

Annual E-Governance Report

22-23



**University of Science & Technology
Meghalaya**


Registrar
University of Science & Technology,
Meghalaya

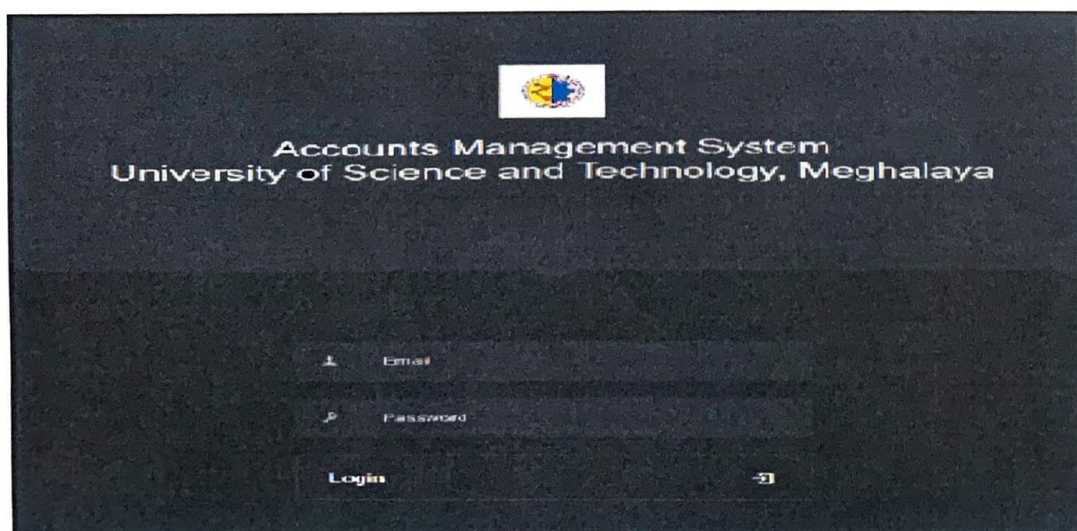
E-Governance

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.

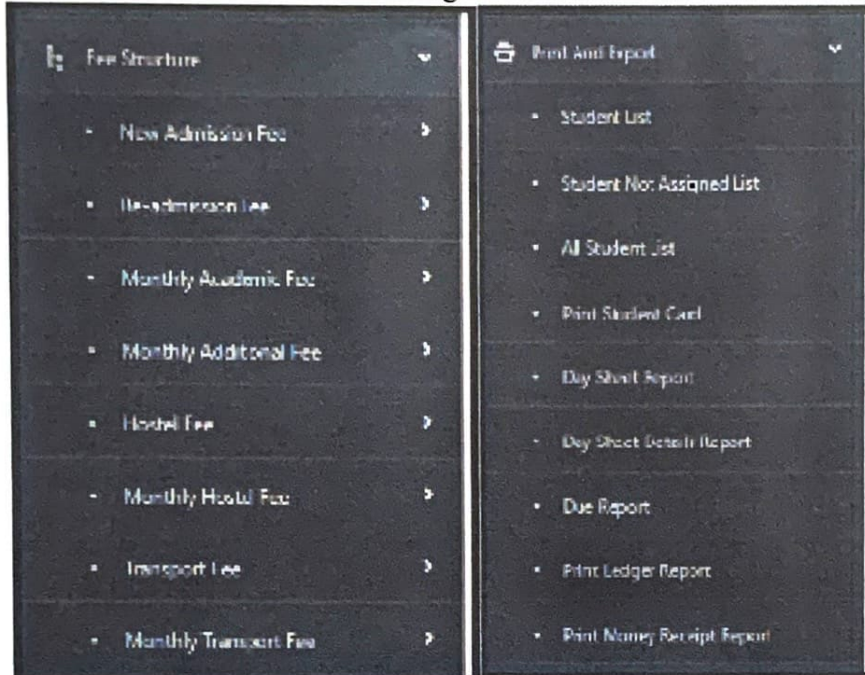
Now it is time for us to start reviewing the process for making the system further robust and iron out any issues whatsoever.

Finance and Accounts:



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.

