



**Key Indicator – 6.2 Strategy Development
and Deployment**

(10)

6.2.2 Institution Implements e-governance in its operations:

1. Administration including complaint management
2. Finance and Accounts
3. Student Admission and Support
4. Examinations

(5)

**Criterion 6 – Governance,
Leadership and Management
(100)**



E GOVERNANCE REPORT

APPENDIX III

E- GOVERNANCE POLICY

E-COVERNANCE POLICY

Object:

- Implementation of E-governance in various functioning of the University.
- Achieving Efficiency in our Functioning.
- Promoting Transparency and Accountability
- Achieving Paperless Administration of the University.
- Facilitating Online Internal and External Communication between various Entities of the University.
- Providing Easy Access to any Information.
- Making the University Visible Globally.

Policy:

1. In order to provide simpler and efficient system of governance within the University, it is decided to adopt and implement e-governance in maximum activities of our functioning.
2. The University implemented with e-governance in almost all the segments like Library, Accounts, Admin, Examinations and HR to name a few. However, now we have resolved to implement e-governance in many more areas and with this aim, we have drafted this policy framework.

E-governance Areas

For convenience purposes, the policy is divided into various areas of operation which are enlisted herewith.

1. **Website:** The website of the University needs to be revamped taking into account the new changes time to time. The website should act as a mirror of the University's activities and should provide information about all activities, important notices; etc. All these information should be made available to the outsiders. Apart from this, training should also be given to the existing Staffs / Faculties. Also Staffs should be identified who will undertake the responsibility of website administration and its updations at the University level.



2. **Student Admission & Support:** The University shall process all the pre-admission and admissions in online mode. This will cover admissions to all courses whether graduate, postgraduate, Ph.D., Diploma or any Autonomous courses. For this, all new Payment Gateways to be explored and ensured to be integrated in ERP. It should be updated in future also with all new payment gateways introduced if any. The University has given the authority to take appropriate decisions and identify the Staffs responsible for implementation of this aspect of the policy.
3. **Finance & Accounts:** For ease of maintaining accounts, the University is already using ERP Software. ERP to be updated as per all the Academic requirements. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updations of the existing software need to be done on timely basis.
4. **Library:** We have the privilege of having one of the best library. To continue with this legacy, we need to add more and more e-learning resources for the benefit of the teachers and students. Similarly newer e-learning resources journals, databases etc should be identified and subscribed taking into account the recommendations of the library advisory committee. Recommendations of the teachers and students also need to be taken into account while subscribing to these resources. Appropriate training to the staff and the students for using the eLearning resources should be provided. This is should be integrated with ERP,
5. **Administration:** To provide a hassle free, convenient and cheap process, most of the administration activities of the society should be handled with LCR based technology. Facilities should be provided for online leave management of employees, e-copy of salary certificates, internal communication between the employees interest, etc. students also must be able to obtain maximum services like transfer certificates, bonafide certificates, etc. in online mode.
6. **Examination:** All online open houses shall be in automation manner viz Filling of examination forms, re-evaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, examination fee & issue of certificate etc. Everything 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. Examination controller needs to supervise the entire process of examination under the guidance of the Vice chancellor and it must be updated time to time based on technology update.



7. **Alumni:** In order to strengthen alumni interaction, a separate alumni portal should be started providing facilities like registration, information of University activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose a separate agreement can be entered into with suitable service providers by the secretary and a separate alumni coordinator at the University level be appointed to take care of the entire activity.

8. **E-Governance of Grievance Redressal system:** This e-governed system automates all processes related to student counseling, queries, complaints and suggestions pertaining to various academic and administrative departments of dashboard of the University. It provides a reliable and time-efficient method of grievance redressal and information dissemination for various stakeholders of the University including current students, teachers, administrators and other employees.

9. **Online Teaching Learning Process:** University has adopted the process of online classes through Google class Rooms / MS Teams Classrooms to benefit the students. University has also adopted various tools to conduct the online Teaching Learning /Examinations like LMS, INpoDS and Moodle, Virtual Labs Etc. which shall even be updated time to time.

