

Annual E-Governance Report

17-18




**University of Science & Technology
Meghalaya**

E-Governance

The objective of setting up of e-governance at USTM is to help streamline operations and utilise the resources in an optimal way. It is expected that e-governance will make workflow in the university functioning more efficient with computerised operations and make accurate data and information available to users. This will help in reducing paper work, time taken for movement of papers and files in official work and better utilisation of human resources.

We have initiated implementation of E-Governance in the University in the area of Finance and Accounts, Student Management and Support, HR & Administration and Examination Management only in a phase wise manner in the year financial year 2017-18.

Finance and Accounts:



Accounts Management System
University of Science and Technology, Meghalaya

Email

Password

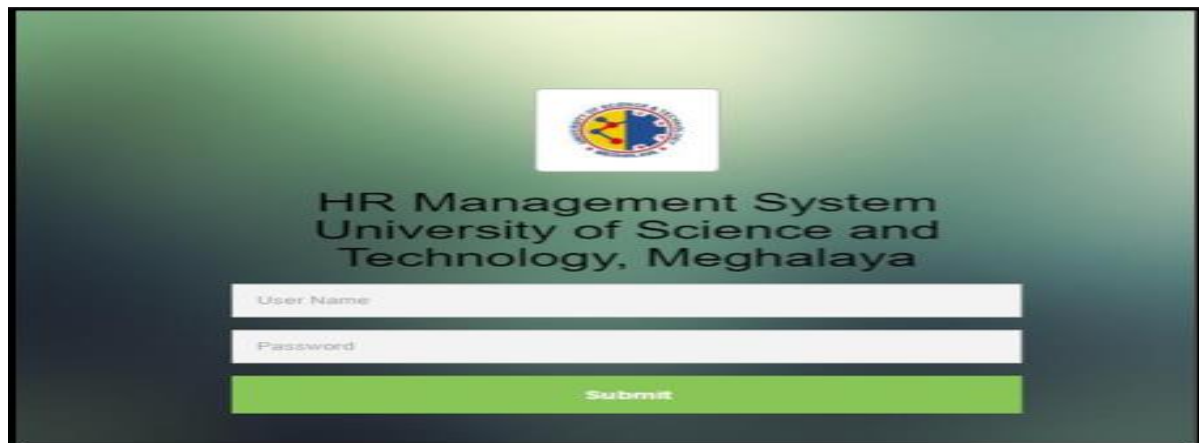
Login

PASSWORD SECURED LOG IN PAGE

The specific benefits which we could derive from the automation process are that we could track our daily and monthly collection of fees from the students for reconciliation and accounting. Fees due report could also be generated for better

monitoring and tracking the receivables. This has helped us in more accurate cash flow management and forecasting mechanism for the financial management of the University.

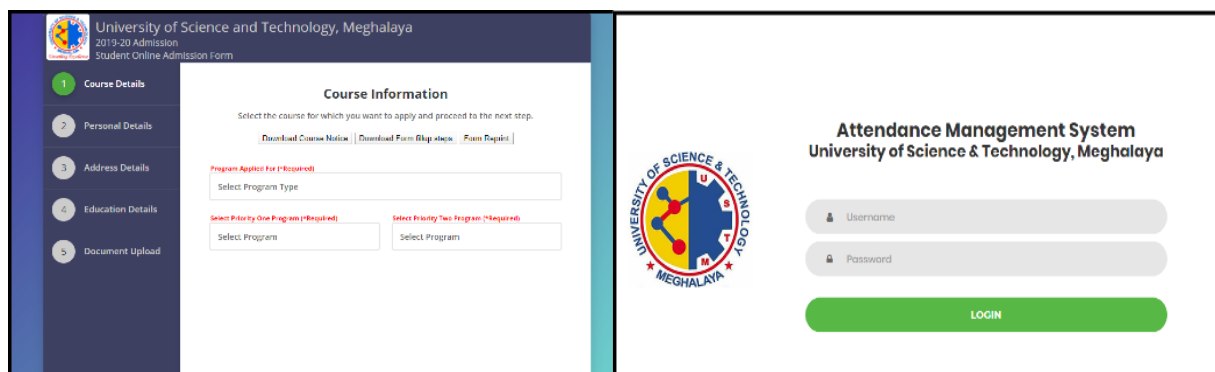
HR & Administration:



HR & ADMINISTRATION LOG IN PAGE

An HRM system allows employers to store and track all human resources documents, training and evaluations.