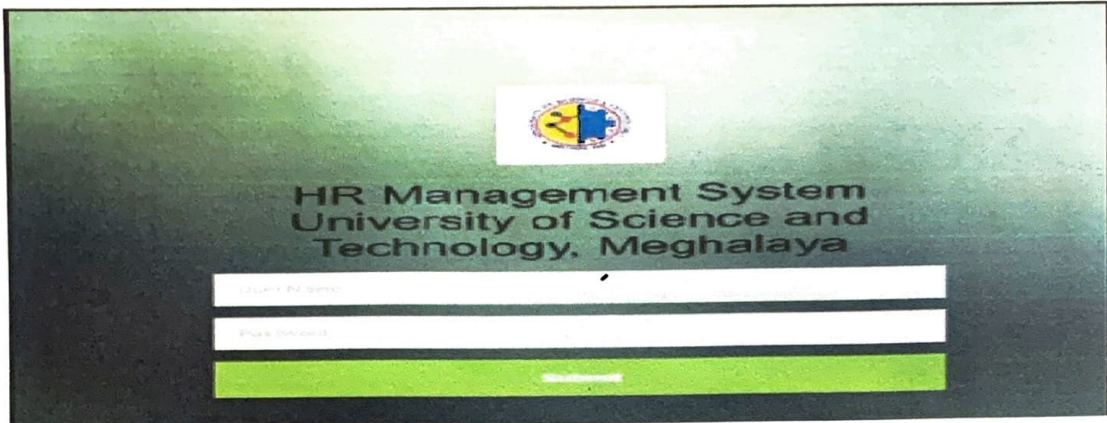


AVAILABLE TRANSACTION MENU

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.

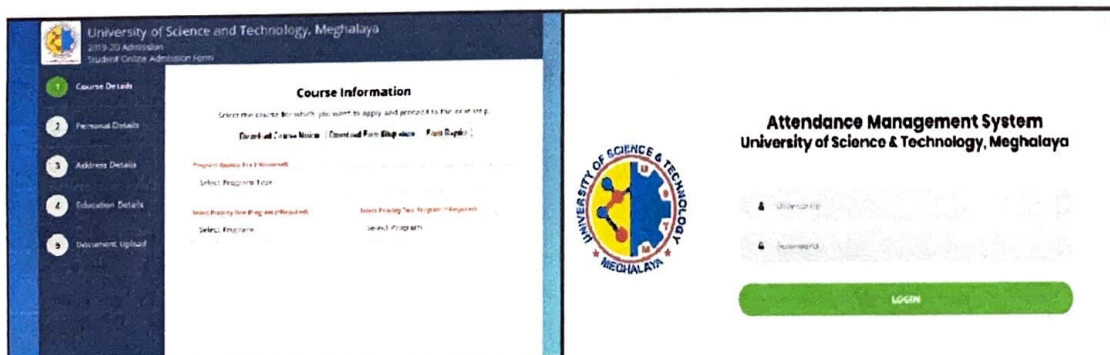
HR & Administration:



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

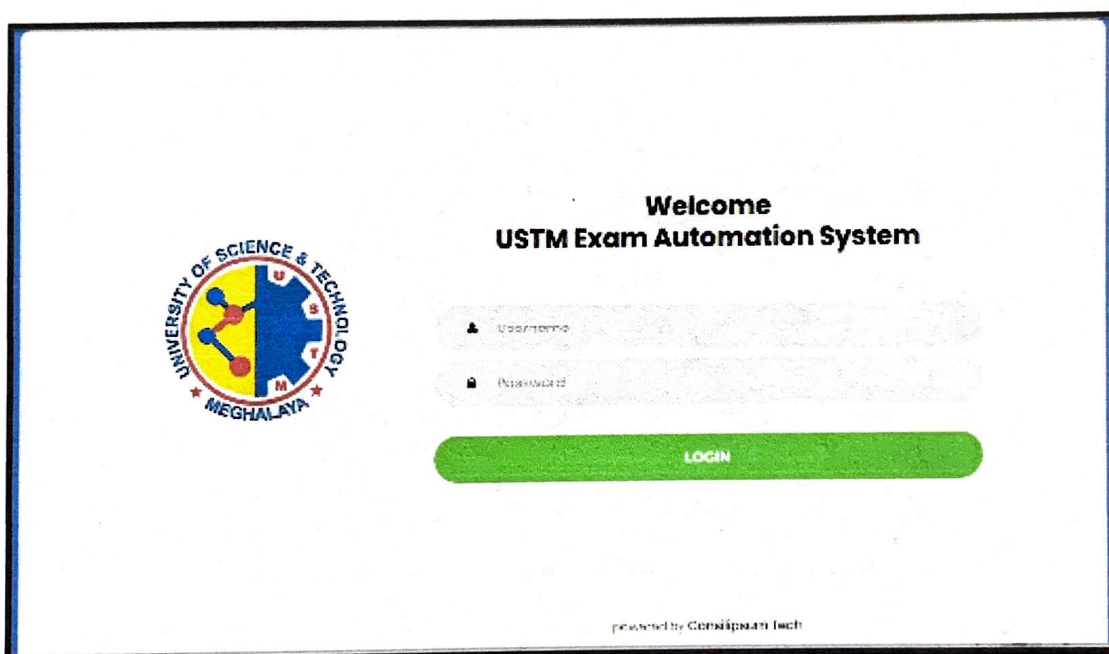
Student Management and Support:



