Centurion
UNIVERSITY

CERTIFIED COPY

This is to certify that "Policy on E-Governance" document contains 8 Pages. The first and last pages are signed by the undersigned.

Anita Palka

Registrar

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Centurion University of
Technology & Management
ODISHA

Centurion
UNIVERSITY
Shaping Lives...
Empowering Communities...

POLICY ON

Anita Patra

E-GOVERNANCE

1. Preamble

Centurion University of Technology and Management, E- governance policy takes a holistic view on E- Governance initiatives across various activities of the University in an effective and efficient manner. The main goal of e-governance is to improve the governance system of the University by utilizing advanced and innovative technologies. The University has engaged E-governance to a wide- ranging application in areas administration, f inance and accounts, student admission and support and examination

2. Policy Purpose and Objectives

- The aim of this policy document is to guarantee the successful adoption of e-governance across all functions within the University.
- The purpose is to assess, substitute, enhance, and/ or add to the former physical governance infrastructure with e- governance resources to increase the effectiveness of various functions within the University.

3. Scope of the Policy

This policy pertains to the routine activities and processes within the University, including administration accommodating employee and student-centred utilities. Finance and Accounts accommodating minimal movement of cash. Student admission and support accommodating teaching and learning, grievance management and proctoring. Examination accommodating marks entry, issuance of admit cards and conduct of examination.

4. Elements of Policy

Implementation and up-gradation of E-governance related processes in Centurion University of Technology and Management is enumerated below,

4.1. Administration

University`s E- governance in the ambit of administration accommodates the Enterprise Resource Planning (ERP) software and through other Information and Communication Technology Solutions. I t caters to both students and employees and it is detailed below,

Though ERP

Employee Centred

- Biometric attendance and tracking of entry/exit and consolidated report of attendance for employees.
- Leave Management System of employees.
- Resolving grievances of different kind through grievance management module.
- Purchase management by university`s central store.

Student Centred

- Payment of academic and other fee.
- Accessing information of library resources.
- Daily class attendance and monthly reports.

Other ICT Modules for administration

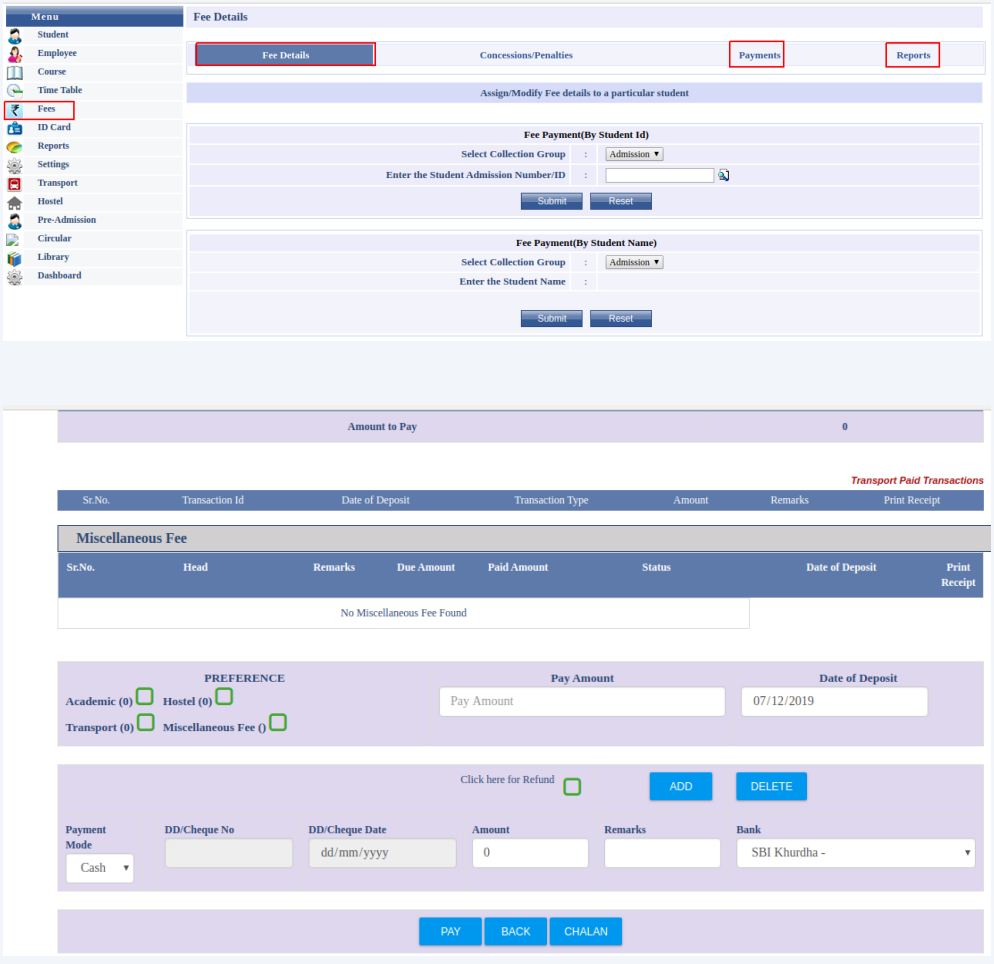
- Communication with students and staff members through notice and circular.
- Communication with all concerned through emails, slack messenger.
- Ensuring security measures through MYGATE App.
- G-Suite account including Google Classrooms for academic management.
- Management of recruitment though University`s Career portal.
- Hostel management including room allotment and others.
- Management of University`s event through communication ICT.
- Alumni portal enables physical meet and emotional integration.

