

10 YEARS
OF UNIVERSITY
RECOGNITION
20 YEARS OF
ACADEMIC
EXCELLENCE



REVA
UNIVERSITY

Bengaluru, India

DETAILS OF E-GOVERNANCE IMPLEMENTATION

E-GOVERNANCE

E-Governance is the use of information and communication technologies (ICT) in REVA University. This report captures all the data related to user services and various partners who work with the University. E-governance enables a University to improve work efficiency and to promote democratic values. E-governance is best used as a platform for efficient, transparent and timely delivery of services to all the stakeholders. In essence the purpose of e-governance is to bring transparency and efficiency in the working of REVA University. The need for e-governance stems from the need at the University for transparency and efficiency at all levels of administrative and academic governance. This is catalysed by the demand of ever-increasing aspirations of information age. Speedy and cheaper communication, convenience, transparency, accountability, improved customer services and increased access to information are some of the basic parameters on which the concept of e-governance relies and finds its foundation.

REVA University has always had a technology and digital growth map defined for the University. In accordance with the same the ICT at REVA ensures that the University keeps pace with the recent applications of e-governance in terms of various functions being performed digitally through internet. The necessary infrastructure is provided by the Sponsoring Body of the University. Since most of the faculty and students and other stakeholders use smart phones, the benefits of e-governance has been manifold.

At REVA, a well equipped IT-Cell has been established to monitor and regulate smooth functioning of computer systems and to address all IT related issues so that maximum benefits could be ensured out of them. Students and staff-members are provided help-desk pattern assistance and support through IT-Cell in case of software and online portal related issues. Not only that, IT-Cell maintains online MIS and other data formats of the University up-to-date. The overwhelming response of human resource to digital technology has strengthened the prospects of e governance in different areas of operation.

For Planning and Development

All official communication with KSHEC and other regulatory and affiliating bodies are done online by the Registrar's office and the IQAC. Email, MIS, Whatsapp and Teams are used for all online communication.

Proposals for R & D projects, seminars & workshops, various grants and scholarships are prepared and submitted online through participative management system to concerned organisations including state government and sanctions are obtained through the same mode. Necessary budget allocations for various schemes including research projects are also realized digitally through netbanking and other online modes.

Various reports and communique with the local authorities and national bodies are done online. Annual reports are also submitted in a digital format.

The following main organisational assignments are carried out online:

- Communication through e-mails to government and other agencies
- Proactive disclosure of information on REVA web-page
- Management of e-library, and
- Endless such functions as components of e-governance scheme

Proper training for working on different user interfaces is organised by IT-Cell throughout the year. Apart from maintaining online MIS & other data formats upto-date and keeping hardware and software inventory of the University up-to-date and accurate, new proposals for conducting online courses and development of IT based infrastructure is also initiated by the Cell.

A dedicated WhatsApp Group is created by each School for quicker communication amidst staff members and student leaders. This enables quicker dissemination of orders, information, notifications, directions and serves as a common platform to share achievements and growth stories.

ADMINISTRATION

REVA University has been aggressively promoting paperless campus strategies and most of the communication in house and external is done paperless.

- Management of e-service books (ER Sheets) of employees,
- Supervision of various scholarship schemes
- Maintenance & disclosure of comprehensive information on its web-page
- Applications including transfer applications & online leave management through HCM
- Wi-Fi campus and biometric attendance system
- Fully computerised office and academic departments
- Digital display boards in all blocks for stakeholder notification

- Webinars, seminars/workshops/trainings online
- Management of e-resources in central library & departmental libraries,
- Availability & monitoring of LAN/RF/internet connection
- Issuance of salary/PF e-slips
- Online payment of fee
- Salary payment to employees through net-banking
- Management of website
- Digital campaigns
- Cashless transactions & payments
- SAP

FINANCE AND ACCOUNTS

As a basic ingredient of e-governance concept and as per instructions of the government, all kind of financial transactions has become cashless. The salaries of employees including examination remunerations are paid online through NEFT/RTGS and rarely by cheques. Not only is that, the payment of scholarships and all purchasing transactions are executed necessarily cashless to maintain transparency and financial accountability in the system

Outlined below are some of the major assignments being performed digitally at the University level:

- Online payment of examination and admission fees
- Pay bill preparation & management of various scholarship schemes
- All kind of payments including salaries to staff-members
- Disbursement of salary slips & accounting of PF
- Hands-on disclosure of budgetary/financial data on MS Teams and SLCM
- SLCM and HCM and SAP
- Digital banking and online support

STUDENTS' ADMISSION AND SUPPORT

Entry level admission to all courses along with entrance exams for all courses are conducted online. REVA CET is an online exam that students take. The entire admission process is managed online. Online marketing, chatbot, digital campaigns, Pardot integration, SLCM for CRM management is all done using technology.

