



ANNUAL REPORT OF E-GOVERNANCE

2022-23

Registrar
K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)



ANNUAL REPORT OF E-GOVERNANCE (2022-23)

Introduction E-Governance is the need of the hour, and the University took note of the same quite early after its establishment and came up with one of the developed ERPs named Serosoft Academia, which supports and enables automation of processes and procedures, keeping in mind the KRMU's principle of shared governance. For effective implementation of e-governance in the entire University, all the departments are brought under one network with faculty, staff, students and other stakeholders as users. All the prime areas, namely Planning & Development, Administration, Finance and Accounts, Student Admission & Support, Examination and Teaching-Learning where e-governance is pertinent, are well covered by carefully made-up portals and modules that aid in the ease of day-to-day activities and ensure minimal usage of paper, thereby helping the University in essentially becoming paperless.

Through the e-Governance Policy, the institutes incorporate contemporary e-governance mechanisms into their daily operations.

The report is divided into two broad sections:

Part A: Enabling E-Governance via IT Support Upgradation.

Part B: Implementation of E-Governance and its evolution via University's ERP

PART A

ENABLING E-GOVERNANCE VIA IT SUPPORT UPGRADATION

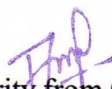
KRMU has been at the apex of creating a state-of-the-art IT infrastructure, which has led to the creation of an unparalleled e-governance system. Adopting newer technology, an efficient enabler for exercising e-governance in the University is tabulated below.

1. CCTV Cameras, Projector and Smart Panel

S.No.	Item	Count
1	CCTV	850
2	Projector	57
3	Smart Panel	79
4	Bandwidth	1 GBPS

Some noteworthy technology support upgradations over the years:

- Improved Wi-Fi on the campus via the deployment of Cisco Wi-Fi.
- improved Wi-Fi Services in Hostels and Academic Blocks
- Enabled teachers to use laptops for teaching and learning purposes. Enhance security from OPEN to secure wireless Networks.


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- Updated the Wireless Security Encryption to Protect User's Data
- A flexible wireless environment allowed a large number of devices to connect

PART B

IMPLEMENTATION OF E-GOVERNANCE AND EVOLUTION VIA UNIVERSITY'S ERP

Here are some notable institutional activities about e-governance for the academic year 2022-23:

1. Administration

(a) Academic

- Utilizing Serosoft as the primary platform for academic administration, including Course and CO-PO mapping, Achievement achievement regarding CO-PO, and Moodle implementation.
- Provision of hands-on training on Serosoft and Smartboards to new faculty members.
- The university MOODLE facility (<https://lms.krmangalam.edu.in/my/>) was created for uploading assignments, notes, question banks, books, PowerPoint presentations, and other study materials to enable students to learn through online modes.
- Conducting routine training sessions for students to access Moodle/LMS.
- A few courses, such as Environmental Studies and Disaster Management, were run through MOODLE.
- Faculty can upload event reports, attendance, approvals, notes, and photographs on the common drive <http://krmangalam.in/krmuorg/Login.aspx> shared with each faculty member. After completing the task, faculty can upload the required documents using their user ID and password.

(b) Employee Administration:

- Sequential online approval of leaves via the Serosoft platform.
- Salary Slip can be accessed via Serosoft.
- Online submission of self-appraisal by Faculty and verification and approval by Dean and subsequently by Management.
- Online submission of grievances through website link www.krmangalam.edu.in.
- Uploading awards, patents, and publications into the public domain for faculty recognition.

2. Finance and Accounts

- Management of financial and accounting transactions using Tally Software.

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3. Student Admission and Support

- Assignment uploading and evaluation through Moodle.
- Online submission of grievances via website link.
- Updating Moodle with multiple access points for students to access various courses.

4. Examination

- Serosoft is the primary mechanism for uploading student marks, including internal, external, and practical marks.
- Uploading all instructions related to results and exams on Serosoft for student reference.

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Extract of the Minutes of the 55th meeting of Board of Management of
K.R. Mangalam University

- **Date:** 31 August 2023
- **Venue:** Conference Room, 4th Floor, A-Block, K.R. Mangalam University
- **Time:** 1:00 PM

- Agenda: 55.05-** To Consider and Approve Program wise Faculty Sanctioned Strength during the Academic Year 2023-24.
- Agenda: 55.06-** To Approve the E-Governance Annual Report of K. R. Mangalam University for academic Session 2022-23.
- Agenda: 55.07-** To approve the Admission and Migration Policies and SOPs of K.R. Mangalam University.
- Agenda: 55.08-** To approve the 14th meeting of IQAC, K.R. Mangalam University held on 5th August, 2023.
- Agenda: 55.09-** To report the details of the faculty/ Staff selected/joined/left up to 20th August, 2023 after the last reporting in 54th Meeting of Board of Management held on 30th June, 2023.