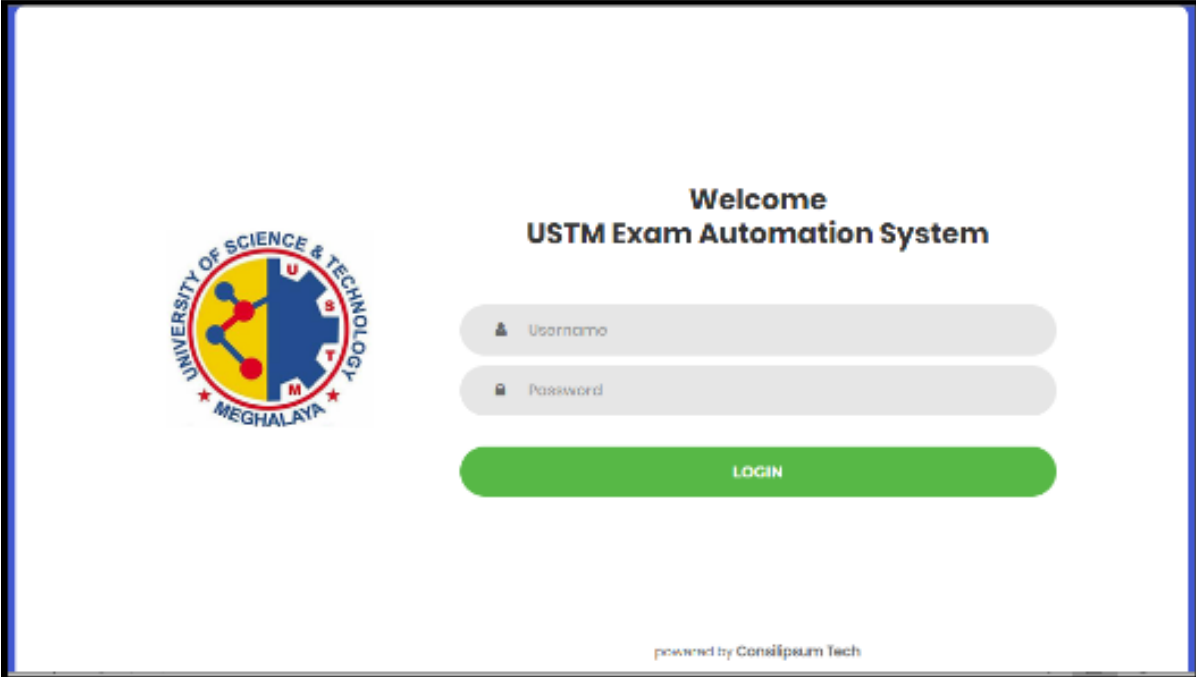
Student Management and Support:



STUDENT ADMISSION & SUPPORT LOG IN PAGES

This application is used for manage Classes, Courses, Student, Teacher and other academic facilities.

Examination Management:



UNIVERSITY OF SCIENCE & TECHNOLOGY
MEGHALAYA

Welcome
USTM Exam Automation System

Username

Password

LOGIN

powered by Consilipsum Tech

EXAMINATION AUTOMATION LOG IN PAGE

Exam Automation System is the collection of records and all the information related to examination scheduled by the Management.

The above modules have been assigned to the respective module owners and the ERP Document for each module has been handed over to them.

