6.2.3 Institution implements e-governance in its areas of operations

Areas of e- Governance	Year of Implementation	Name of Vendor with contact details	Link to the relevant website/ document
Administration	2021-22	TCIL (Sunil Bansal:7903819815); e- mail id: sunil.bansal@tcil.net.in, rajesh.singh@tcil.net.in	https://iums.kuk.ac.in/login.htm;jsessionid=D0B017D8896F4C12E13E86411DA65AEB.jvm2
Finance and Accounts	2021-22	TCIL (Sunil Bansal:7903819815); e- mail id: sunil.bansal@tcil.net.in, rajesh.singh@tcil.net.in	https://iums.kuk.ac.in/lo gin.htm;jsessionid=D0B01 7D8896F4C12E13E86411 DA65AEB.jvm2
Student Admission and Support	2021-22	TCIL (Sunil Bansal:7903819815); e- mail id: sunil.bansal@tcil.net.in, rajesh.singh@tcil.net.in	https://iums.kuk.ac.in/lo gin.htm;jsessionid=D0B01 7D8896F4C12E13E86411 DA65AEB.jvm2
Examination	2021-22	TCIL (Sunil Bansal:7903819815); e- mail id: sunil.bansal@tcil.net.in, rajesh.singh@tcil.net.in	https://iums.kuk.ac.in/lo gin.htm;jsessionid=D0B01 7D8896F4C12E13E86411 DA65AEB.jvm2

Documents Required:

- 1. Institutional expenditure statement for heads of e-Governance attached at F/H.
- 2. ERP document and Policy document on e-Governance attached at F/I.
- 3. Screen Shots of user interfaces of each module reflecting the name of HEI attached at F/J.
- 4. Annual e-Governance report approved by Governing Council/ Board of Management Syndicate attached at F/K.

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Login/ Sign Up



KURUKSHETRA UNIVERSITY, KURUKSHETRA

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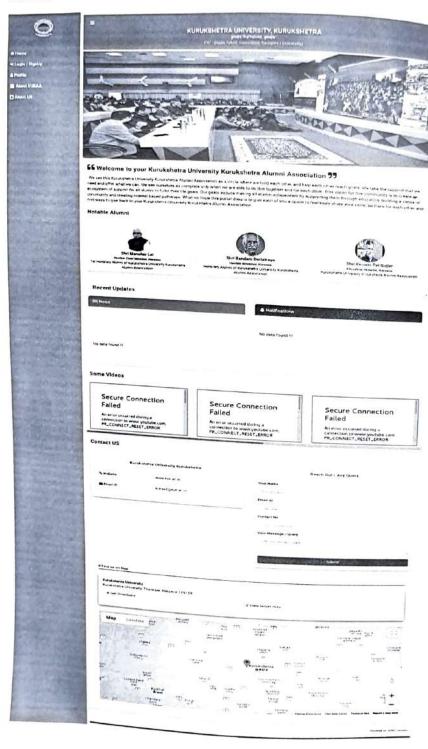
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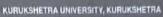
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Alumni Profile







Ame it Kalbhox O Season Class of 2015 B Lib & Int Sc. UTO Registration No. 789456

Pune University Sinhagad Institute Pune MCA. Computer Department 2017 - 2020

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Alumni Association



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To achieve the objectives Alumni can contribute by Other op their protessional expertise to present students.
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ADIX CONSTITUTION OF KURUKSHETRA UNIVERSITY KURUKSHETRA ALUMNI ASSOCIATION (KIIKAA)

The name of the Association shall be the KURUKSHETRA UNIVERSITY KURUKSHETRA ALUMNI ASSOCIATION (hereinafter referred to as KUKAA). The Registration Act 2012 2. Head Office;

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Office bearers



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TO About KLIKAA

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KURUKSHETRA UNIVERSITY, KURUKSHETRA

OFFICE BEARERS

Kurukshetra University Kurukshetra Alumni Association (KUKAA)

PATRON



Prof. Som Neth Sachdene Vice-Chancelor Kuruksheira University Kuruksheitra



Prof. Manula Chaudhary Minal University School of Management Manulandra University, Kundandra

Financial Advisor



Dr. Senmi Vashvatitha Bansai Deputy Devictor General (DDG) (AC Haryana Kuruksinstra University, Kurukshena

Director



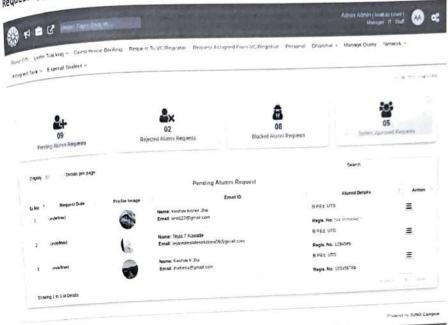
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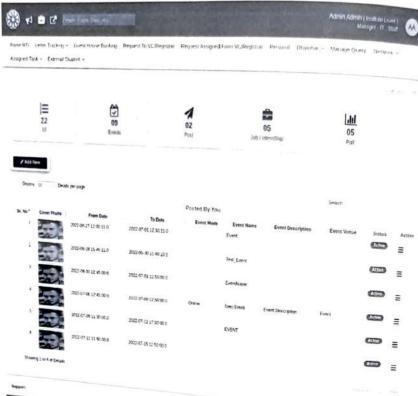


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Student Grievance Application





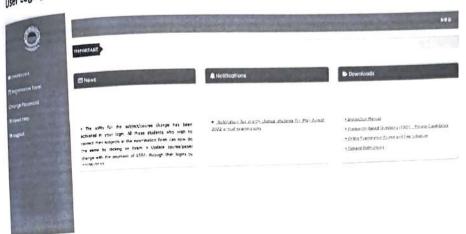
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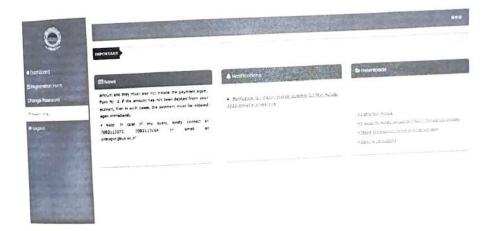


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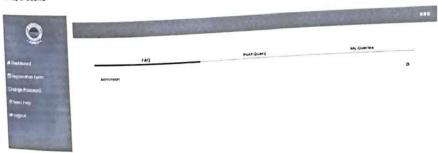


User Login(Student/Guest User/ Affiliated Institute student)





FAQ Details



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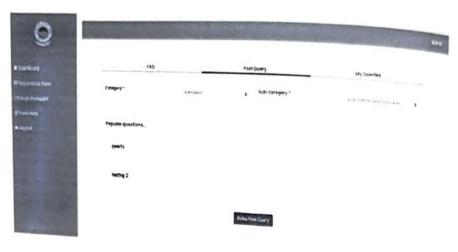
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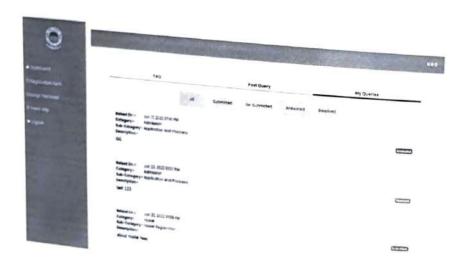
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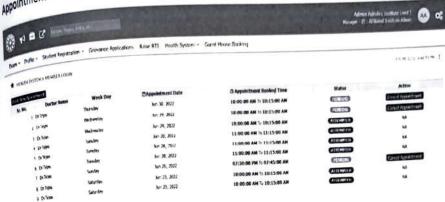




