



हरकोर्ट बटलर प्राविधिक विश्वविद्यालय  
नवाबगंज, कानपुर - 208002, उ.प्र., भारत  
**HARCOURT BUTLER TECHNICAL UNIVERSITY**  
NAWABGANJ, KANPUR - 208002, U.P., INDIA  
(Formerly Harcourt Butler Technological Institute, Kanpur)

**100** YEARS  
1921 - 2021

Phone : +91-0512-2534001-5, 2533812, website : <http://www.hbtu.ac.in>, Email : [vc@hbtu.ac.in](mailto:vc@hbtu.ac.in)

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### **Table of Contents**

S. No	Title of proof	Page No
1.	Policy document on e-governance.	<u>1-4</u>

  
(Prof. S.K. Sharma)  
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## E-Governance Policy

Harcourt Butler Technical University takes a holistic view on the e-Governance initiatives across various activities of the University in an efficient manner.

**Aim of Policy:** The aim of this policy document is:

1. To ensure effective implementation of e-governance across all the functions within the University.
2. To achieving efficiency in our functioning, promoting transparency and accountability, achieving paperless administration of the institution, facilitating online internal and external communication between various entities of the institution, providing easy access to information and making the institution visible globally.
3. To review, replace, complement and/or supplement the erstwhile physical governance infrastructure with e-Governance facilities for improving the efficiency of various functions within the University.

### **Scope of the Policy:**

The scope of this policy covers day-to-day operations of various functions and processes within the University, namely, Administration, Accounts and Finance management, purchases, establishment of ICT Infrastructures, e-Waste management, Library, Student Administration, Admission, Online classes and Examination, etc. facilitating all the stake holders in the University viz. the administrative staff, teaching faculty, non-teaching staff and students.

### **E-governance in following areas:**

This policy is divided into various areas of operation as discussed below:

#### **1. e-Governance in Administration:**

- All functionaries in administrative offices shall be adequately equipped with ICT-enabled systems with licensed software and internet facilities, wherever required, for necessary connectivity.
- The University administration shall be equipped with a customized user-friendly.

  
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- Enterprise Resource Planning (ERP) solution to manage students' attendance, annual fee submission and internal and external assessment etc.
- Most of the classrooms, conference rooms and the seminar rooms shall be furnished with ICT-enabled projectors and screens.
- CCTV-cameras shall be installed and maintained at all strategic locations for proper surveillance.
- University website shall be user friendly for teachers, students, employee etc and used to decimate message to all the members to HBTU at once place.
- The website shall be periodically reviewed by the ICT enabling unit of the University.
- In addition, all official communications and notices shall also be sent via e-mail and other available online platforms.
- The University shall ensure that all the faculty members and non-teaching staff are imparted special ICT training programs for their continuous growth.
- The University shall also ensure that all the students are sufficiently skilled to enable them to benefit from ICT-enabled systems installed in the University.
- The University shall also subscribe to online platforms to support online teaching-learning process, trainings, lectures, webinars and other official interactions etc.

## 2. e-Governance in Finance and Accounts:

- The accounts section shall operate and manage their entire accounting operations on ERP software including pension and payroll related processing.
- The University shall perform all the financial transactions through the Public Financial
- The University shall perform all TDS related functions on "web e-TDS".
- The University shall utilize Government e-Marketing (GeM) portal for procurement of all goods and services available on GeM to enhance transparency and efficiency in public procurement.

  
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- All financial transactions and tendering processes shall use digital signatures for enhancing efficiency in processing.
- The University shall develop a customized portal to enable students to pay their annual fee, examination fee etc through online mode.

### 3. e-Governance in Student Admission and Support:

- The University shall adopt online mode of admission.
- Students shall apply on ERP for getting any academic documents like, bonafide, certificate etc.
- The University shall automate and digitize its Library functions to not only support contactless procurement, accession and issue/return of books from the library but also provide e-resources for remote access of the content from other sources also.

### 4. e-Governance in Examination:

- The University teachers shall fill the marks of student on ERP.
- Students shall see the results from ERP.
- Students shall download admit card from ERP.
- Any issues related to examination shall be solved by COE through online mode.

### 5. e-Governance in Grievances:

- Any employee or students shall fill the grievances online through ERP.
- Administration shall proper check these grievances and reply as soon as possible.
- All the process of grievances shall be done in online mode.

### 6. e-Governance in Alumni:

- The University shall maintain a separate alumni portal providing facilities like registration, information of University activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects in order to strengthen alumni interaction.

  
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7. University also implements e-Governance in Recruitment process, Testing & Consultancy, Feedback system, Students Attendance, Spot Counseling, Account section, Leave management system, etc.

**Expected Outcomes:**

The outcomes expected from this policy include:

- The overall improvement in the productivity of the University through simplification and digitization of the various processes across various functions.
- Ensuring transparency and accountability in all the functioning bodies of the University.  
Providing speedy response to student centric queries or problems.

  
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