not impact the environment.

ICT TOOLS

Hardware Infrastructure

- The University to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by Resograph, computer networking devices, scanners, and interactive teaching board/smart board etc.

Software Infrastructure

- The University to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- The university to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.

Social Media Outreach

University has initiated the sharing of information regarding University's Activities and Achievements in social media platforms like Facebook, LinkedIn, Instagram and Twitter with the Students, other educational institutions, and community.

-sd-
Major J. C. Patial (Retd.)
Registrar

PROFORMA INVOICE

1. **GSTIN** — 04AAKFH5403Q1Z5

2. **Pan No** — AAKFH5403Q

2. **Name** — Horizon e SOLUTIONS

3. **Address** — 2174/2, Sector 38 C, Chandigarh - 160014

4. **Invoice No.**

5. **Date of Invoice** — 01-01-2022

Details of Receiver (Billed to)
Abhilashi University
Chail Chowk, Tehsil, Chachyot,
Mandi, Himachal Pardesh

| **Reg Address** |
| Abhilashi University |
| Chail Chowk, Tehsil, Chachyot, Mandi, |
| Himachal Pardesh |

GSTIN/Unique ID   **State Code** 02   **PAN No**

Sr. No	Description of Services	SAC	Qty	Rate (Rs)	Taxable value	CGST Rate	CGST Amt. (Rs)	SGST Rate	SGST Amt. (Rs)	IGST Rate	IGST Amt. (Rs)	TOTAL (Rs)
	Project :-University Management Software											
1	One time set up of application		1	10,000.00	10,000.00					18%	1,800.00	11,800.00
2	Management of Application for month of Dec		1	29,166.00	29,166.00					18%	5,249.88	34,415.88
		Total			39,166			0	0		7,050	46,216

Total Invoice Value (In figure)	**₹ 46,216**
Total Invoice Value (In Words)	**Rupees Forty Six Thousand Two Hundred And Sixteen Only**
Amount of Tax subject to Reverse Charges	

Declaration:

Authorised Signatory

Electronic Reference Number

BANK DETAILS FOR PAYMENT

Account Name : Horizon e-SOLUTIONS
Current Account No : 201001691307
RTGS/NEFT IFSC code : INDB0000083
INDUSIND BANK Ltd., SCO 22-23-254, Phase 3B2, Mohali, Punjab, India - 160059