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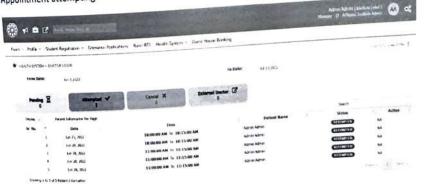


Appointment booking from member Login





Appointment attempting from Doctor's Login



Medicine and stock details in pharmacist Login



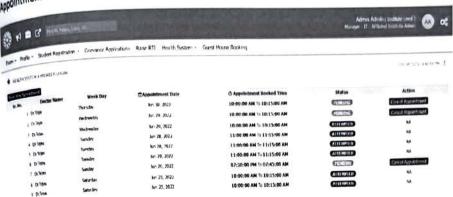
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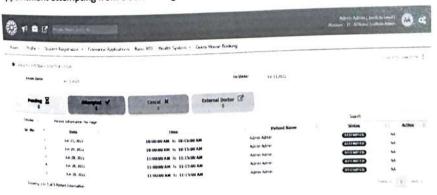


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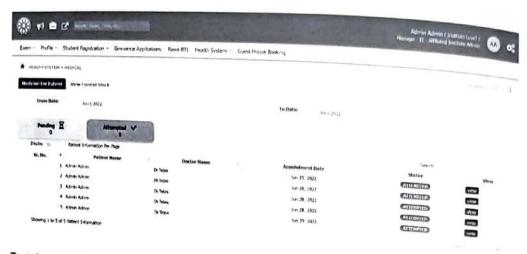
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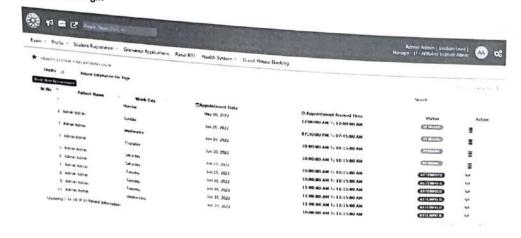
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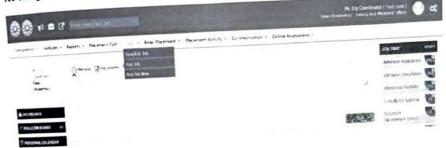


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Placement details in Student Login



Placement registration from student login



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Kurukshetra University

Kurukshetra 136119, Haryana, India (Established by the State Legislature Act XII of 1956)
("A+ Grade, NAAC Accredited)

§ No.: 2022/1327



INTER UNIVERSITY MIGRATION CERTIFICATE/ TRANSFER CERTIFICATE/NO OBJECTION CERTIFICATE

PRADEEP

xon/daughter of Shri

BHUNDA RAM

18-RK-523 Registration No. is hereby informed that the University has no objection to his/her continuing

studies at another University.

Kurukshetra - 136119 Date: 06-07-2022

Dy/Asst.Registrar for Registrar

Received the Certificate.

Mobile No:

Kurukshetra University Kurukshetra 136119, Haryana, India

(Established by the State Legislature Act XII of 1956) (A+ Grade, NAAC Accredited)

Sr. No.: 2022/1327



INTER UNIVERSITY MIGRATION CERTIFICATE TRANSFER CERTIFICATE/NO OBJECTION CERTIFICATE

PRADEEP BHUNDA RAM

son/daughter of Shri

18-RK-523

Registration No. is hereby informed that the University has no objection to his/her continuing

studies at another University.

Kurukshetra - 136119 Date: 06-07-2022

Dy/Asst.Registrar for Registrar

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	3 640	LITERATURE IN ENGLISH 1964-2000	Dection	
	2 EMD	CONTRACTURE IN ENGLISH 1798-1914	Core	
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INSTITUTE > FINANCE > FINANCIAL DETAILS

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2022 - 2023

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INSTITUTE * FINANCE * FINANCIAL DETAILS

Academic Fees

Hostel Fees

☼ Academic Miscellaneous

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Description

Generated By

Admin Admin

Miscellaneous Amount (In ₹) ₹2,000.00 Paid Amount (In ₹)

₹0.00

Payable Amount (In ₹)

₹2,000.00

Receipt No

I accept the above Invoice details

You have chosen to pay an amount Rs.

7

from your Credit / Debit card /Bank Challan of Specified bank account against student receivable.

*If you are unable to view your receipt after successfull payment, report to your accounts department

Jul 06,2022

Online Payment



(ICICI Bank Click here to Pay

AXIS BANK Payment Gateway

All Banks Internet Banking Supported

All Banks Internet Banking, NEFT and UPI Supported

All Banks Internet Banking and UPI Supported

Apply for Final Round Institute * Facilities * Offer Acceptance (Certificate Course) Communication *

Home / Dashboard



Registration No : -MBA SEM-I A

☑ ptagra94@gmail.com

€ 9896634967

Profile & Password

Reminders

& Library:

Fee Details: Check your fee payment status. My Courses



Course Evaluation



Timetable



A My Alerts

1. Explore your library's collection!

& My Favorite Apps

Syllabus

CALENDAR

LEAVE DETAILS

HOSTEL

CONTACT MENTOR

BLOGS

Tasks

Tasks:

3 Bulletin Board 6

View All

NR Neelam Rani May 30,2022 01:49 PM Vew

NOTICE

As per the Minutes of the meeting of Board of Residence, Health and Discipline held on 20.04,2022 at 12:00 Noon duly approved by the Hon'ble Vice-Chancellor it has been



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Organization × Posts × Employee × Students × Academics × Events × RTI × Affiliation × Academic Audit × Research × Communication × Planner × Quick Reports ×

0.54 mz/m mz/se /6* I

* ORGANIZATION > GOVERNANCE > INSTITUTE GOVERNANCE

UTD (KUK) Renewal Policy Policy Name:

Staff Sub-committee HR Committee Local Managing Committee Finance Sub-committee Purchase Sub-committee Building Sub-committee

Committee Details

Committee Name:

Executive Council

Formation Date Jan 01,1962

Meeting

12 Times In a Year

Frequency:

Meeting Dates

Jan 28- 2022, Feb 25- 2022, Mar 25- 2022, Apr 29- 2022, May 27- 2022, Jun 24- 2022, Jul 29- 2022, Aug 26- 2022, Sep 30-

2022 Oct 28: 2022 Nov 25: 2022 Dec 30: 2022

Committee's Objective:

CONDUCT OF MEETINGS OF THE EXECUTIVE COUNCIL

REGULATIONS, 1963

- 1. The meetings of the Executive Council will, ordinarily, be held every month, except during the summer vacation, on a date and time to be fixed by the Vice-Chancellor.
- 2. The Registrar shall issue a preliminary notice of the next meeting, ordinarily, by the first of the month in which the meeting is proposed to be held.
- 3. The Registrar shall, not less than seven days before the date of the meeting, issue to each member a copy of the Agenda and the related papers. Provided that in the case of emergent meetings, the Vice-Chancelloc may suspend or modify the operation of this rule.
- 4. Two/fifths of the members shall form the guorum.

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Remark Action

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Student Registration - Ceta Configuration - Administration - Applications - Administration (Cetas - Students - Cetas - Students - Stud

* PROFESSIONS

Institute: Batch.