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:



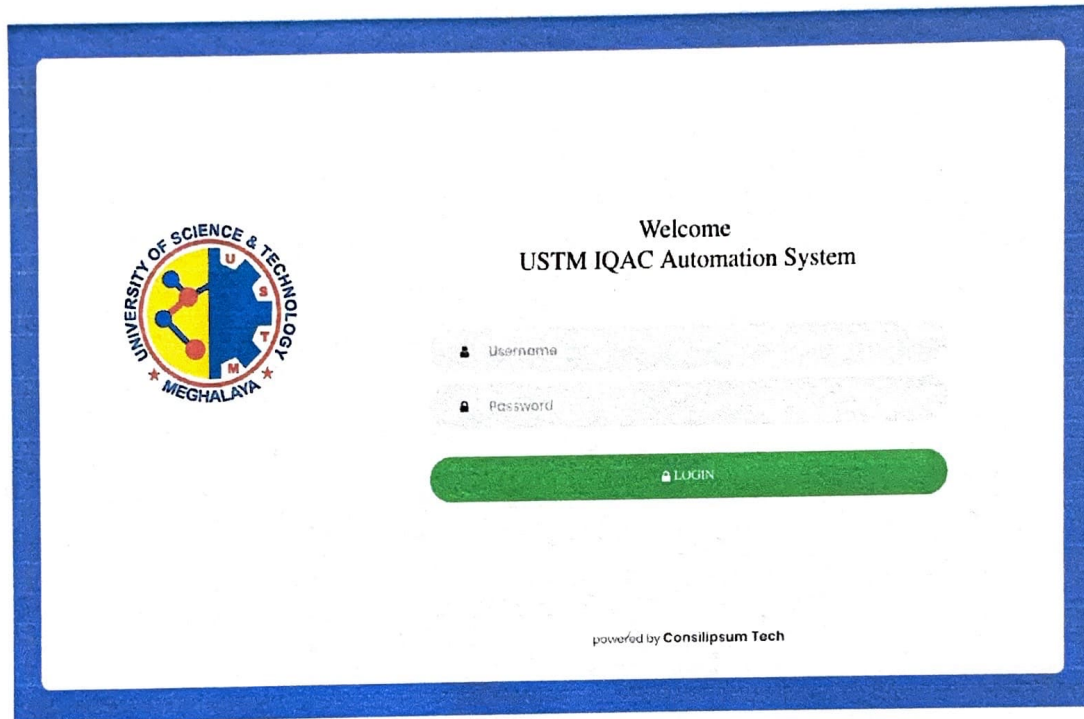
powered by CompuLearn Tech

EXAMINATION AUTOMATION LOG IN PAGE

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

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.

IQAC Archive:



Welcome
USTM IQAC Automation System

Username

Password

LOGIN

powered by Consilpsum Tech

IQAC ARCHIVE AUTOMATION LOG IN PAGE

Charter of activities for the individual faculties and departments deployed in 21-22. On similar lines we also carved out charter of activities for the various centres. SOP for IQAC approval was circulated to ensure activities are done keeping the NAAC manual and SOP in mind. Charters were also reviewed periodically for guidance. This helped us to have 'First Time Right' Documentation and streamlined the documentation process.


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ABSTRACT RESOLUTION

The following resolutions were taken at the 15th meeting of the Board of Governors of University of Science & Technology Meghalaya, vide meeting no. USTM-BOG-23-15 dated 11th June 2023:

RESOLUTION NO.: USTM-BOG: 23.15.04:

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 used but the need for further automation was felt. After exploring various software developers, the Board decided to go ahead with M/s Entrar for further automation of systems.

The benefits derived from these modules under the E-Governance implementation plan presented by M/s Entrar and the following software development were agreed to be initiated:

1. Accounts integration with Purchase & Inventory
2. HR integration with attendance and salary payroll
3. Admissions & Hostel integration with Fee Collection
4. Academics integration with Student Attendance, Lesson Planning, Timetable & LMS
5. Relook & Redesign the University website

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. Mr. M. Hoque, Chairperson
2. Prof. G D. Sharma, Member
3. Dr. R.K. Sharma, Special Invitee
4. Dr. B. K. Das, Special Invitee
5. Dr. L. Sahoo, Member
6. Dr. Amit Choudhury, Member
7. Mrs. Shahida Rahman, Member
8. Dr. Ferdous Ahmed Barbhuiya, Member
9. Dr. A. H. Barbhuiya, Member
10. Ms. Anju Hazarika, Secretary

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