Resolution:

"Resolved that the above agenda item no. 55.05, 55.06, 55.07, 55.08 and 55.09 were placed before the members of the Board of Management were approved in the meeting".

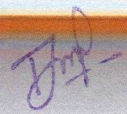


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ANNUAL REPORT OF E- GOVERNANCE

(Academic Year: 2021-22)




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ANNUAL E-GOVERNANCE REPORT

2021-22

E-Governance is the use of information and communication technologies (ICT) in organisations to provide better user services, increase work efficiency, and promote democratic values. It is utilised for efficient, transparent, timely services to all its stakeholders. This urge for pellucidity and proficiency is consequential to the ever-increasing aspirations of stakeholders. E-governance provides speedy and cheaper communication, convenience, accountability, enhanced customer services, and augmented access to information for all.

University is trying its best to keep pace with the recent applications of e-governance in terms of various functions being performed digitally through the internet. The university used its own designed software, UNISOFT, for planning and academics, administration, examination and finance, etc. The overwhelming response of human resources to digital technology and ease of governance has strengthened the prospects of e -e-governance in different areas of operation. In January 2021, the University purchased new software SEROSOFT. Universities are utilising necessary operational fields for educational administration/academics by realising the beauty of e-governance.

Academic institutions adhere to contemporary e-governance methodologies outlined in the e-governance Policy, which are integrated into their operational framework. Noteworthy institutional endeavours in e-governance for the academic year 2021-22 include:

1. Administration

(a) Academic

- Serosoft remains the principal tool for academic administration, facilitating Course mapping and Moodle implementation.
- All faculty members receive hands-on training on Microsoft.
- Official communications regarding planning and development are conducted through various online channels such as emails, MIS modules, push notifications, and messages.
- Establishment of an E-library.
- Projectors, screens, and the Internet are installed in classrooms, labs, committee rooms, and seminar halls to make them ICT-enabled.
- Executing significant institutional tasks through ICT-based platforms, including Wi-Fi campus and biometric attendance system.
- The university purchased an integrated library management software, KOHA software, for the digital repository in the year 2021, and since then, library functioning has been automated.


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(b) Employee Administration

- Sequential online approval of leaves is processed through the Serosoft platform.
- Recognition of faculty members' achievements by uploading awards, patents, and publications on public domains.

2. Finance and Accounts

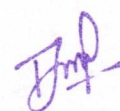
- Utilization of Tally Software for the management of financial transactions.
- Implementation of online payment systems for examination fees, admission fees, conference registration fees, and Faculty Development Programs (FDPs).
- All financial transactions, including staff salaries, are conducted through net banking.

3. Student Admission and Support

- Admission rules and schedules are disclosed on the institution's webpage.
- Document verification, online fee payments, and other admission formalities are facilitated through online platforms.
- Preparation and publication of admission rolls and related statistical data.
- Integration of ICT-based teaching methodologies using lecture-capturing systems.

4. Examination

- Online registration, fee payment, and issuance of admit cards.
- Declaration of results on the institution's website.
- Preparation of mark sheets and degrees.



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Extract of the Minutes of the 50th meeting of Board of Management of
K.R. Mangalam University

- **Date:** 23rd August 2022
- **Venue:** Conference Room, 4th Floor, A-Block, K.R. Mangalam University
- **Time:** 11:00 AM

- Agenda 50.03** To report the minutes of 18th meeting of Finance Committee held on 3rd August 2022.
- Agenda 50.04** To report the minutes of 29th Academic Council meeting held on 9th August 2022.
- Agenda 50.05** To consider and approve the University Annual Report of K.R. Mangalam University for the Academic Session: 2021-22.
- Agenda 50.06** To consider and approve the Examination Annual Report of K.R. Mangalam University for the Academic Session: 2021-22.
- Agenda 50.07** To consider and approve the E-Governance Annual Report of K.R. Mangalam University for the Academic Session: 2021-22.
- Agenda 50.08** To consider and approve the Feedback Action Taken Report of K.R. Mangalam University for the Academic Session: 2021-22.
- Agenda 50.09** To consider and approve the Revised Hostel Rules and Regulation of K.R. Mangalam University for the Academic Session: 2022-23.
- Agenda 50.10** To report the status of construction/maintenance in KR Mangalam University.
- Agenda 50.11** To report the MOU signed with Deputy Commissioner- Gurugram (Haryana) to support in the adoption of 5 villages in Gurugram.
- Agenda 50.12** To report on the National Flagpole Installation and celebration of Har Ghar Tiranga on the occasion of 75th Azadi ka Amrit Mahotsav.
- Agenda 50.14** To report on the establishment of Centre of Excellence- AI & ML, Centre of Excellence- based on 17 SDG's and Centre of Excellence- Skill Development.