Leave Management System of employees

4.2. Finance and Accounts

University`s Finance and Accounts section through various ICT aims for zero movement of cash and it has following E-governance practises,

- The accounts of the institution are maintained through the Tally software and ERP
- ERP integration for fee payment.
- Performing all TDS related functions on “web e-TDS”

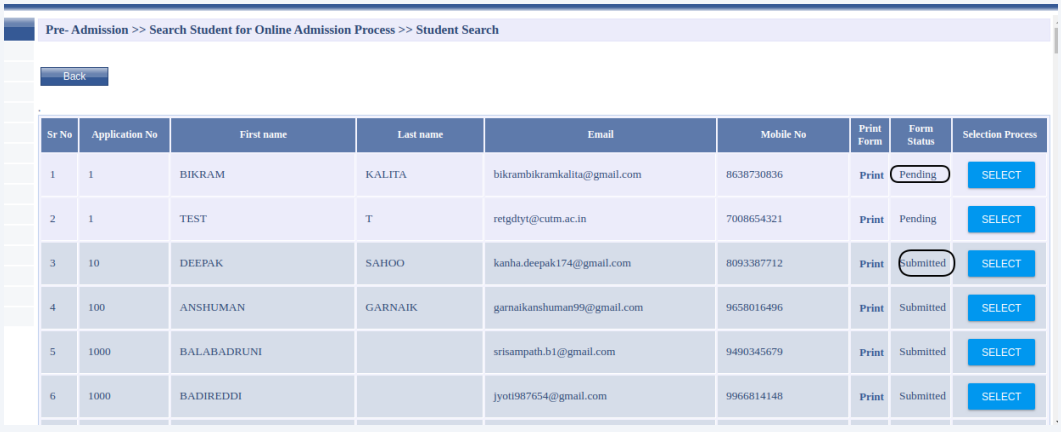


ERP integration for fee payment

4.3. Student Admission and Support

Students' admission is carried out through an inbuilt Admissions portal. After being admitted almost every academic and other activity is facilitated through ERP modules or other ICT tools. The following points highlights the detail

- Student Admission is carried out through a dedicated portal.
- University`s webpage caters almost every single information.
- Allotment of courses adhering to CBCS structure through ERP.
- Allotment of skill courses through ERP and other inbuilt ICT.
- Proctoring of students and maintenance of record through ERP modules.