2025-2021

Holl Exam Roll

2021042014

2021043042

2021042089

2021043093

2023043001

3023043004

2021043015

2021043021

2021043023

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(HK 201)

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International

Business

Inscoonent

(BHC 202)

Frank Forms | Natl Tacket

Sc. Registration

No.

1 17 0990 538 4/4/213

4 19-003-1013 9441.0

2 18 445 237

3 21-00-255

1 19-40-1445

\$ 154K-0

1 19-028-221

8 18 050 536

6 18-MY-741

nates thank:

Little course count for each student should be (Mind Max II).

Core Croup selection (Min:) Max(I)

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3. Bective Group selection (Minc) Max(1)

Core Subject

(HC 203) A Policy (HC

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Compoleory (Han: 7 Han: 7) Is compulsary groups Yes Fearcist

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Corporate Business Viva-Planagement Accounting Statistics Voce

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Latrepreneurship Export Digital Louisort Development Harketing Procedures (DH 2) (tr-1) cum And Imance Cave (LPINS 2) Study (HC

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Program:

Semester:

(d) - Cyrener (e Depaytment - Hacter

Elective Subject OPERALICATIVE (Place I Place 1)

Is compolery group: Yes

Leadership

and Effective

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(IPINS-1)

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General

Table

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Request For Course Change Generate Excet ② StudentAdmitCard Zip • Make Payment

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Payment Dotter

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University Employee

Organization × Posts × Employee × Students × Academics × Events × RTI × Affiliation × Academic Audit × Research × Communication × Planner × Quick Reports × Notices and a securitarial E * ORGANIZATION > GOVERNANCE > GRIEVANCE CONFIGURATION > GRIEVANCE CONFIGURATION Grievance Sub Type: All $I \times$ Examination & Result Grievance Type: Term: Bachelor of Computer Application ITHS * Courses/Program: Level: Institute of Integrated and Honors

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Institute:

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Support Blogs Career Forum Powered by JUNO Comous



Student Registration - Data Configuration - Admission Configuration - Applications - Admission Frozess - Students - Esam - Paperts -

TUN-TUNITORS

Institute

Batch 2021-2023 Programs

Semester:

17

Examinems Hall-Ticket

records per

Instructions:

1.Select the issue half sicket check box and save, to issue half sicket to student.

2. Kalf Schet will be issued only for psychient paid students.

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4.3 Souther signature on that has download Policy for half sicket issued students.

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	1 17 044/-588	Articles	1	2021049014			
	2 25-445-237	Nerseenes	2	2021049062			
	3 2140-355	Sandhya	3	20154009			
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* HOSTEL ALLOCATION > OCCUPANT SEARCH

Muskan Rao

Female

Dept / Year

M.A.(Hind) / First year

Gender

M_A(Hindi) - First year Hostel / Floor / Room No. 1 Sarasvati Bhawan / First Floor / 37

Room Type

2-Seater Bed Number

Hess Type

Ac / Non-Ac Type

Yearly Hostel Facility Type

Allocated From Date Dec 04,2021

Expected End Date No. of Months

No. of Days

Search Muskam Rab(2021-2023)

Actions to be performed:

F To Allocate Room click here [Allocate Room] @ To Admission Cancellation click here [Admission Cancellation]

F To Swap Room click here [Swap Room]

F To Transfer Room cick here [Transfer Room / Room Extension]

⟨F To Hostel Fine click here [Hostel Fine]

☐ To Hostel I Card click here [Hostel I Card]

To Group Fine click here [Group Fine]

☞ To Gate Pass click here [Gate Pass]

(# To Change Allocated Mess click here [Hostel Mess] (a" To Change Allocated Bed click here [Hostel Bed]

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② To View Parent Details click here [Parent Details]

tel fees	[CURRENT]

GENERATED

4

A. Total fees (Receivable) (In 1)

KUK Grk Hostel Fee Structure(Nov 13,2021 - Nov 14,2022)

8. Paid Amount till date (In f)

C. Student Receivable [A-B] (In E) D. Invoice Status

E. Fee Deposit Status

View/Print Invoice Receipt ¢20.811.00

₹13,833.00

₹6,978.00

Harsh Shawan Block C

No. 2 Abiya Shawan

No. 13 Yamuna Shawan

Norben Shawer Block D

Ch. Runber Single Shawon

No. 1 Sensovals Bharean No. 2 Please Bhareas No. 3 Kasturba Bharean

Parting Oliveron Block B. Parting Block C. Parting Showard Shock D. Parting Showard Block F. University International Good House, KLAC

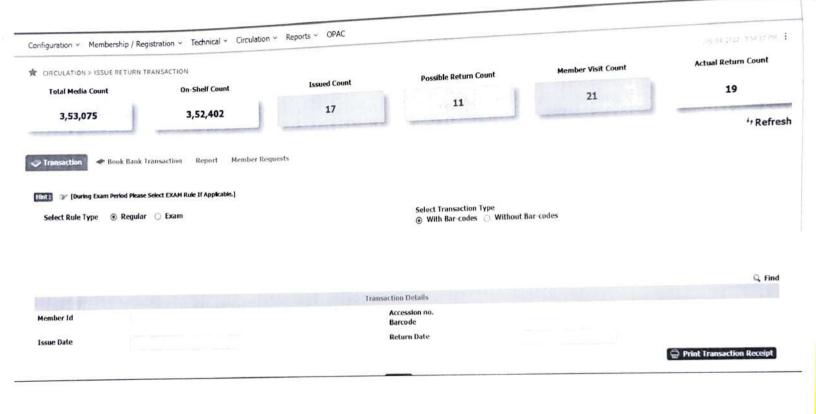
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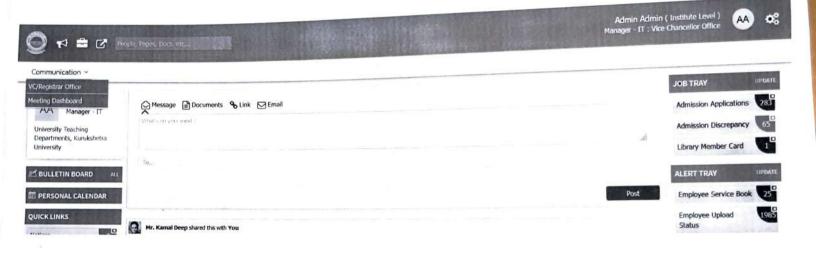


Examination *						
					Full Paper Odd Semester Dec-21	*
# EXAMINATION > NARK E	NTRY		12	Exam Name	Full Paper Gas	
Program Name	M Sc. Statistics UTD			Term	1	
Syllabus Pattern	2020			Paper Evaluation Type	Theory Internal	
Course Name	5T-103 - Linear Algebra and N	lumeric*				

- IF Please click on "Download Excel Template" to Download Excel Template
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- Tenter student mark into downloaded Excel Sheet
- After that upload the Excel file by clicking on "Upload Excel" Button
- © After Mark Entry please refresh the page and verify the mark before submit to University
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Annexure - XIII

Indicative brief workflow of the university processes to be considered by all bidders to understand the nature, volume and process intricacies involved for implementation.

However the exact process and related details will be captured by the firm during blue print preparation phase and final implementation of the project, KUK may ask the vendor to deliver, configure, deploy or make available the desired functionality or provide any other complementary module(s) as per the actual requirements of the university.