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Agenda 50.15 To report the details of the faculty selected/joined/left up to 10th August, 2022 after the last reporting in 49th Meeting of Board of Management held on 24th May, 2022.

Resolution:

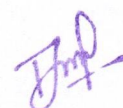

"Resolved that the above agenda item no. 50.03, 50.04, 50.05, 50.06, 50.07, 50.08, 50.09, 50.10, 50.11, 50.12, 50.14, and 50.15 were placed before the members of the Board of Management were approved in the meeting".

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ANNUAL REPORT OF E- GOVERNANCE (Academic Year: 2020-21)



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ANNUAL E-GOVERNANCE REPORT (2020-21)

E-governance is the use of information and communication technology (ICT) in companies to improve user services, boost productivity, and advance democratic principles. It provides timely, transparent, and effective services to all stakeholders. The desire for clarity and expertise directly results from stakeholders' growing ambitions. E-governance offers everyone more access to information, improved customer services, accountability, convenience, and faster and less expensive communication.

The university is trying to stay updated with the latest uses of e-governance, which involve doing various tasks online and digitally. Before this, the institution used UNISOFT, a program created specifically for academic planning, administration, finance, and examinations. The potential of e-governance in several domains of operation has been reinforced by the overwhelming reaction of human resources to digital technology and the simplicity of governing. The University bought new software, SEROSOFT, in January 2021. Generally speaking, universities are leveraging the operational domains required for academics and educational administration as they become aware of the benefits of e-governance.

Academic institutions adhere to contemporary e-governance methodologies outlined in the e-governance Policy, which are integrated into their operational framework. Noteworthy institutional endeavours in e-governance for the academic year 2020-21 include:

1. Administration

(a) Academic

- All faculty members received hands-on training on Microsoft.
- Official communications are done using Outlook email and MS Teams.
- Executing significant institutional tasks through ICT-based platforms, including Wi-Fi campus and biometric attendance system.
- Remote Work and Collaboration: MS Teams and the Zoom platform helped the students and faculty communicate better and clarify doubts and discussions even after college hours.
- The administrative office is fully digitised and equipped with computers, scanners, printers, internet facilities and necessary software.
- All notifications are published on the university website.
- To check the satisfaction level of the students, their feedback is collected online.
- To enhance the online teaching facility, the University has used MS Teams as an LMS to cope with the tremendous requirements of handling online sessions.


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- The university's academic calendar, which is prepared per the university calendar, is uploaded to the university website.
- Amidst the Covid crisis and lockdown announcement in March 2020, all the faculty members, staff and students of KRMU were trained for the shift in the teaching-learning process. They were acquainted with using various applications in Microsoft Teams and Zoom. During this COVID-19 pandemic period, academic information such as notes, links for online classes, exam notifications, exam links, and marks obtained by students are shared by each teacher through WhatsApp groups. Thus, social media platforms such as WhatsApp are part of ICT enabled teaching.

2. Finance and Accounts

- Utilization of Tally Software for the management of financial transactions.
- Implementation of online payment systems for examination fees and admission fees.
- All financial transactions, including staff salaries, are conducted through net banking.

3. Student Admission and Support

- Students can access the portal, submit their applications, and provide the documentation required for admission to UG and PG. The college encourages and institutes various types of scholarships and free ships for deserving and needy students, in addition to those provided under different government schemes.
- Admission rules and schedules are disclosed on the institution's web page.
- Document verification, online fee payments, and other admission formalities are facilitated through online platforms.
- WhatsApp and Outlook became the official communication channels for students and faculty. Each subject has created its own WhatsApp group and communicates with the students.
- Redressal of student grievances related to the admission process has been sorted through the dedicated email ID

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4. Examination

- Online registration, fee payment, and issuance of admit cards.
- Declaration of results on the institution's website.
- Preparation of mark sheets and degrees.
- Conducting examinations, submitting answer scripts, and assessing them online made the process easier for students and faculty members during the pandemic.