Elaborate training has been organised by M/s Consilipsum Tech India Pvt Ltd., for each and every step for the relevant staff members along with the module owners. ERP document of the modules have detailed explanation of the steps and process for the outcome designed. Each and every step has been practised and elaborated with example.

Going forward these modules shall be put into use by each module owners and ensure stabilisation of the E-Governance within the next financial year.

ABSTRACT RESOLUTION

The following resolution was taken at the 7th meeting of the Board of Management of University of Science & Technology, Meghalaya vide meeting no. USTMBOM-07-18 dated 22nd March, 2018 :

Resolution No. : RES-USTMBOM-07.18.04 :

The Secretary informed the Board members that E Governance implementation has been started for Finance and accounts, HR & Administration, Student Admission and Support as well as Examination Management. The modules were supplied by the vendor M/s Consilipsum Tech India Pvt. Ltd. and required training of the module owners and staff were carried out as per the ERP document, for implementation of these module. These modules were implemented in a phase-wise manner throughout the year 2017-18 with a view to streamline the process.

After thorough discussion and understanding the implementation details and readiness of the module owners, the Board accepted the implementation report of the modules prepared and presented under E-Governance report 2017-18.

Members Present :

1. Dr. R. K. Sharma, Chairperson
2. Mrs. Anju Hazarika, Secretary
3. Mr. N. I. Laskar, Member
4. Dr. S. C. Das, Member
5. Mr. A. N. N. I. Laskar, Member
6. Dr. Amit Choudhury, Member
7. Mrs. Shahida Rahman, Member
8. Shri Fidel War, Member



Registrar Registrar
University of Science & Technology,
Meghalaya

Annual E-Governance Report

18-19




**University of Science & Technology
Meghalaya**

E-Governance

Having stabilized the implementation of E-Governance in the financial year 17-18, we started working on implementation of E-Governance and the stabilization process. Finally in the financial year 18-19, we could successfully implement all the modules namely, Finance and Accounts, Student Management and Support, HR & Administration and Examination Management in a phased manner.

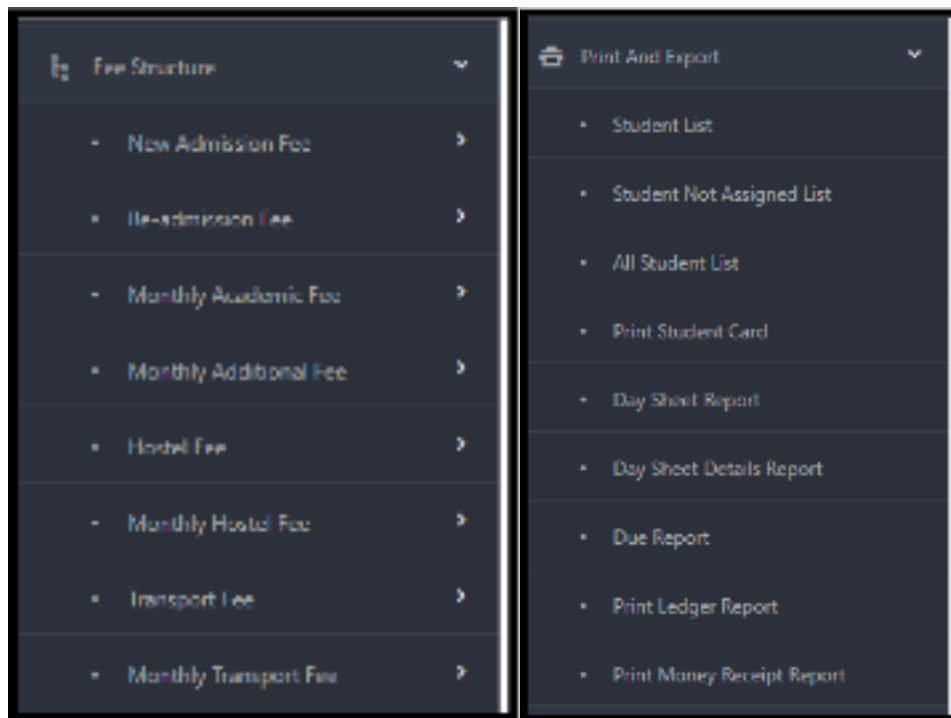
Having implemented the E-Governance the speed of execution and the retrieval of database has become smoother and faster leading to student and staff satisfaction.