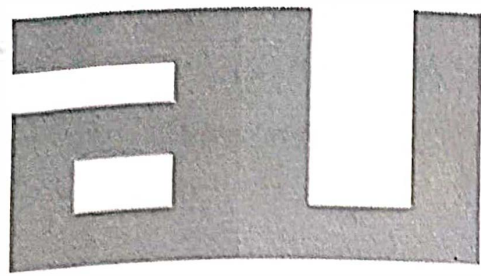


Appendix – III
Annual E – Governance
Report



Academic Year

2019-2020



ANSAL
University
Gurgaon

6.2.2

**University Implements
E-governance In Its
Areas of operations**

Annual E-Governance Report

2019-20



**Sector -55, Golf Course Road
Gurugram – Haryana, INDIA
PIN: 122003**

ANNUAL E-GOVERNANCE REPORT

2019-20

IT E-governance Annual Report provides a consolidated report of the developments and maintenance in the IT Department of Sushant University, Gurugram, Haryana. The components of this report will include the implementation, results incurred and the forecast for the future in the areas of Software, Hardware and Staff. The terminal part of this submission will elaborate on the conclusions and results of the quoted year.

Sushant University's annual E-governance review meeting was held in first week of May 2020. To ensure the proper functioning of the University proceedings, the Committee discussed several issues which have come to surface during the pandemic times. The Committee focused on facilitating the maintenance of university records properly and maintaining the transparency in the University administration and providing faster information dissemination.

During the Academic year 2019-2020, the University ERP system was continuously modified to keep-up with the pandemic situation. The E-infrastructure of the University was also updated to facilitate the smooth functioning of academic processes including conduct of classes using on-line mode, conduct of examinations, providing a platform for the students to interact with the stakeholders - industry experts and eminent academicians via online workshops, webinars, conferences, etc.

University has purchased the Airtel Blue Jeans software in academic session 2019-20 to conduct the online classes and examinations of all the students. Google Meet Technology was widely also used for the same. All IT Staff worked day and night to provide required support to the Teaching Staff taking classes.

University has also implemented various policies for the benefit of students affected due to COVID-19 like online classes, online Internal Exams. ETE Examinations for final year students.



University also planned for online entrance examinations for Ph.D Programme due to COVID-19 pandemic.

The Committee also reviewed the functioning of e-infrastructure of the University which includes the following:

1. LMS & I Cloud: Database, Examination, Admission and other administrative aspects.
2. Koha: Library database
3. Website (New Vision Digital Pvt Ltd)
4. Airtel Blue Jeans / Google Meet / MS Teams - for conduct of classes.

The potential for e-governance in areas like Planning and Development, Administration, Examination Management System (EMS). Finance and Accounts. Student Admission and Support was noted. A brief report is as under:

The most indispensable element in the implementation of E-governance in any scenario rests on unlimited and unrestrained internet connectivity. In Sushant University, the major form of connectivity is achieved via a LAN connection, with a maximum capacity to support approx. 700 systems. Another form of connectivity in the University campus derives from Wi-Fi and the University is providing unlimited connectivity.

Regarding student admission and support, the University has made a great leap in the implementation of E-Governance with a full automation of student admission procedures and maintenance of an exhaustive student profile.

With respect to examination, full automation of EMS has been attained. Segments like attendance evaluation, assignment allocation and its evaluation, conduct of online MCQ examinations, procedure for valuation for end semester examination and result publication have been fully automated.

In case of Personal, Pedagogical and Administrative Support for teachers, attempts have been limited to the creation of an advanced profile for faculties. There is still scope for further improvement by the inclusion of an activity log, notification broadcasting system, etc.



The below table lists the implementations and the corresponding cost in the Software part during academic year 2019-20. This is followed by a forecast of projects and the associated allocation of budget for the same.

S. No.	Software Details
1	TCS ION
2	Microsoft Campus Agreement
3	Journals
4	LMS
5	Biometric Attendance System
6	CCTV Monitoring Software
7	Adobe Cloud Computing (CC) Agreement
8	Anti-Virus Software

The below table lists the implementations and the corresponding cost in the Hardware part during academic year 2019-20. This is followed by a forecast of projects and the associated allocation of budget for the same,

S. No.	Hardware Details
1	Managed Switches Implementation
2	Network Extension
3	Network Revamping
4	Desktop
5	Laptop
6	CCTV
7	Firewall
8	Projectors
9	Wi-Fi Equipments

Forecasted Projects

S. No.	Proposed
1	Data Backup Management Solution
2	L3 Switch Replacement

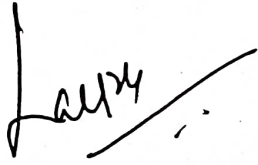


IT Engineers

Employee Name	Employee Designation
Pradeep Lal	Asst. System Manager
Sanjay Singh	Asst. System Manager
Abhishek Chauhan	Lab Assistant
Narendra Maurya	Technical Executive

The year 2019-20 has seen a significant upgradation of the overall IT initiatives.