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Extract of the Minutes of the 44th meeting of Board of Management of
K.R. Mangalam University

- **Date:** 25th September 2021
- **Venue:** Via Zoom Platform
- **Time:** 11:00 AM

- Agenda:44.03** To report the minutes of 15th Finance Committee meeting held on 30th July, 2021 for approval
- Agenda:44.04** To report the minutes of 26th Academic Council meeting held on 11th August 2021 for approval
- Agenda:44.05** To consider and approve the Feedback Action Taken Report, K.R. Mangalam University for the Academic Session 2020-21.
- Agenda:44.06** To consider and approve the Examinations Annual Report, K.R. Mangalam University for the Academic Session 2020-21.
- Agenda:44.07** To consider and approve the E- Governance Annual Report, K.R. Mangalam University for the Academic Session 2020-21.
- Agenda:44.08** To consider and approve the University Annual Report, K.R. Mangalam University for the Academic Session 2020-21.
- Agenda:44.09** To consider and approve the Revised Hostel Rules and Regulations, K.R. Mangalam University for the Academic Session 2020-21.
- Agenda:44.10** To consider and approve the Revised Divyangjan Policy, K.R. Mangalam University.
- Agenda:44.11** To consider and approve the minutes of 9th meeting of IQAC, K.R. Mangalam University held on 10th July 2021.




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- Agenda:44.12** To report the status of construction/ renovation in Hostel (Establishment of RO Plant/ Lift in hostel, Renovation in Mess and Kitchen Area, Wall Art of Hostel Wall, AC work at 2nd floor).
- Agenda:44.17** To report the various MOUs signed with KR Mangalam University.
- Agenda:44.18** To report the details of the Faculty selected/joined/left up to 15th September, 2021 after the last reporting in 43rd Meeting of Board of Management held on 21st June, 2021.

Resolution:

"Resolved that the above agenda item no. 44.03, 44.04, 44.05, 44.06, 44.07, 44.08, 44.09, 44.10, 44.11, 44.12, 44.17 and 44.18 were placed before the members of the Board of Management were approved in the meeting".


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ANNUAL REPORT OF E- GOVERNANCE

(Academic Year :2019-20)



A handwritten signature in blue ink, likely belonging to the Registrar.

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ANNUAL REPORT OF E-GOVERNANCE

Introduction E-Governance is the need of the hour and University took note of the same quite early after its establishment and came up with one of a kind in house developed **ERP named Unisoft**, which supports and enables automation of processes and procedures, keeping in mind the KRMU's principle of shared governance for implementing e-governance in various domains of university administration. Students' attendance management, students' database, examination and continuous assessment records were made by automation process.

Application of e-governance in different fields is given below:

ADMINISTRATION

- Teacher and student portals are fully automated.
- Teacher timetable management was made online, and student attendance was marked online.
- All notifications are published on the university website.

STUDENT ADMISSION AND SUPPORT

- Student data reports generated online.
- Student Registration data and particulars maintained online.
- Fees Management, Fee Receipt and Fee Data and Reports generated online.
- The admission process is partially automated, from the submission of forms to the payment of fees.
- Student Information Management System maintained online.

EXAMINATION

- Internal assessments are automated.
- Declaration of results on the institution's website.
- Online registration, fee payment, and issuance of admit cards.
- Marks are uploaded in UNISOFT

FINANCE AND ACCOUNTS

- Utilization of Tally Software for the management of financial transactions.
- Financial transactions like staff salaries are conducted through net banking.

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Extract of the Minutes of the 39th meeting of Board of Management of

K.R. Mangalam University

- **Date: 19th November 2020**
- **Venue: Via Zoom Platform**
- **Time: 11:00 AM**

- Agenda:39.03** To report the minutes of 24th Academic Council meeting held on 12th November 2020.
- Agenda:39.05** To consider and approve the Examinations Annual Report, K.R. Mangalam University for the Academic Session 2019-20.
- Agenda:39.06** To consider and approve the E- Governance Annual Report, K.R. Mangalam University for the Academic Session 2019-20.
- Agenda:39.07** To consider and approve the University Annual Report, K.R. Mangalam University for the Academic Session 2019-20.
- Agenda:39.08** To approve the minutes of 7th meeting IQAC, K.R. Mangalam University held on 21st October 2020.
- Agenda:39.09** To report the status of construction/ establishment of Compost Pits, Compost Bins, Mushroom's Pits, Fire FCH Fittings, Centralized AC Fitting in Block-C, Parking extension and tile fitment, painting work in Block-C on 3rd and 4th floor, Door frame and glass door for fire hydrant and establishment of elevators in block-C and other infrastructural development.
- Agenda:39.12** To report the details of the faculty selected/joined/left up to 31st October 2020 after the last reporting in 38th Meeting of Board of Management held on 29th June 2020.
- Agenda:39.14** To apprise the report on various academic and administrative policies of K.R. Mangalam University.
- Agenda:39.16** To approve the list of eligible students for award of degree and list of gold medalist in 3rd Convocation of K.R. Mangalam University.

