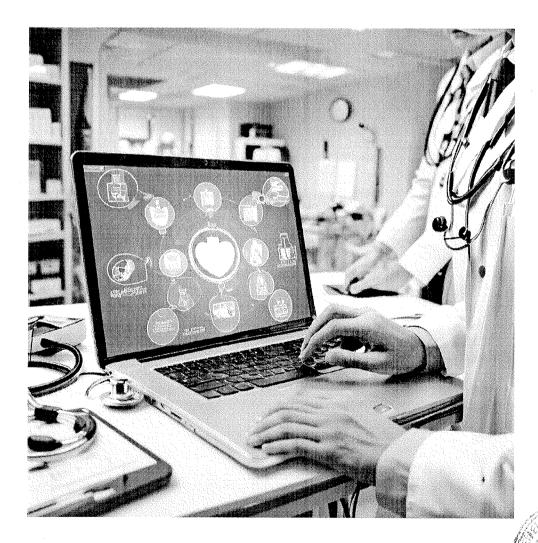


# E-Governance Policy of Santosh Deemed to be University

### 1. INTRODUCTION:

E – governance envisages with the sole vision of enhancing the system of governance for the development of the university by leveraging new and cutting-edge technologies. The broad areas of e-governance in the areas of planning and development, administration, finance and accounts, student admission and support, examination, and other stakeholders' inclusion in a staged manner.



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# 2. Objectives

- Implementation of E-governance in various functions of the Institution.
- 2. Achieving efficiency in our functioning.
- 3. Promoting transparency and accountability.
- 4. Facilitating online internal and external.
- 5. Providing easy access to information

#### 3. Goal

The overarching goal of an e-governance policy is to leverage digital technologies and platforms to streamline administrative, academic, and operational processes, thereby enhancing efficiency, transparency, accountability.

#### 4. Scope

The scope of an e-governance policy is encompassing various aspects of administrative, academic, and operational functions that can be digitized and managed electronically.

#### 5. Planning and Development

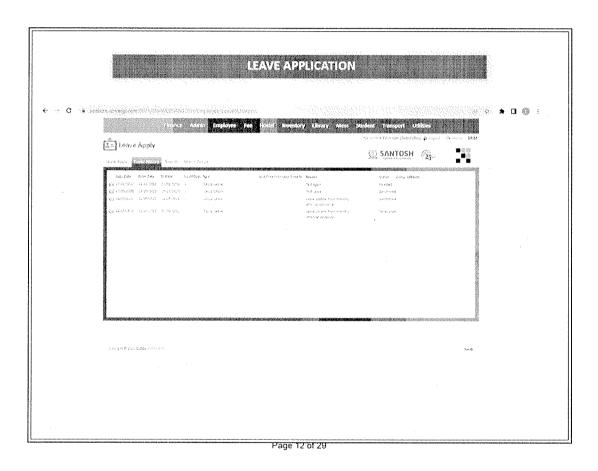
Santosh Deemed to be University has embraced e-governance to enhance planning and development initiatives, as epitomized by the SDU Online Portal. This centralized platform facilitates various functions, including thestreamlined booking of facilities and efficient leave management. Moreover, the Online Admissions and Student Information System ensures a seamless and digitized admission process, fostering better coordination between academic and administrative realms. The university brings out its brochure, which is displayed



on the website and has guidelines for the admission process

## 5.1 Leave Application

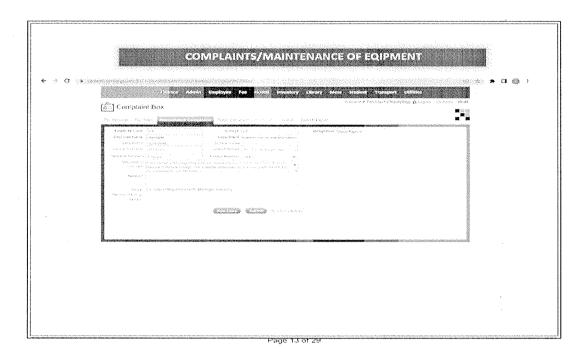
Implementing e-governance for leave applications through software involves developing a digital system that streamlines the process of requesting, approving, and managing employee leave requests. With these features and functionalities, organizations can streamline their leave management processes, improve efficiency, and enhance employee satisfaction.



### 5.2 Complaints and Maintenance of Equipment

Developing an e-governance system for managing complaints or maintenance of equipment through software involves creating a digital platform to streamline the process of reporting, tracking, prioritizing, and resolving equipment-related issues. With these features and functionalities, organizations can improve the efficiency,

reliability, and transparency of their maintenance processes while enhancing user satisfaction and optimizing resource utilization.