Online admission and support activities include the followings as such:

- Disclosure of admission rules/schedule on web-page

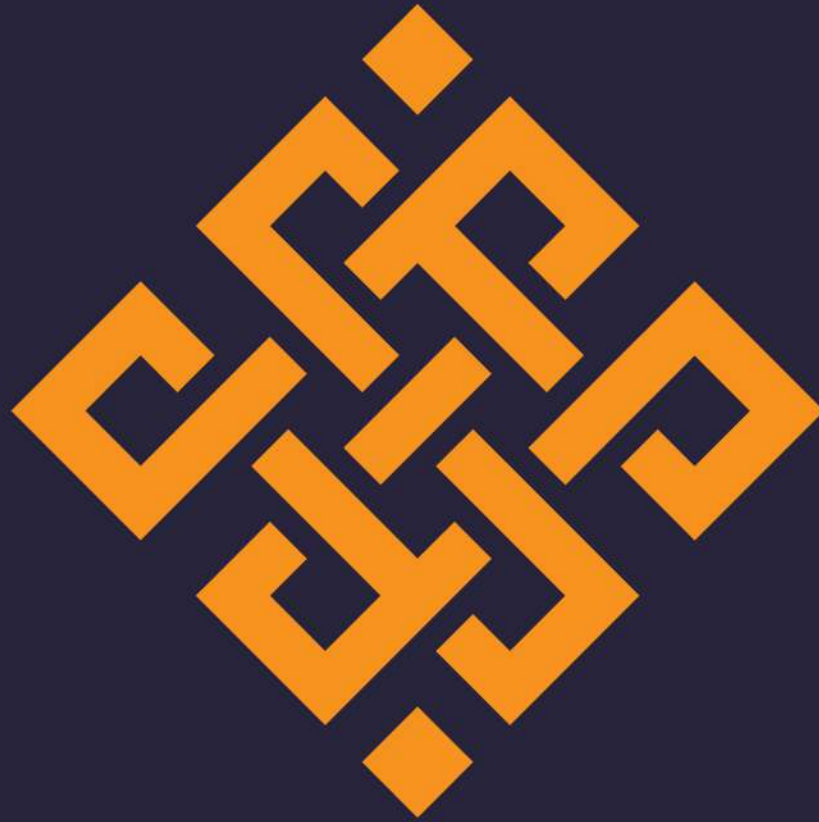
- Verification of documents, payment of fees & other admission formalities
- Preparation & publication of admission rolls and related statistics
- Admission related data management through web-based MIS & e-mails
- Management of different scholarship schemes for students
- Disclosure of students-centric information/data/materials on website
- Wi-Fi campus & Availability of internet/e-resources in library
- ICT based teaching in smart class-rooms, and
- Maintenance of students' attendance in web-based formats.

EXAMINATION

Teaching and Learning is the core activity at REVA University. Continuous assessments measures the extent of student learning and the outcomes. A wholesome model inclusive of formative and summative assessments is adopted wherein students are assessed through tests, assignments, presentations, quizzes, project-based learning, laboratory work, fieldwork and other such rubric-based alternative assessments.

E-Governance in examination defines major points that are essential when it comes to managing the examination system in the following contexts:

1. Maintaining of confidentiality
2. Issue of online admit cards
3. Filling of regular/re-appear and revaluation forms
4. Conduct of examinations
5. Receiving of examination papers
6. Uploading of marks
7. Publishing of marks
8. Creation of codes
9. Multiple test category creation
10. Transparent evaluation
11. Unbiased processing of results
12. Maximum services like ABC, NAD, and other queries
13. Grievance and redressal
14. Quick responses and closure



REVA
UNIVERSITY
Bengaluru, India

Rukmini Knowledge Park, Kattigenahalli
Yelahanka, Bengaluru - 560 064
Karnataka, India.

Ph: +91- 90211 90211, +91 80 4696 6966
E-mail: admissions@reva.edu.in