1. Role based Dash Board for all officials

2. Academic Branch

2.1 Admissions

- All the admission forms for admissions to various courses in the UTDs / Institutes are submitted online.
- Merit list for admissions to various courses are prepared by the concerned Departments/Director,
 IT Cell as per the following criteria:
 - a. On the basis of the merit of Entrance exam and no other weightage is given.
 - b. On the basis of merit of entrance Test (50% marks) and qualifying exam (50% marks) plus weightages as per rules.
 - c. On the basis of marks of Entrance Test (50% marks), marks of qualifying exam (40% marks) and marks of interview (10% marks).
 - d. On the basis of merit of entrance test followed by group discussion and interview.
 - e. Merit determining by composite marks of the candidate in the entrance test (80% marks) followed by group discussion and personal interview (20% marks).
 - f. After qualifying the physical efficiency test (PET) admissions to B.P.Ed. and M.P.Ed. are made on the basis of qualifying exam plus weightages.
 - g. Admissions to M.Tech courses are made on the basis of GATE score in concerned subject and thereafter on remaining vacant seats, if any, on the basis of marks obtained in the qualifying exam. No other weightages given for preparing the merit list.
 - h. Admissions to B.Tech. courses are made by HSTES on the basis of JEE merit.
 - i. On the basis of qualifying exam plus weightages as per rules.
 - i. On the basis of merit of qualifying exam.

iii.

- a) For some of the courses online counselings are held by the Director, IT Cell.
- b) For some of the courses offline counselings are held by the concerned departments.
- c) For some of the courses lists of selected candidates are displayed by the concerned departments.

- a) Admission notices for admissions to various courses are published in the newspapers through DPR, Haryana, Panchkula and also uploaded on the University website by the Director, IT Cell, K.U.K for wide publicity.
- b) All the application forms for admission to various courses are submitted through online
- c) Admit cards for entrance exams are downloaded from the university website.

2.2 Alumni

This section was discussed with Director, Alumni under DSW.

2.3 Convocation

- a. Overall management: Related to General Branch.
- b. The Academic Branch: Protocol of members of E.C.(Executive Council), A.C. (Academic Council),
- c. Request for the stay in Guest House: Relates to General Branch.

2.4 Training & Placement

This section was discussed with various Deans and HR.

2.5 Student Life Cycle

Discussed under admission subsection (Refer 2.1)

2.6 Self Help Portals

Self Help portals for the employees and students to be created.

2.7 Syllabus

- a. Display of syllabus on portal
- b. Archival of old syllabus to be maintained and old record to be uploaded
- c. Application for authenticated syllabus and payment collection online and approval of competent
- d. Syllabus on webpage and pdf download
- e. Ordinance and its successive version maintenance with authentication.
- f. Syllabus and its version control are to be maintained and all of them should be available in the

2.8 Advertisement Publication

Admission Notices and prospectus are sent to Director, IT Cell for uploading the same on the university website. Necessary notifications and information are also uploaded by the Director, IT Cell on the university website for wide publicity.

2.9 Students Training & Placement and Career Guidance

Placement services module manages all the activities related to Student and University. It keeps track of the employer visits to the university, their recruitment process, previous recruitment,

2.10 Academic Module

This module displays university's course catalogue, allow online course registration, calculate class availability and allow advisors to communicate directly with students on course selection 141×100×

- Student Data Management
- Attendance Management
- Time table Management
- Student Leave Management
- Student Discipline Management
- Student Feedback Management

2.11 Miscellaneous

- a. Functions related to the Act/Statute of the university.
- b. Functions related to the scheme of examination.
- c. Appointments: HOD, Warden, Chairperson through process and role-based approval.

3. GENERAL BRANCH

Infrastructure Management

3.1 Guest House

- a. Online room booking, currently separate system in place (Payment Gateway problem).
- b. Aadhar Card based information required for booking.
- c. Payment is done offline in some cases after invoice generation.
- d. Separate Account in which payment of Guest House is received.
- e. Room status must be available dynamically and the current status should be restricted to the General
- f. Online Approval for Lunch, Dinner in Guest House for functions (Post facto approval should also
- g. Approval for all related functions of Vice-Chancellor is to be taken on file (to be put up electronically and Print out of e-request shall be taken by VC office and paper approval from VC and upload it on system.)

3.2 House Allotment

- a. General Branch has a function of Employee house allotment.
- b. House allotment to the employees:
 - Salary based category of House
 - Teaching and Non-Teaching category of House
 - Seniority based House allotment in a given category or another mentioned rule of joining.
- c. Final approving authority is Vice Chancellor on recommendation of committee.
- d. 20% of all houses is on Discretion of VC.
- e. Status of all Houses through Report Generation.
- f. Notice to vacate the House is given by General Branch.
- g. Temporary allotment with approval of VC or Registrar.
- h. Vacation/possession report is given by Construction Branch to the General Branch.

3.3 Transport Management:

- a. All Vehicles owned by University
- b. Driver information database.
- c. Duty roaster of Drivers.
- d. All maintenance and certification maintained by General Branch.

- e. Bus with driver allotted by General Branch to Dean Students' Welfare and all maintenance is looked after by them.
- f. Official trip request, approval and related communication (Auto SMS trigger to driver and visitor) (Post facto approval facility in case of emergency)
- g. Approval/Rejection/By own car, if not allotted.

3.4 Convocation Management:

- a. Registrar's direction for notice.
- b. Notice (Holiday, __ __) prepared by General Branch
- c. Approved by Registrar.
- d. Phone bill receipt.
- e. Payment note sent to finance office, Finance issue notice/request to Cheque section, Cheque comes to General department and Cheque submitted.

3.5 Committee Management

The members of various committee and creation of a new committee of the university is done through the recommendation of VC Office.

3.6 Event Management

Detailed discussions are mentioned under DSW section.

3.7 Purchase, Store & Inventory Management

This module automates the procurement and inventory part of the university. The application is ought to have a three level of categorization of each item so that it can be distinguished well.

3.8 Miscellaneous

- a. Possibility of e-Auction through this system to be explored. Functions related to the rental agreement of shops with negotiation facility, encrypted bidding and opening of bids with approval may also be explored as a part of this system.
- b. Open Space allotment / Shops allotment is year marked (Right of space allotment is given to c. Agreement status and record.
- d. All kinds of Water, Electricity bill are managed by General Branch.
- e. Bill generation and information to pay department.
- f. Invoice generation of Retired Employees.
- g. Fixed Rent and water charges should be deducted directly from pay of Employee.
- h. Making provisions for leasing of assets.

4 COLLEGE AFFILIATION

4.1 Dashboards of Administration

- a. Possibility of interfacing the system with the affiliated colleges for data updation which should be dynamically available to the university at a given point of time. b. Functionality to issue Notice to any college.