#### 5.3 Administration

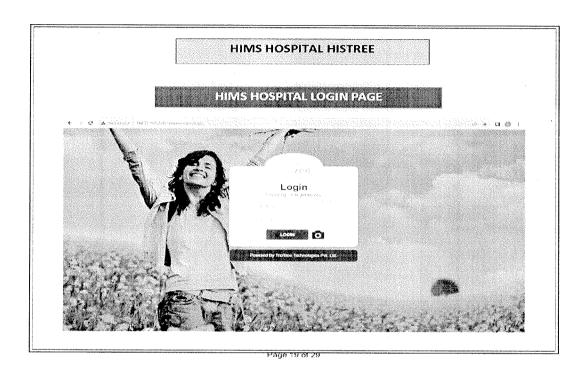
The administration at Santosh Deemed to be University has witnessed a transformative shift with the introduction of the ERP Online Portal. Administrative offices should use advanced Excel and File Management System tools to maintain effective databases.

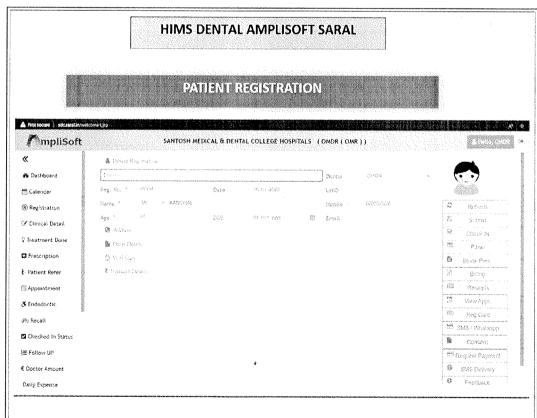
- Students must be able to obtain maximum services in online mode.
- Admin staff must be provided with adequate training and development to keep them abreast of the new technology.

#### **5.4 HIMS**

Developing an e-governance system for Hospital Information Management System (HIMS) through software involves creating a comprehensive digital platform to manage various aspects of healthcare delivery, administration, and patient information. With these features and functionalities, Hospital will improve the quality, efficiency, and accessibility of healthcare services while

ensuring compliance with regulatory requirements and enhancing patient satisfaction.





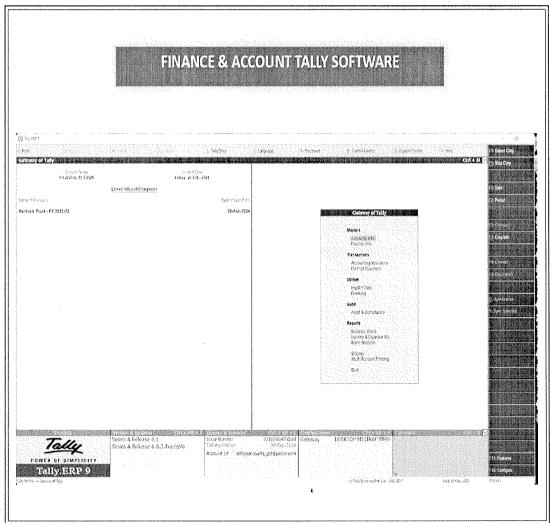
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### **5.5** Finance and Accounts

For ease of maintaining accounts and finance, suitable accounting and finance software is to be purchased and used by the college. Reports can be generated for all staff members. Payments are generally made and received through online modes such as NEFT, RTGS, bank transfers, etc.

Advanced features help the staff to maintain financial records effectively and efficiently.



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# 6. The University has implemented e-governance in the following areas of operation :

# 6.1 Student Admission and Support

The e-governance initiatives in student admission and support at Santosh Deemed to be University have revolutionized traditional processes. The Admission Process is now more streamlined, aided by the user-friendly Admission Enquiry Form and the Student Fee Payment Portal. Additionally, the provision of E-content for students reflects the institution's commitment to providing digital learning resources, enriching the academic experience.

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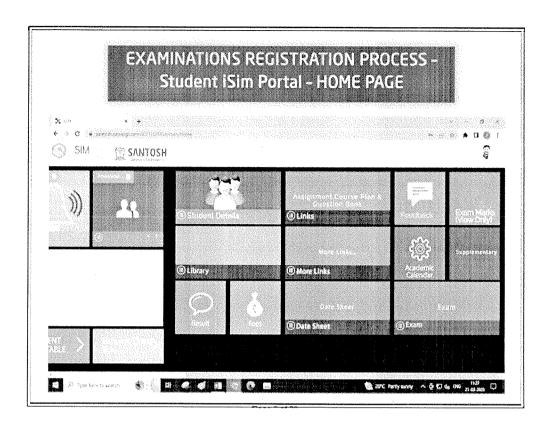


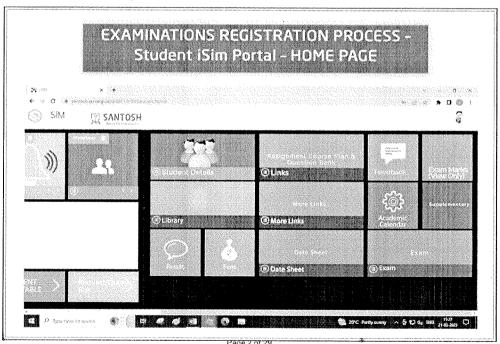
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# 6.2 Examination

In The college has adopted an online system where students can view their assessment marks at the end of the semester and can report discrepancies, if any. The examination process is regulated by the University and thus e-governance policy of the university to be adopted in this regard.







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