The Team has ensured to project the future assignments to continue seamless IT process in the year to come.



Assistant System Manager-IT
Ansal University



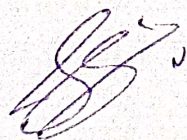


Academic Year

2020-2021

Sushant University

Annual E-Governance Report 2020-21



**Sector -55, Golf Course Road
Gurugram – Haryana, INDIA
PIN: 122003**

ANNUAL E-GOVERNANCE REPORT 2020-21

IT E-governance Annual Report provides a consolidated report of the developments and maintenance in the IT Department of Sushant University, Gurugram, Haryana. The components of this report will include the implementation, results incurred and the forecast for the future in the areas of Software, Hardware and Staffs. The terminal part of this submission will elaborate on the conclusions and results of the quoted year.

Sushant University's annual E-governance review meeting was held in first week of April 2021 to ensure the proper functioning of the University proceedings. The Committee discussed several issues which have come to surface during another year of the pandemic due to lockdowns in the entire country. The Committee focused on facilitating the online services to the students and staff/faculty members for the maintenance of University course curricula on time alongwith maintaining the transparency in the University administration and providing faster information dissemination.

During the Academic year 2020-2021, the University ERP system was continuously modified, new modules were introduced to keep-up with the pandemic situation. The E-infrastructure of the University was also updated to facilitate the smooth functioning of academic processes including conduct of classes using on-line mode, conduct of examinations, providing a platform for the students to interact with the stakeholders - industry experts and eminent academicians via online workshops, webinars, conferences, etc.

University renewed the Airtel Blue Jeans software in academic session 2020-21 to continue conducting the online classes and Examinations of all the Students. Google Meet Technology was also used by the faculties to keep track of classes being conducted every day along with the attendance of the students attending online classes. All IT Staff worked day and night to provide required support to the Teaching Staff and other administrative staff members.

University also implemented various policies for the benefit of students affected due to COVID Pandemic like online classes, online Internal Exams. End Term Examinations (ETE) for final year students.



University also continued planning for online entrance examinations for Ph.D Programs due to COVID Pandemic.

The Committee also reviewed the functioning of e-infrastructure of the University and enhanced features of the following:

1. LMS & I Cloud: Database, Examination, Admission and other administrative aspects.
2. Koha: Library Database Restructuring
3. Website Upgradations for providing more information.
4. Renewal of Airtel Blue Jeans / MS Teams - for conduct of Online Classes.

Regarding student admission and support, the University has made great changes for the implementation of E-Governance with a full automation of student admission procedures and maintenance of an exhaustive student profile.

Another pandemic year led to continuation with full automation of EMS like online classes, attendance evaluation, assignment allocation and its evaluation, conduct of online MCQ examinations, procedure for valuation for end semester examination, result publication, etc.

University also conducted Online Convocation Ceremony to declare the successful candidate being awarded their UG and PG Convocation Degrees. All students and parents were sent an online invitation to join the and witness the degree felicitation ceremony. This was a grand success and appreciated by all.

The below table lists the implementations and the corresponding cost on the Software side during academic year 2020-21. This is followed by a forecast of projects and the associated allocation of budget for the same.

S. No.	Software Details
1	TCS ION ERP More Modules
2	Microsoft Campus Agreement Renewal
3	e-Journals
4	LMS
5	Adobe Campus Agreement renewal
6	Anti-Virus Software renewal



The below table lists the implementation / upgradation of Hardware during academic year 2020-21.

S. No.	Hardware Details
1	L2 Switches Implementation
2	Network Expansion
3	Wi-Fi Network revamping
4	Projectors

Future Projects

S. No.	Proposed
1	Data Backup Management Solution
2	L3 Switch Replacement
3.	OPAC Terminals in Library

IT Engineers

Employee Name	Employee Designation
Pradeep Lal	Asst. System Manager
Sanjay Singh	Asst. System Manager
Abhishek Chauhan	Lab Assistant
Narendra Maurya	Technical Executive

The Team has ensured to project the future assignments to continue seamless IT process in the years to come.