Finance and Accounts:



PASSWORD SECURED LOG IN PAGE

The specific benefits which we could derive from the automation process are that we could track our daily and monthly collection of fees from the students for reconciliation and accounting.



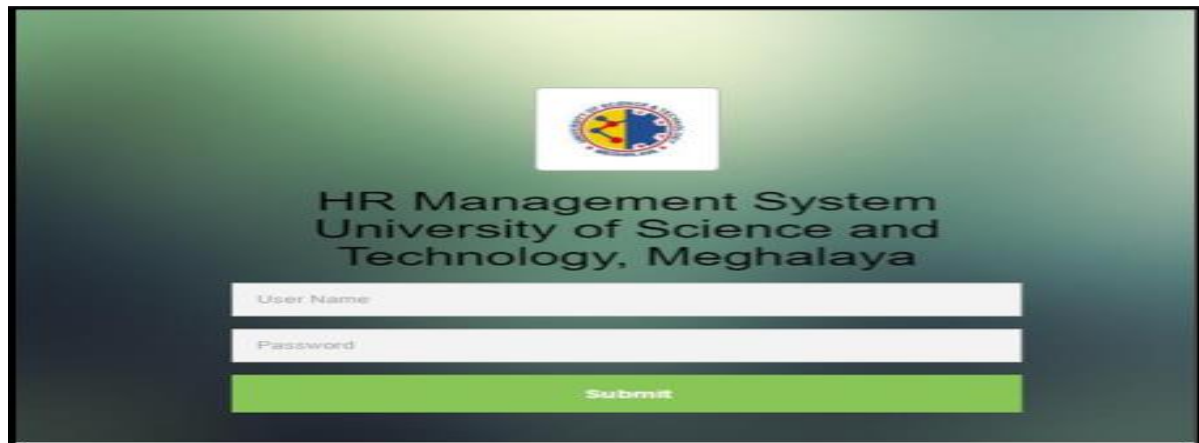
AVAILABLE TRANSACTION MENU

Fees due report could also be generated for better monitoring and tracking the receivables. This has helped us in more accurate cash flow management and forecasting mechanism for the financial management of the University.

Account Management System manages the accounts and finance part of the University. It concerns with the details of unpaid fees and fees cleared by every student and also keeps note of the student fee details. Using this software user could easily access the details of any student whose fee is due or whose fee is already cleared. The finance policy helps in the areas such as Session creation, department creation, etc. Under ACCOUNTING option the user could access two options named as PAYMENT and PAYMENT CATEGORY. User could access fields and print data such as STUDENT LIST, STUDENT NOT ASSIGNED LIST, ALL STUDENT LIST, STUDENT CARD, DAY SHEET REPORT, DAY SHEET DETAILS REPORT, DUE REPORT, PRINT LEDGER REPORT, PRINT MONEY, RECEIPT REPORT, EXPECTATION OF THE MONTH and COLLECTING OF THE MONTH.

Going forward we shall also be implementing the E-Governance in the other areas of Student Management and Support, HR & Administration, Examination Management and subsequently all these modules will be linked to each other.