Resolution:

"Resolved that the above agenda item no. 39.03, 39.05, 39.06, 39.07, 39.08, 39.09, 39.12, 39.14, and 39.16 were placed before the members of the Board of Management were approved in the meeting".

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ANNUAL REPORT OF E- GOVERNANCE

(Academic Year :2018-19)

A handwritten signature in purple ink, likely belonging to the Registrar, is positioned above the official title.

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ANNUAL REPORT OF E-GOVERNANCE

K.R. Mangalam University has implemented e-governance to share information and manage human resources efficiently with transparency through participation and accountability from all stakeholders. The University's Enterprise Resource Planning (ERP) is categorised into two significant areas: e-administration and services. E-administration uses ICT for information processing and decision-making by the governing body, the head of the institution, IQAC, and different committees formed to decentralise the administration. E-service provides various service facilities. Most staff and students use smartphones to utilise the benefits of modern-day technologies available in higher education. The university has developed an in-house ERP, i.e. UNISOFT, to implement e-governance in various domains of university administration. Automated automation made students' attendance management, database, examination and continuous assessment records. The vendor does another implementation to provide necessary support for maintaining the University website. Students have to register themselves by providing their details on the UNISOFT portal and can submit their registration for the semester online. Teachers can upload lectures and assignments online on the same portal. Maintenance is carried out by university staff for UNISOT from time to time. A Registrar's Office manages students' communication to create university-level communication for sharing orders, information, direction and discussion on a common platform.

The application of e-governance in different fields is given below:

ADMINISTRATION:

- Teacher timetable management was made online, and student attendance was marked online.
- Teacher and student portals are fully automated.
- University Website with a subdomain to all departments and faculty members.
- All notifications are published on the university website.

STUDENT ADMISSION AND SUPPORT:

- The admission process is partially automated, from the submission of forms to the payment of fees.

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- Fees Management, Fee Receipt and Fee Data and Reports generated online.
- Student Registration data and particulars are maintained online.
- Student data reports generated online.
- Student Information Management System maintained online.

EXAMINATION:

- Online registration, fee payment, and issuance of admit cards.
- Internal assessments are automated.
- Declaration of results on the institution's website.

FINANCE AND ACCOUNTS:

- Utilization of Tally Software for the management of financial transactions.
- All financial transactions, including staff salaries, are conducted through net banking.

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Extract of the Minutes of the 32nd meeting of Board of Management of
K.R. Mangalam University

- **Date:** 26th July, 2019
- **Venue:** Conference Room, 4th Floor, Block-A, KRMU
- **Time:** 9:30 AM

- Agenda:32.03** To receive the Minutes of 20th Academic Council Meeting held on 16th July, 2019.
- Agenda:32.04** To report the MOU signed with various departments/ schools.
- Agenda:32.05** To consider and approve the Feedback Action Taken Report of all Stakeholder of K.R. Mangalam University for the Academic Session 2018-19.
- Agenda:32.06** To consider and approve the E-Governance Annual Report, K.R. Mangalam University for the Academic Session 2018-19.
- Agenda:32.07** To consider and approve the Faculty Sanctioned Post of K.R. Mangalam University for the Academic Session 2019-20.
- Agenda:32.08** To report the grant of approval from statutory council for the existing courses for the Academic Session 2019-20.
- Agenda:32.09** To report details of the Faculty selected/joined/left up to 15/07/2019 after the last reporting in 30th & 31st Meeting of Board of Management held on 4th April, 2019.
- Agenda:32.12** To apprise the establishment of School of Agriculture from the Academic Session 2019-20.
- Agenda:32.13** To apprise the establishment of Department of Physiotherapy under School of Medical and Allied Sciences from the Academic Session 2019-20.
- Agenda:32.15** To approve the various Academic and Administrative Policies and SOPs of K.R. Mangalam University.

Resolution:

"Resolved that the above agenda item no. 32.03, 32.04, 32.05, 32.06, 32.07, 32.08, 32.09, 32.12, 32.13 and 32.15 were placed before the members of the Board of Management were approved in the meeting".

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