- 14/1/003
- c. For opening a new college, a check list for all required qualifications to be published on University Portal, Currently a Performa for opening of new colleges having various details is provided by university.
- d. NOC from state government and fee deposit to Director of Higher Education.
- e. Official letter of NOC received from the DHE
- f. Constitute the committee to visit physical infrastructure, act, statute, and other documentations.
- g. VC and Dean appoint the committee.
- h. Official report of recommendation to be captured through the system, submit to Dean of Colleges, to be approved by VC.
- i. Letter of Affiliation to be issued by DOC Office
- j. Provisional Affiliation to be issued for maximum 5 years and inspection will be carried out each
- k. After confirmation of affiliation, inspection frequency will be 3 years.
- 1. Teachers ID (Faculty)/ staff ID issued by this Department
- m. Dynamic database information to be available to the office of Dean of Colleges
- n. Types of Colleges:
 - Govt. Aided
 - Self-funded

These types of colleges are further classified as following:

- Traditional
- Professional
- Technical
- Education
- o. Log in access to Affiliated Colleges
- p. Adding/deleting seat, courses
- q. Disqualification of college
- r. New college/ New course in an existing college.
- s. Intimation
- UGC Grant application
- u. Associated colleges

4.2 RTI / Grievance Redressal / PM , CM Window, Legal Cell & other grievances

This was discussed with Director, Legal Cell under DSW.

5 LIBRARY MANAGEMENT

5.1 Complete automation of Library and its resources

- a. Libsys implemented in 2001.
- b. Old system data migration
- c. 25 Departmental libraries
- d. Database scheme to be taken from department
- e. 2.5 lakhs records
- f. Recommendation of books from various departments for purchase
- g. Duplicity checking
- h. Purchase of book
- i. Classification of books

- Cataloging of books
- k. Circulation of books
- 1. Administration module for library management
- m. Payment of fine on late submission
- n. Card Swipe for fine
- o. Student wise/teacher wise various entitlement
- p. Clearance of payment from library to be done finance and check
- q. Membership of library

5.2 Radio Tagging

RFID & Biometric verification and making provision in Software.

6 Controller of Examination (COE-1)

6.1 Conduct branch

- a. Preparation of Exam schedule.
- b. Creation of the list of centres having the centre wise capacity (number of students who can give
- c. Centre list is being shared with the result branch.
- d. Requirement for the subject wise number of question papers is received from the Result Branch.
- e. Based on the requirement, question papers are created followed by the printing of questions papers.
- f. The request is made by the conduct branch for the appointment of the superintendent, deputy superintendent and observers. This request is approved at controller level.
- g. After the approval, list is shared with the respective colleges.
- h. Superintendent prepares the day wise and session wise duty chart of invigilators and this data is
- i. Each superintendent then shares the consolidated memo of their respective centre. Consolidated
- memo includes attendance sheets, seating plan, answer sheets of respective students, etc. j. The Unfair means records and stray case issues (like roll number not provided or any other issues)
- made simultaneously by invigilator, observer, and superintendent is shared with the university. k. Last day consolidated sheet having information like number of answer books consumed is shared with university in the superintendent packet.
- 1. For the conduct of Practical exam, a requirement is received from the concerned result branches and based on which the appointment of examiners is made.
- m. Practical Exam date sheet preparation and then the sharing of the sheet with the concerned
- n. Other processes for the practical exam are same like theory exam processes stated above.
- o. Appointment of external examiners in the required colleges for practical exams. p. Approval for examiners at controller level.
- q. Submission of practical records related to the exam and submitted to the conduct branch.

 Travel kills of r. Travel bills of practical examiners should be received online and then forwarded to the finance
- s. Panel of Examiners preparation by departments for each student, approval of the same panel by all the members of PGBOS in the Meeting and forwarding the duly approved panel to the Conduct
- v. Requirements for Student before submission of PhD Thesis
 - a. No dues certificate from Fee Section
 - b. No dues certificate from Central Library



- c. No dues certificate from Hostel
- d. Obtain Plagiarism Certificate from Main Library
- t. PhD Thesis in Hard and Soft are submitted by the Candidate to their Department and then these theses are forwarded to the Conduct Branch by the Departments.
- u. Panel recommendations received from the departments are sent to the Vice-Chancellor for approval with a request to appoint 2/3 examiners from the list for evaluation of PhD thesis of the Student.
- v. After appointment of the examiners an email is sent to these examiners for their consent to evaluate the thesis.
- w. After the consent is received from the examiner, thesis is forwarded to them for evaluation.
- x. Examiner submits the Evaluation report along with Remuneration Bill.
- y. If Examiner(s) suggest minor correction in the theses before Viva-Voce Examination, a gist of Modification prepared by the Head of Department is forwarded to the Student. The student is required to incorporate these changes in the theses and re-submit the amended copies to their department along with a certificate from the Supervisor of the candidate that the changes have been carried out. The re-submitted these are then forwarded by the department to the Conduct Branch and next process starts with point no. 10.
 - z. If Examiner(s) suggest re-submission of the thesis (Major Modification), a gist of modifications prepared by the Head of Department is forwarded to the Student. The Student is required to incorporate these changes in the these and re-submit eh amended copies to their department along with a certificate from the Supervisor of the candidate that the changes have been carried out. The re-submitted these are then forwarded to same examiner(s) for re-evaluation and next process starts with point no. 7.
 - aa. After receipt of evaluation reports from the Examiners of the candidate, a request is forwarded to the Vice-Chancellor for appointment of Examiner for Conducting Viva-Voce Examination and the Vice-Chancellor then appoints one examiner for Viva-Voce.
 - bb. An email request is forwarded to the appointed examiner along with a copy to the Head of department with a request to contact the examiner for Conducting Viva-Voce Examination. A separate email is also forwarded to Student to start preparing for Viva-Voce Examination.
 - cc. The Head of Department finalize the Date and time of viva-Voce Examination in consultation with the examiner and intimate the date and time of Viva-Voce to the Conduct Branch well before the date of Viva-Voce Examination.
 - dd. In case Examiner shows his inability to conduct the Viva-voce Examination, a request is again forwarded to the Vice-Chancellor for appointment of another Examiner for Conducting Viva-voce Examination and the Vice-Chancellor then appoints another examiner for Viva-Voce. The next process starts with point no. 11.
 - ee. A Viva-Voce Examination Notification is issued by the Conduct Branch to all concerned.
 - ff. Viva-Voce material is dispatched to the respective Department.
 - gg. After Conducting the Viva-Voce Examination, the Examiner submits viva-Voce Report which is forwarded by the Head of Department along with viva-voce material to Conduct Branch.
 - hh. A request is forwarded to the Vice-Chancellor for fixing RDC Meeting Date & Time
 - ii. Date & Time for RDC Meeting is given by the Vice-Chancellor.
 - jj. RDC Meeting Notification is issued to all concerned.
 - kk. RDC Proceeding are prepared for every Student.
 - 11. Approval of Recommendations of RDC by the Vice-Chancellor.
 - mm. Issuance of Result Notification of eligible students to all concerned.
 - nn. Dispatch of Soft Copy to Thesis to UGC
 - oo. Dispatch of Hard Copy of Thesis to Main Library
 - pp. Dispatch of Hard Copy of Thesis to Departmental Library
 - qq. Issuance of Provisional Certificate to Student on request
 - rr. Issuance of UGC Regulation Certificate to Student

- ss. Issuance of Re-Issue Degree to Student Verification of PhD Degree
- tt. Issuance of Re-Issue Degree to Student
- uu. Data Generation for Hard Copy of PhD Degree
- vv. Dispatch of PhD Degree
- Permission of Publication of PhD Thesis in Book Form
- xx. Generation and Dispatch of Thesis Bill Appointment (for Remuneration)
- yy. Forwarding of Examiner Bill to Planning Section
- zz. Generation and Dispatch of Vice-Voce Appointment (for Remuneration)
- aaa. Convocation Activities
- bbb. Degree in Absentia
- ccc. NAD data generation and Upload to Online Depository

