



Ref. No. :

Date :

E - Governance Policy

The Institution acknowledges the value of the e-Governance system in academics, administration, evaluation, funding and other support systems. The automation of numerous processes and the integration of all stakeholders in the organization will be facilitated by the implementation of e-Governance system. It will also provide the procedure an extra degree of transparency.

Objectives

- To benefit all the involved stakeholders to have an easy-to-use and efficient mechanism of e-Governance.
- Other goals include fostering accountability and transparency, going paperless, and improving teaching and learning efficiency.

Policy

- All the departments of the institution will be covered under this policy: Administration, Finance and Accounts, Student Admission and Support, and Examination. The institution has enough physical infrastructure, ERP, and software to execute e-Governance successfully.
- The faculty member designated as the UUCMS nodal officer will handle processing admissions through the UUCMS portal.
- Students are required to use online fee payment for admission, exam fee, etc., and they will report any inconvenience in the event of a transaction failure or erroneous data within the allotted time.
- The procurement of various hardware and software is in accordance with the management rules.
- The faculty and all stakeholders are trained for the effective use of ERP and the usage of the same is made mandatory.



- Students will bear complete responsibility if negligence is found to be involved.
- The online process for applying for Scholarships and Free-ships vary depending on the department or portals of Government and NGOs.
- Students must apply for the project and seek the assistance of their instructors or other staff during the designated time frame.
- Nodal officers or designated faculty for the processing of scholarships conduct online trainings to the students.
- Nodal officers upload all the intuitional data every year in NIRF and AISHE portals.
- The institutional website regularly updates Policy documents, and mandatory disclosures.
- It is gradually improving and enhancing its online services for the benefit of all stakeholders.
- It strictly follows Government Regulations on e-Government, IT and Cyber.



A handwritten signature in green ink, consisting of several loops and a long horizontal stroke.

Principal
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