# Annual E-Governance Report

# 21-22



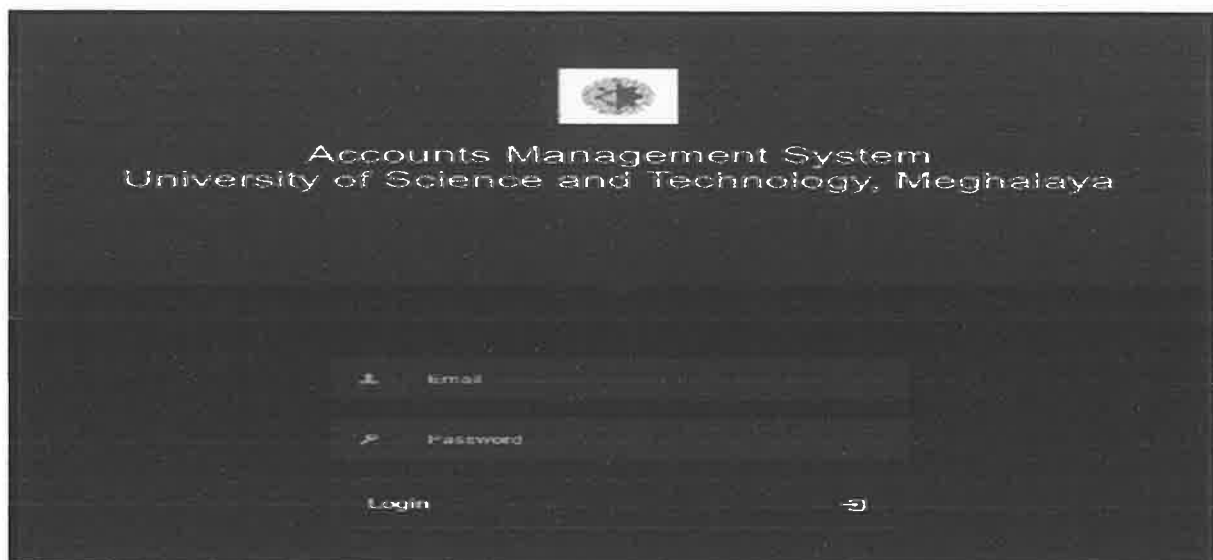## University of Science & Technology Meghalaya

## 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 had 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. 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. During the pandemic this system was very helpful and the convenience of students not being in campus many a times and yet being able to continue the academic process seamlessly due to the online systems. Since then and as in 21-22 the various student and University interfacing experience has immensely improved and become smooth. 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.

Now it is time for us to start reviewing the process for making the system further robust and iron out any issues whatsoever.

## Finance and Accounts:

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.



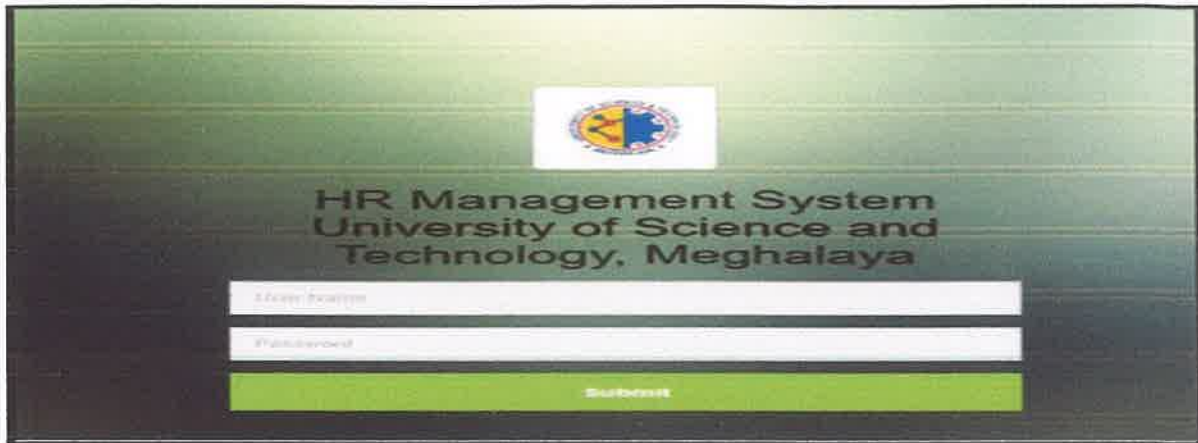| Fee Structure ⌄ | Print And Export ⌄ |
|---|---|
| • New Admission Fee › | • Student List |
| • Re-admission Fee › | • Student Not Assigned List |
| • Monthly Academic Fee › | • All Student List |
| • Monthly Additional Fee › | • Print Student Card |
| • Hostel Fee › | • Day Sheet Report |
| • Monthly Hostel Fee › | • Day Sheet Details Report |
| • Transport Fee › | • Due Report |
| • Monthly Transport Fee › | • Print Ledger Report |
| | • Print Money Receipt Report |

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.