6.2 Secrecy branch

- a. A list containing following heads is prepared: Name of class, semester, nomenclature, marks of paper, time duration of paper, identity number on the basis of centre statements received from result
- b. Paper setter list is received from concerned department which is approved by the concerned department chairperson.
- c. Secrecy branch selects the paper setter and this information is to be sent automatically to the selected person along with the offer letter.
- d. Paper setter submits the bills to secrecy branch.
- e. Examiners Send the papers to confidential cell in the O/o Controller of Examination-I
- f. Question papers are sent to the Nodal Centres by the conduct branch.
- g. Scanning of title / front page of answer -books. (Image scanning title page, randomly code number allotment at two parts upper half and lower half so that upper half will be removed containing roll number for maintaining the secrecy of Roll number).
- h. Barcode generation.
- i. Evaluation is offline process but a set of copies (bundle) shall be assigned to the teachers through unique ID using which various notifications can be sent to the respective teachers and copies can be
- Award list received by secrecy branch.
- k. Automatic reminder and answer books evaluation tracking system (Class wise/Subject wise/Examiner ID wise.
- Theory Award are released and practical award are already in system.
- m. Awards are forwarded to result branch for result preparation.
- n. Unfair means data will be received from centres by the conduct branch.
- o. Complain Committee for objections: Online complain by students are received by secrecy branch and then forwarded to department. Department can refer to complain committee.

6.3 Re-evaluation branch

- Online Request from students along with fee. (Specified time duration for request from the date of upload of result on portal).
- b. Dashboard for re-evaluation containing the date of the student after entering some basic data from
- Student can fill some basic details and other details will be picked automatically.
- d. Student can request for re-evaluation subject wise.
- e. Request / Requisition sent to the secrecy branch.
- f. Only requisition details will be visible. (Details name, roll number, code, etc.)

- July 1005
- g. Answer books sent to re-evaluation branch from secrecy branch. (Along with the details of the previous evaluator).
- h. Answer books are sent to the Re-evaluation centres/Re-Evaluations.
- i. Tracking of answer books.
- j. Award list to result branch. If result changes, then revised mark sheet is provided to the student.
- k. To generate re-evaluation register automatically on the basis of receipt of Re-evaluation forms.
- 1. To generate various reports relating to the Re-evaluation cases.
- m. To generate complete fee receipt details.
- To prepare Re-evaluation case(s) to be sent to Result branch(es) after completion of Re-evaluation process.
- o. To prepare No change letter after Re-evaluation.

7 Controller of Examination (COE-2)

7.1 Registration section

- a. Details of the Admitted student shared with them.
- b. Respective documents of the provisionally admitted students are verified for their eligibility.
- c. If eligible, unique number called registration number is issued to student.
- d. Midterm and lateral admission of the students in the various stream such as B. Tech (same actions as stated above are carried out for document verification and eligibility).
- e. Functions related to Intercollege and inter-university migration similar to verifications of the document.
- f. Provisional admission of the students having compartment/ Supplementary in 12th class subjected to fulfilment of other various criteria shall be done.
 - g. Login details for the students. If eligible, then registration number, if any issue/ reason of discrepancy/denial shall be shown on the portal.
 - h. Process of Registration return (receipt of the registration details of the students from Haryana government for migration from one college to the other)
 - i. Update of old records. Excel csv format available with university.
 - j. Change of course during first year session, if seats are available.
 - k. Should have the ability to cancel the status of the admitted students which is done due to oversight or any other mistake.
 - Various reports under different heads (College wise, head wise, class wise, category wise etc. students report).

a). At student Level

- 1. Provision for generating unique Log in ID and Password for the students.
- Provision for showing eligibility condition for the course to which candidate wants admission (to be provided by Academic Branch)
- 3. Provision for selecting Board /University from the list (to be provided by the Academic Branch)
- Provision for applying Inter-University Migration Certificate and Inter College Migration Certificate online through student's Log in ID.
- 5. Provision for online depositing various fees due against the student to be deposited in the University.

b). At College Level:

A. Provision for uploading Sanctioned intake of various courses allotted to colleges/UTDs (to be provided by Colleges Branch).

- B. Provision for uploading the schedule of various fees to be received at the time of uploading the Registration Return.
- C. Schedules of late admission fee, late migration fees, various fees, professional courses are to be
- D. Uploading Registration Return of admitted students (Through excel file/individual).
 - a) Uploading Registration Return of fresh students yet to be registered coursewise.
 - b) Uploading data of students already registered with this university coursewise.
 - (i) Comparing the imported data with the old record according to Registration No. 2 (ii) If the data mismatch against same registration no., make a check to upload and show the original data. Option be given to replace or not. (iii) Main data (particulars at the time registration) may not be replaced.
 - c) Provision for making check for uploading of duplicate data in the same session except certificate course, diploma.
 - d) Provision for not uploading the Registration Return without Registration No. in 1st year/2nd/3rd year for already registered students.
- E. Provision for not uploading the data without deposing the different fees to be payable by the concerned college at the time of uploading data of admitted students and provision for UTDs for uploading Registration Return without Fee.
- F. Provision for shifting of students from one course to another course and increase/decrease of vacant seats in concerned courses accordingly.
- G. Provision of uploading the scanned documents of the students.
- H. Provision for showing of uploaded data by the college.
- I. Provision for showing Registration Number/ Discrepancies of the students admitted in the college.
- J. Provision for showing the letters/notifications issued by Registration Branch.

c). At University Level:

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- 1) Class codes, college codes, college abbreviations, old records of students to be uploaded.
- Provision for checking eligibility online.
 - Provision for correction in particulars at the time of checking eligibility. ii.
 - Provision for marking deficiency at the time checking eligibility. iii.
 - Provision for sending sms/email regarding deficiency to concerned student as well as to college. iv.
 - Provision for receiving fee for making corrections in particulars after three months of SMS/email to student/college. ٧.
 - Provision for allotment of Registration Nos and creation of Registration Card after making the student eligible and the same may be sent to the concerned student/college through sms/mail. vi.
 - Provision for converting eligible to ineligible if made eligible by mistake. vii.
- Provision for showing some deficiencies automatically like compartment clearance certificate, condition of passing subject of Hindi for Diploma Holders, requirement of Migration Certificates from the students except those who passed qualifying examination from Haryana Board and KUK etc. Also show requirement of Migration Certificate from the student who is already registered but
- 3) Removing of Discrepancies:
- Provision for removing deficiency after receiving the requisite document.