HR & Administration:



HR Management System
University of Science and
Technology, Meghalaya

User Name

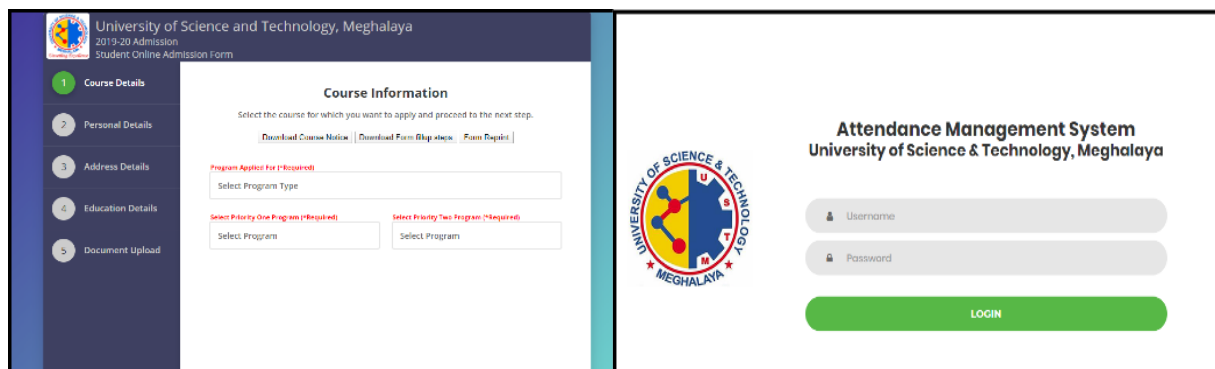
Password

Submit

HR & ADMINISTRATION LOG IN PAGE

An HRM system allows employers to store and track all human resources documents, training and evaluations. With the help of Attendance Report option user/employee could access the attendance report by providing the Department Name and Month and Year. Payroll Management option helps the user to access Salary details, Make Payment, Make Bulk Payment, Salary Slip, Leave Management and Loan Management. Employee can add and manage expenses in the Expense Management tab. Apart from these, using the Report option, user could access the report of Salary Paid Report, Employee List, Data Upload Report, Loan Report, Salary payment, Increment Report, PF Report etc. Advantages of using this software are Immediate Availability, Easy Accessibility, Regular Backups and Automatic Updates

Student Management and Support:



University of Science and Technology, Meghalaya
2019-20 Admission
Student Online Admission Form

1 Course Details
2 Personal Details
3 Address Details
4 Education Details
5 Document Upload

Course Information
Select the course for which you want to apply and proceed to the next step.
[Download Course Notice](#) | [Download Form Slip sheet](#) | [Form Details](#)

Program Applied For (Required)
Select Program Type

Select Priority One Program (Required) **Select Priority Two Program (Required)**
Select Program Select Program