Head-IT
Sushant University



Assistant System Manager-IT
Sushant University







Academic Year

2021-2022

Sushant University

Annual E-Governance Report 2021-22



**Sector -55, Golf Course Road
Gurugram – Haryana, INDIA
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ANNUAL E-GOVERNANCE REPORT

2021-22

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Sushant University's annual E-governance review meeting was held in first week of May 2022 to ensure the proper functioning of the University proceedings. The Committee discussed several issues which have come to surface after the pandemic. The Committee focused on facilitating the online and offline services to the students and staff/faculty members for the maintenance of University course curricula on time along-with maintaining the transparency in the University administration and providing required information to all.

During the Academic year 2021-2022, the main focus was again the University ERP system which needed more modifications to make the system more robust, more modules were introduced, especially the Ticketing System through the ERP for the IT Department and Facility Department related to the issues and maintenance. This Ticketing System enabled the University to keep track of all the ongoing issues regarding maintenance and also to see the status of all the tickets raised. This helped the team to provide faster solution to the issues raised.

Since the University was still providing Online and Offline Facilities to the students, hence the Airtel Blue Jeans Software License period was again extended for the academic session 2021-22 to continue conducting online classes and examinations of all the students.

The Committee again reviewed the functioning of e-infrastructure of the University and made changes wherever required like:

1. ERP: Examination, Admission, Attendance etc.
2. Library Management through TCS ION ERP
3. Website Upgradations.
4. MS Teams - for conduct of Online Classes.



A handwritten signature in blue ink, appearing to be 'Ashish'.

A handwritten signature in blue ink, appearing to be 'Raj'.

A handwritten signature in blue ink, appearing to be 'B. B.'.

Regarding Student admission and support, NPF (No Paper Form) database was implemented in the University to get the leads for admission which made a great impact on University Admission System.

University again conducted Online Convocation Ceremony to declare the successful candidates being awarded their UG and PG Convocation Degrees. All students and parents were sent an online invitation to join the and witness the degree felicitation ceremony. This was again a grand success.

The below table lists the implementations and the corresponding cost in the Software domain during academic year 2021-22. This is followed by a forecast of projects and the associated allocation of budget for the same.

S. No.	Software Details
1	TCS ION ERP Upgraded Modules
2	e-Journals Subscriptions
3	No Paper Form (NPF) for Admission
4	Adobe Campus Agreement renewal
5	Microsoft Campus Agreement Renewal
6	ERP Ticketing Module Enabling

The below table lists the implementation / upgradation of Hardware during academic year 2021-22.

S. No.	Hardware Details
1	L3 Switches Implementation
2	Network Expansion
3	Wi-Fi Access Points Addition
4	Projectors
5	OPAC Terminals

Forecasted Projects

S. No.	Proposed
1	Backup Management Solution
2	AMC of Wi-Fi Devices
3.	New Firewall Requirement



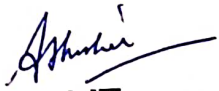
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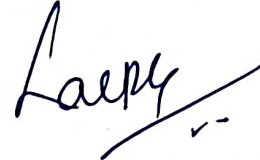
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Employee Name	Employee Designation
Pradeep Lal	Asst. System Manager
Sanjay Singh	Asst. System Manager
Abhishek Chauhan	Lab Assistant
Narendra Maurya	Technical Executive

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Head-IT
Sushant University



Assistant System Manager-IT
Sushant University





Academic Year

2022-2023

Sushant University

Annual E-Governance Report 2022-23



**Sector -55, Golf Course Road
Gurugram – Haryana, INDIA
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ANNUAL E-GOVERNANCE REPORT

2022-23

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Sushant University's annual E-governance review meeting was held in first week of April 2023 to ensure the proper functioning of the University proceedings. The Committee discussed several issues. The Committee focused on implementing Attendance Policy (Mandatory) for the students. As per the implemented policy, students need to maintain a minimum of 75% regular attendance in both Theory and Practical Classes. If any students do not maintain this criteria, he / she will automatically be debarred by the system and will not be able to take end term exam. This has made a great impact and students are attending classes more seriously.