- July 1005
- Provision for removing deficiency of migration certificate after receiving the late fee (if applicable) through online/offline.
- Provision for removing deficiency of Migration certificate without fee after satisfaction of ii. Supdt. (Regn.) and D.R. (Regn.), if fee is applicable at that time.
- Provision for Change from RF-2 to RF-6 (New Registration No. to Old Registration no.) in iii. eligible students, not eligible students.
- 5) Provision for issuing and printing of Local Migration Certificate (College to College) after receiving application with prescribed fees through online/offline.
- 6) Provision for issuing and printing of interuniversity migration certificate after receiving application with prescribed fees through online/offline.
 - If a student has got issued migration certificate from KUK, discrepancy of migration should be shown at the time readmission in any college/UTD under this university.
 - Provision for issuance of duplicate Inter University Migration Certificate. ii.
 - Provision for restoration of old registration No. iii.
 - Provision for Blocking of a Registration No. iv.
 - Provision for unblocking of Registration No. ٧.
 - 7) Provision for withholding of Examination Roll Nos. until the discrepancy is removed by the concerned college/student.
 - (i) Provision for issuing Examination Roll Nos. of 1st Sem. Examinations in special case allowed by the authority such as compartmental cases.
 - 8) Provision for providing various information for office purpose:
 - Hard copy of Registration Return.. i.
 - Various information regarding students: session wise, college wise, class/semester wise, maleii. female wise, category wise etc.
 - Head wise, college wise and date wise fee details collected by the University. iii.
 - Preparation of Demand & collection register, late migration fee register, name correction iv. ,interuniversity/inter college migration fee register, Miscellaneous fee register etc.
 - 1).Individual User ID(s)/Login(s) for Department(s)/College(s).
 - 2) Creation of various requisite forms for the online submission of data related to registration through Colleges/Departments.
 - 3) Online submission of registration fees.
 - 4) Setup of masters for setting the rules regarding the verification and Registration viz. eligibility checks, list of fake/eligible Boards/Universities etc.
 - 5) Automatic eligibility checking for different courses.
 - 6) Follow up letters to Colleges/Departments regarding ineligible candidates.
 - 7) Provision for dissemination of information pertaining to registration confirmation to the
 - 8) Provision of registration log-book for multiple attempts in one examination.
 - 9) Stages of termination of registration and final call.
 - 10) Generation of Registration No(s).
 - 11) Generation of various reports like:
 - i. Migration Certificate.

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- ii. Retrieval and restoration of registration no. using other fields like name, father name, session and course name etc.
- iii. Mapping of Registration No. with roll no(s).
- iv. Any other report as per the requirements.

7.2 Result section.

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- a. Preparation of Eligible students list.
- b. Three categories of the students {Regular (semester system), private and distance (annual system)}.
- Online application for examination and collection of exam fee.
- d. Roll number allotment.
- e. List of the centre is shared by the examination conduct section of COE-1 and centre allocation to the students as per submitted list is done by the result section of COE-2
- f. As per seat allocation of various stream/branch/ course in various centre, requirement of the number of question papers is shared by the result section of COE-2 to the examination conduct section of COE-1
- g. Signature of list of students to be available at the centre for the centre superintendent. Confidential list containing details of the students and their subject, their centres. Facility to upload the signature
- h. Absentee statement. Based on the signature chart received from the centre.
- i. Online portal to the centre superintendent for the inputs like absentee list (check box) option. ii. Adhoc grace pass from university.
- iii. Unfair means student list from examination conduct section of COE-1.
- iv. Fee defaulter list from account section only for private and distance students. (Fee can be taken online for rectification of this problem or this section must have access to this detail without having
- i. Excess award (wrong roll number written and roll number does not exist) and duplicate award (roll number written wrong and it get duplicated with another roll number). j. RLA - result late for awards.
- k. DMC details mark card.
- l. Private student registration. (Private students have only some categories like ex-army man, etc.).
- m. Internals for the private and distance student (If they don't attend internal viva) are based on the ratio of
- n. Centre change provision with fees as per defined rules of the university.
- Scrutiny of re-evaluation result

a. Pre-Examination work:

- 1. Creation of up-to-date master database(s) for the Departments/Colleges, Courses, Schemes (Absolute marking and CBCS based), Subjects, Sessions, Notices, Subject-combination(s) etc.
- 2. Individual User ID(s)/Login(s) for Students/Department/Colleges/Faculty.
- 3. Facility for online submission of form(s), allotment, generation and printing of Roll no(s), Centre wise range allotment, Centre allotment, Signature chart, Confidential pasting, roll no. series, follow up letter for non-received hard copy of forms (individual and institutions).
- 4. Provision for marking online attendance of the students at the examination centres.
- 5. Facility of the services of Transactional SMS (s) and E-mail(s) at various stages, OTP(s) for communication with students and colleges, etc.
- 6. Mobile Applications for keeping the students up-to-date with the day to day activities related to

- 1. Provision for Online submission of various fee- Examination fees, Subject Change fee, RPFD fee, penalty charges for late submission of Internal Assessments/Practical Awards
- 8. Provision for change of examination centres by paying the prescribed fee.
- 9. Creation of various forms like: Required for the creation of master tables, Examination Application forms for regular students/Private/Distance Education/Ex-students, Forms for carrying out editing in students' personal and examination related credentials and other forms as per the requirements of the
- 10. Generation of various reports like:
 - Roll no. wise, Centre wise, Deptt. Wise, Course wise student list. i.
 - Student Checklist. ii.
 - Centre Statement. iii.
 - Class wise centre statement. iv.
 - Question paper print order. ٧.
 - Centre wise question paper packing list. vi.
 - Centre wise confidential list cum signature list. vii.
 - Statistical information of the enrolled candidates viii.
 - Any other report as per the requirements. ix.
 - Class wise range of Roll No. х.
 - Financial statement college wise, class wise, student wise, session wise, date wise, student type xi. wise (Regular/Private/Reappear etc.) etc.
 - Various admin level reports for monitoring day to day activities like pendency of forms, fee, xii. Internal Assessments /Practical Awards at various colleges etc.
 - Generation of auto reminders to be sent to colleges and students. xiii.
 - 11. Generation of data into excel form in a pre-specified format.
 - 12. Generation of admit cards with date sheets.
 - 13. Separate signature chart for practical examinations.
 - Facility for scheduled backups.
 - Provision for Audit Trails and log tables of users and its view.

b. Post-Examination work

- Creation of various forms like:
 - Online/Offline Marks entry including internal assessments, practical and external awards, Reevaluation forms, UMC form, Ad-hoc grace, deletion/editing of forms/sr. no of DMC(s).
 - Result withheld form for non-eligible colleges and students.
- Uploading of awards, absentee statement and fee defaulter list.
- Provision of dissemination of information pertaining to fee default to the candidate.
- 4. Provision for segregation of excess awards in order to identify the discrepancies viz. duplicity of roll no., wrong subjects etc.
- 5. Facility for direct import of files (in any specified format .XLSX, .DBF,.CSV etc.) in context of External Theory awards, Online feeding by the faculty/examiner and manual feeding by the employees of KUK.
- 6. Generation of various reports like:
 - Login details, Award list, Award Check list, Abbreviation list.
 - Result sheet.
 - Result Gazette(s) in abstract and detailed formats. iii.
 - Merit list, Subject wise topper, Course wise toppers, Pass Percentage(s), Division Report.

- Analysis Report, Pending results report, Report of the declared results date-wise, Re-evaluation ٧. Report(s).
- Excess awards/ Double awards reports. VI.
- Fee details of the Private and Ex-students (Demand Sheet) vii.
- Printing of Detailed Marks Card(s), Printing of Degree(s). viii.
- Generation of reports in .pdf or.xls format so that they may be uploaded on University Website. ix.
- Total Number of students registered in a particular course and Statistical information of the X. registered students of a particular course.
- Creation of up-to-date master database (s) for the Examiner(s). Xi.

7.3 Certificate section.

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The documents which are issued from Certificate Section, KUK are:

- Reissue of DMC/Degree
- Provisional Degree
- Transcript/Verification.