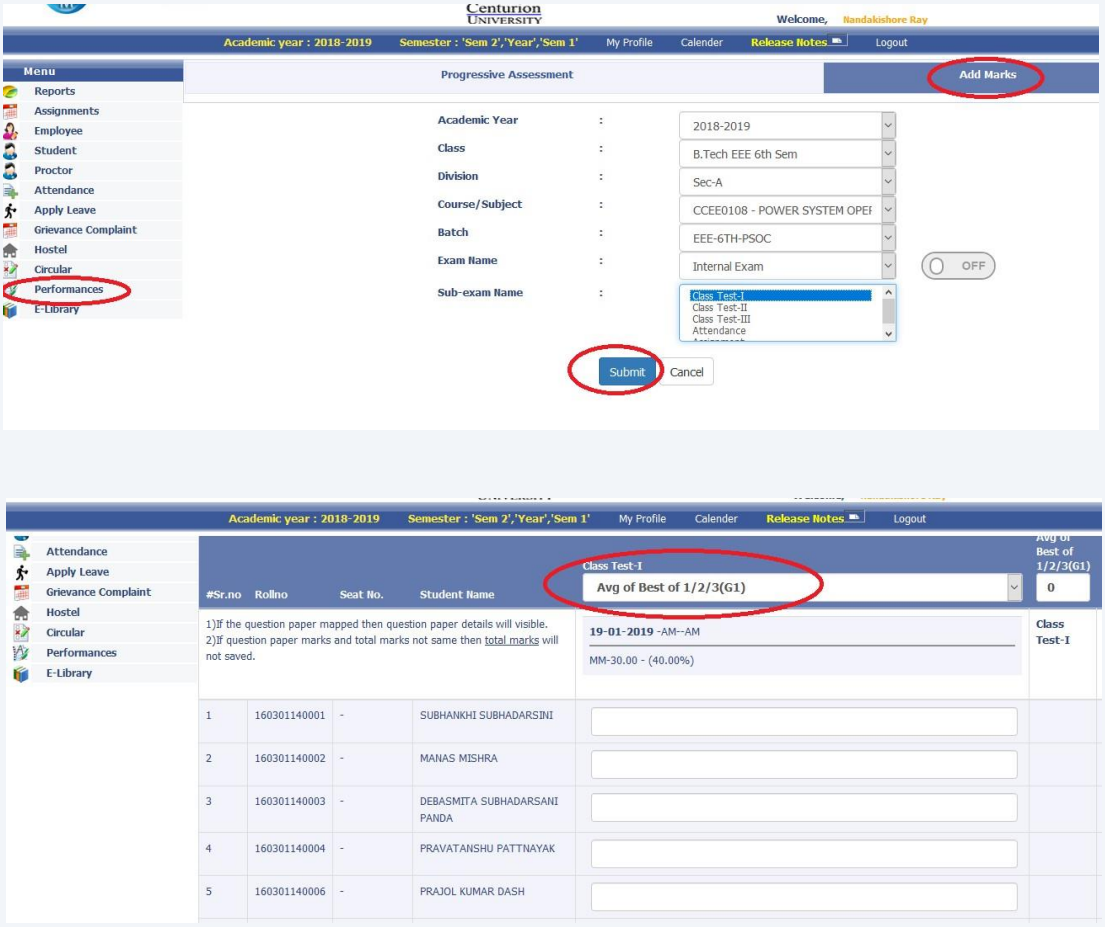


Pre-Admission Process in ERP

4.4. Examination

Examination and all the related activity are carried out through ERP modules and external ICT tools as detailed below,

- Examination Process are handled through ERP
- Filling of examination forms, obtaining admit cards, uploading of marks and others done through ERP.
- Certain internal examination is conducted online through I-Calibrator app.



Mark Entry through ERP

5. Future Scope and terminal milestone

The University aims to implement E-governance in certain other areas with the following aims,

- Absolutely no physical movement of cash in Finance Section.
- Pro- bono insurance for all (employees and students) to be integrated in ERP.
- A dedicated Scholarship portal with external sponsors.

Centurion University aspires to attain the stage of "Zero Movement of Physical Files" and "Information at Mouse Click".

Registrar, CUTM

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