During the Academic year 2022-2023, the main focus was again the University ERP system and implementation of a New Firewall with enhanced content filtering policies. Few more modifications were made in the existing ticketing system through the ERP for the IT Department and Facility Department related to the issues and maintenance. This Ticketing System now has more categories to choose from while raising an issue. This helped the team to be more precise while giving a solution and to maintain their status more accurately.

The Committee again reviewed the functioning of e-infrastructure of the University and made changes wherever required like:

1. ERP: Attendance Policy, Ticketing System
2. Library Management: Book Issue Return Policy, Fine Policy etc
3. Website Revamping – A New Look.
4. Firewall Policy

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Adhish



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The below table lists the implementation and the corresponding cost in the software field during academic year 2022-23. This is followed by a forecast of projects and the associated allocation of budget for the same.

S. No.	Software Details
1	ERP Attendance Module
2	ERP Library Management Policy
3	ERP Ticketing Module Upgradation
4	Website Revamping
5	Adobe Campus Agreement renewal
6	Microsoft Campus Agreement Renewal

The below table lists the implementation / upgradation of Hardware during academic year 2022-23.

S. No.	Hardware Details
1	New Firewall Implementation
2	AMC of Wi-Fi Devices

Proposed Projects

S. No.	Proposed
1	Upgradation of Internet Bandwidth
2	NATA Test Centre
3.	Lecture Capture System

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IT Engineers

Employee Name	Employee Designation
Pradeep Lal	Asst. System Manager
Sanjay Singh	Asst. System Manager
Abhishek Chauhan	Lab Assistant
Narendra Maurya	Technical Executive

The Team has ensured to project the future assignments to continue seamless IT process in the years to come.


Head-IT
Sushant University


Assistant System Manager-IT
Sushant University









Academic Year
2023-2024

Sushant University

Annual E-Governance Report 2023-24



**Sector -55, Golf Course Road
Gurugram – Haryana, INDIA
PIN: 122003**

ANNUAL E-GOVERNANCE REPORT

2023-24

IT E-governance Annual Report provides a consolidated report of the developments and maintenance in the IT Department of Sushant University, Gurugram, Haryana. The components of this report will include the implementation, results incurred and the forecast for the future in the areas of Software, Hardware and Staffs. The terminal part of this submission will elaborate on the conclusions and results of the quoted year.

Sushant University's annual E-governance review meeting was held in first week of April 2024 to ensure the proper functioning of the university proceedings, the committee discussed several issues. The Committee focused on making provision of Lecture Capture System. A new Lab is being setup and related devices are being installed which will enable us to record lectures to be posted in our ERP System for the reference by the students. University has also setup the NATA Lab with due approval from the Council of Architecture (COA). In this lab, tests for the candidates seeking admission in Architecture Colleges are conducted.

During the Academic year 2023-2024, the main focus is to implement Timetable from the ERP system. Timetable Module is configured and implemented in the University System well before the time. Lot more activities are still under pipeline and will be implemented in the coming months.

This year, University has upgraded the Existing Internet Bandwidth (200 mbps) on Fiber to provide stable and fast internet access to all the users.

The Committee again reviewed the functioning of e-infrastructure of the University and made changes wherever required like:

1. ERP: Timetable Module Configuration and Implementation
2. Provisioning of Lecture Capture System.
3. Setup of NATA Centre in the University Campus



The below table lists the implementation and the corresponding cost in the Software wing during academic year 2023-24. This is followed by a forecast of projects and the associated allocation of budget for the same.

S. No.	Software Details
1	ERP Timetable Module
2	Adobe Premier Pro for LCS System
3	Adobe Light Room for LCS System
4	Internet Bandwidth Upgrade

The below table lists the implementation / upgradation of Hardware during academic year 2023-24.

S. No.	Hardware Details
1	NATA Lab Setup with 20 desktops
2	Lecture Capture Devices like Mixer, LED Umbrella, Green Screens, MIC etc.

Forecasted Projects

S. No.	Proposed
1	Desktop and Laptop Upgradations
2	New Advanced Projectors
3.	Advanced Lecture capture Studio

IT Engineers

Employee Name	Employee Designation
Pradeep Lal	Asst. System Manager
Sanjay Singh	Asst. System Manager
Sagar Kumar	Technical Assistant
Shyamanand Maurya	Technical Executive

The Team has ensured to project the future assignments to continue seamless IT process in the years to come.



Head-IT
Sushant University





Assistant System Manager-IT
Sushant University