Attendance Management System
University of Science & Technology, Meghalaya

Username

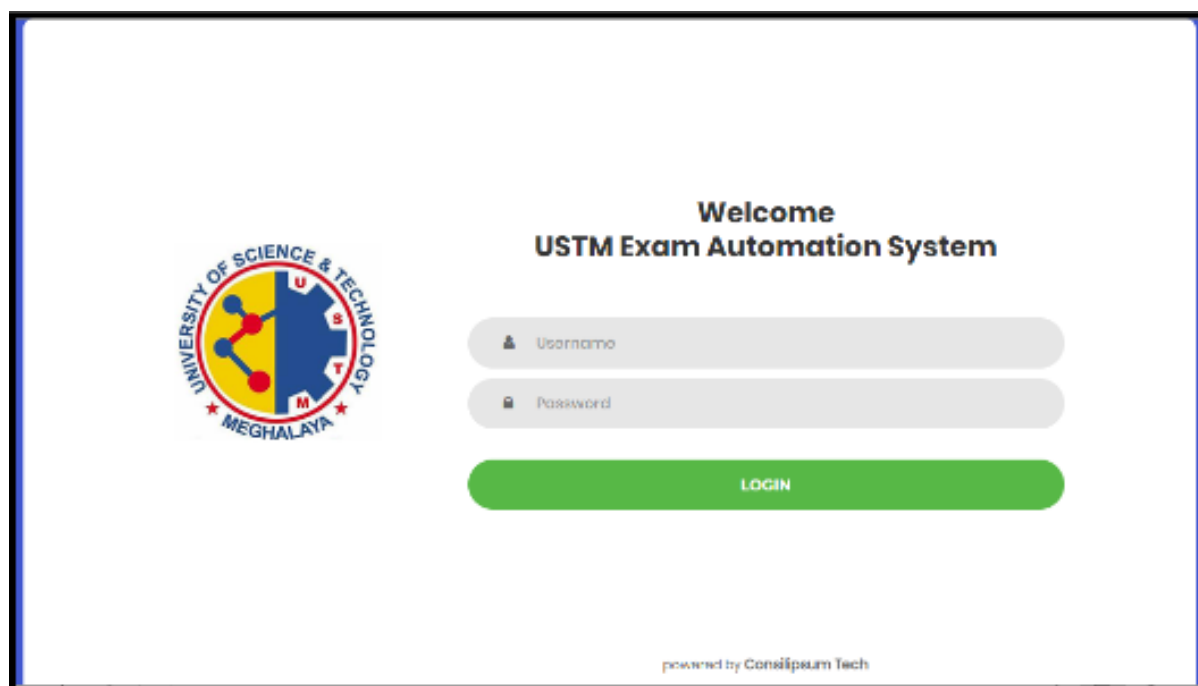
Password

LOGIN

STUDENT ADMISSION & SUPPORT LOG IN PAGES

This application is used for manage Classes, Courses, Student, Teacher and other academic facilities. Apart from academic details its stores all other information such as Blood Group, Permanent Address, Guardian Mobile number etc. Student Images are also used which helps for easy search in the database. We directly enter the class time tables from which we can calculate faculty workloads. Assigning new class to faculty is managed from administration using this application. Under Suspend and Leave Section, faculty could suspend the class to main the attendance and faculty could manage student who has taken leave. We can directly export the Class Time Table, Attendance Report, Student-wise Attendance Analysis, Class-wise Routine etc.

Examination Management:



EXAMINATION AUTOMATION LOG IN PAGE

Exam Automation System is the collection of records and all the information related to examination scheduled by the Management. It consists of all the processes included in the conduction of an examination starting from the form fill-up to the result of the examination. It saves paper, money and time as well. Apart from these it provides the facilities such as e-Marksheet, Accounts Clearance , Attendance Clearance and Exam Fee Clearance

UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

(Established under Act 6 of 2008 enacted by the state Legislative Assembly of Meghalaya & incorporated under section 22 & 2(f) of the UGC Act 1956)

ABSTRACT RESOLUTION

The following resolution was taken at the 8th meeting of the Board of Management of University of Science & Technology, Meghalaya vide meeting no. USTMBOM-08-19 dated 25th March, 2019 :

Resolution No. : RES-USTMBOM-08.19.04 :

The Secretary narrated to the Board members that the modules supplied for E-Governance implementation by the vendor M/s Consilipsum Tech India Pvt. Ltd. has been put into use for the automation of functions/areas to ensure smooth entry and retrieval of database. Subsequently, the module owners had assessed the benefits of each module and also modified for certain corrective issues in the modules.

After understanding the benefits derived from these modules under the E-Governance implementation plan presented by the respective module process owners, the Board accepted the modules as fit for regular use, prepared and presented under E-Governance report 2018-19.

The Board also advised to evaluate the further areas of E-Governance needed to be addressed so that a proper evaluation can be done and taken up in future.

Members Present :

1. Dr. P. K. Goswami, Chairperson
2. Mrs. Anju Hazarika, Secretary
3. Mr. N. I. Laskar, Member
4. Dr. A. C. Talukdar, Member
5. Mr. A. N. N. I. Laskar, Member
6. Dr. Amit Choudhury, Member
7. Mrs. Shahida Rahman, Member
8. Shri Fidel War, Member



Registrar

Registrar
University of Science & Technology,
Meghalaya

Going forward we shall also be implementing the E-Governance in the other relevant areas of Purchase Management, Student Life Cycle Management, etc. and subsequently all these modules will be linked to each other. The very reason of implementing the E-Governance in the University in a phase wise manner is to automate the complete operation without any disruption.