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# HR & Administration:

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
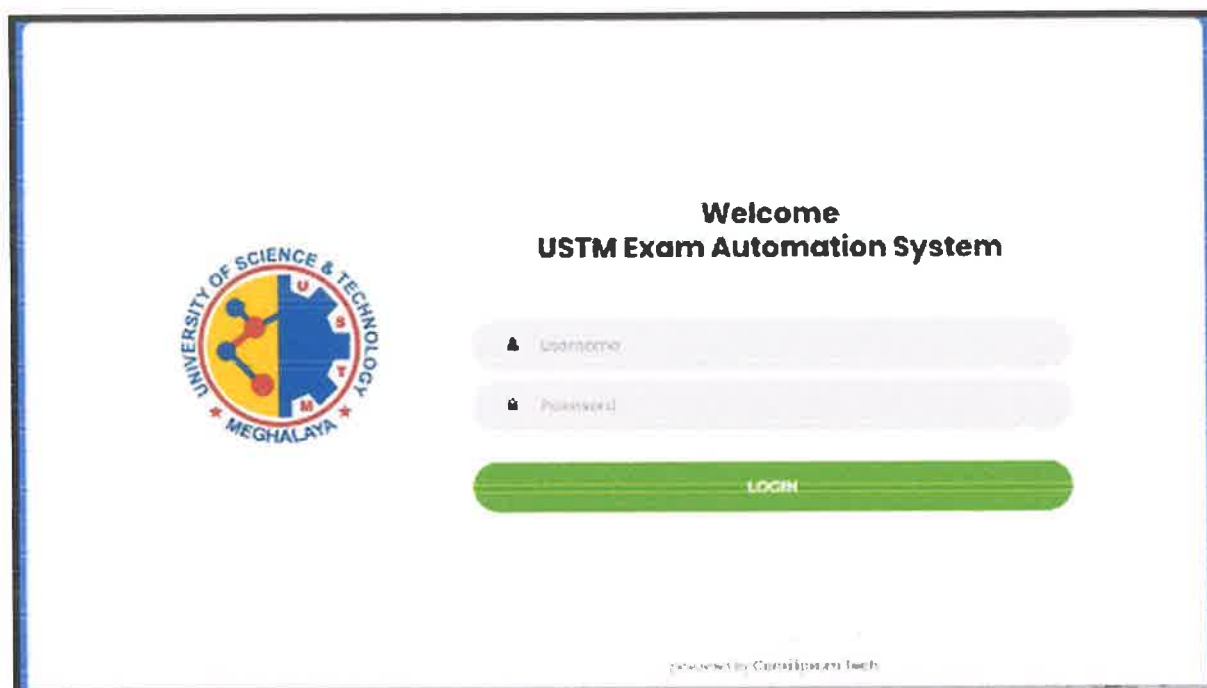
# Student Management and Support:



STUDENT ADMISSION & SUPPORT LOG IN PAGES

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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:

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

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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 process of consultation has started with experienced organisations for finalization of the way forward.

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07.01.22

# ABSTRACT RESOLUTION

The following resolution was taken at the 12th meeting of the Board of Governors of University of Science & Technology, Meghalaya vide meeting no. USTMBOG-12-21 dated 10th December, 2021 :

Resolution No. : RES-USTMBOM-21.12.04 :

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 2021-22.

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. It was also advised to explore the available expert organisations for understanding areas of gaps which needs to be strengthened and newer areas introduced.

1. Mr. M. Hoque, Chairperson

2. Prof. G. D. Sharma, Member

3. Dr. R.K. Sharma, Special Invitee

4. Dr. L. Sahoo, Member

5. Dr. Amit Choudhury, Member

6. Mrs. Shahida Rahman, Member

7. Dr. Ferdous Ahmed Barbhuiya, Member

8. Dr. A. H. Barbhuiya, Member

9. Ms. Anju Hazarika, Secretary

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