The applicant can submit his/her request on a prescribed application form available on university website free of cost. The field of application form can be sent by post to this university or can be submitted by hand at the counter of the Certificate Section in Room no. 100, 3rd Floor, Examination Building -II. While processing the application for preparation of above documents, if any discrepancy comes to the form, the same is conveyed to the applicant on his mobile through messaging facility. As soon as the documents are ready the applicant is also updated on his mobile. All these documents are sent through Registered Post.

In the light of the above, following processes of the Certificate Section can be computerized:

- 1. Receiving of online forms and fee for duplicate DMC(s)/degrees, transcripts and verifications.
- 2. Provision for generation of various reports like duplicate DMC(s)/Degrees/Transcript/Verification in the prescribed format of the Certificate Section.
- 3. Generation of admin level reports for monitoring the day-to-day activities related to the software viz. list of pending applications, financial statements etc.
- 4. Provision for providing the requisite academic documents through online mode to the quarter
- 5. Providing facility for sending SMS(s) and email(s) to the applicants in case of discrepancies or
- 6. Creation of login accounts for the students and employees of the Certificate Section and providing authorization and access as per their roles.
- 7. Providing facility for auto backup.
- 8. To explore the feasibility of linking of the digitized/scanned data of old result sheets of KUK in order to utilize it for the generation of reports through ERP.

7.4 Digital Locker & NAD data integration provisions

The application of digital locker was discussed with COE-I. The discussions concluded for making provisions to implement digital locker as and when.

National Academic Depository (NAD) -

3/July/003

It is an initiative of the Government of India, facilitated by UGC-MHRD, is a national online database setup to hold academic certificates issued by the Academic Institutions (AI) in an electronic form. Being a key participant, the Kurukshetra University, Kurukshetra has already registered itself on NAD for facilitating its students to access online academic documents. The functionality of NAD and DigiLocker is same; therefore, the University in its various meetings decided to follow NAD instead of DigiLocker. Therefore, in order to upload the data on the NAD portal, provision for generation of various reports in a prescribed format may also be made. These reports are required for verifying the student's examination data and uploading the same on the NAD portal. The requisite formats for the reports shall be made available at a later stage

Note: A document having detailed scope of work of various branches of COE-2 was shared in addition to the above discussion.

8 Health

- a. System must have functionality of capturing data through smart card of employee/ registration number of a student at reception level.
- b. Assigning the patient to the particular doctor at reception and information must flow dynamically at an instant to the respective doctor.
- c. Laboratory report format (SMS Notification to the patient)
- d. Generation of referral slip (Logic of generation such as not more than a slip in a week to be maintained)
- e. Medical bill reimbursement (Online apply)

9 HR & Establishment

9.1 Recruitment to Retirement

The entire process from recruitment to retirement of an employee to be maintained through a self help portal, discussed in detail as below:-

- a. Maintaining of roaster for teaching (200 point) and non-teaching staff (100 point).
- b. Recruitment of the staff. Current status is apprised and put-up by the dealing hand and approved by the vice chancellor.
- c. Maintaining employee details and service book
- d. Processing of ACR/APR of all employees as received from the respective department.
- e. Maintenance of the leave record which is to be automated.
- f. Application of the loan routed through HR for verification purpose after automation it can be directly sent to the finance as all details are already there in the system for the verification.
- g. Manage employee separations along with asset checks (NOC from all the departments for separation / NOC from other departments such as vigilance for other various reasons such as passport)
- h. Issuance of notice/transfer orders and all other official communication to employees as well as students through system only.
- i. Maintenance of seniority list as per rules of the university and automatic notification before
- Display of HR policies/ Employee rules on their portal for ready reference to all the employees.
- k. Leave application and Management system (Management of different rest days in the shift duty) 1. Travel and other claims of the employees
- m. Manage and track all the trainings undergone by the employees and Capture feedback for

- n. Internal enquiry/ disciplinary enquiry Management system.
- o. Court cases management

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9.2 File / Letter tracking system and Digital Document Circulation

The tracing of physical movement of letter / file should be available on the portal of concerned employee.

9.3 Temporary deployment of personnel's for various emergency services

Note: A document having detailed scope of work of HR was shared in addition to the above discussion; work flow for court case management system is to be provided by HR.

10. Dean Student Welfare (DSW):

10.1 DYC, Sports, NSS & NCC

- a. Department has various functions such as Youth and cultural affairs, NSS, Sports, NCC, Youth Red
- b. Above said department is headed vide different hierarchies such as director, program counsellor and
- c. Activities and functions related to the affiliated college come under the director of different branches whereas university related functions come directly under Dean of student welfares.
- d. Various fees at a time of admission submitted by the colleges against the above said facilities (such as Youth and cultural affairs, NSS, Sports, Alumni associations, NCC, RTI, Youth red cross) which is received and disbursed by finance in the different accounts of the respective branch and to be
- e. Report generation format and fees pending status of each fees head.
- f. prize money disbursement and monitoring in case of each departments and various reports
- g. Automation in communication with affiliated colleges through notice board mechanism.
- h. Affiliated colleges must be provided the format in which they can upload the various data related to function and events/ camps and report must be readily available in form of dash board.
- i. Management of FDs of the various funds and reports thereof with important timelines.
- j. Management of fund transfer within university, from university to affiliated colleges and affiliated k. Online utilization certificate submission.
- 1. Online enrollment for various Camp/ events management and their reports thereof.
- m. Booking of various venues as per authorization and approving mechanism.
- n. File and receipt tracking.
- o. Linking of various fees with the registration return and parallel information sharing with finance
- p. Structuring of various committees for various events and online report submission facility.

10.2 Alumni

Alumni data base management, Alumni funding management/ Communication with Alumni, Old Alumni management and Department wise alumni data base etc.

10.3 RTI / Grievance Redressal

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- First appellate with RTI Reference (Unique letter number generation under various heads for
- b. Flagging should be done within prescribed days before expiry of last date in case of RTI

11 Regulatory Bodies/Requirements:

UGC, AICTE, NCTE, NIRF, NAAC, NBA, AISHE, RUSA, PCI, RCI, Sports Council etc.

12 Finance

- Quarterly return
- Honorarium
- TDS related quarterly return
- Various forms
- Arrear calculation
- Arrears of different allowances
- Remuneration
- Loans/ advances
- short term and long-term loans
- Gratuity
- Leave encashment
- PF calculation
 - o CPF
 - o PPF
 - Advances
 - o APF/VPF
 - Generation of annual statement
 - Certificate generation- Balance as on date
 - CPF Advance
 - Investment of university, different departments
 - o 52 offices
 - o FD Amount, Maturity date, TDS Calculation on maturity amount and balance payment received after TDS Calculation.

 - o Endowments
- All payment received in finance department in the form of DD.
- CASH Book maintain
- Income register maintenance
- Head wise classify income- Perks
- Online fees integration- inhouse payment gateway integration, Different kind of reports
- POS Machine
- Receipt types
- GST Payment and GST return
- Bank collection details Upload provisioning
- No dues clearance system for colleges, students and resident hostlers.
- · One-time settlement option in loan, pf
- · NOC on VRS.

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Penal Interest

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- Loan recovery formulae integration
- · Types of Loans:
- Debar provisioning
- Suspension provisioning
- Medical re-imbursement to regular employees
- Untimely death-Exgracia payment till the age of retirement then pension.
- Pension disbursement
- Medical re-imbursement to pensioner
- Salary calculation on the basis of percentage, fixed and ratios.
- Calculation of CTC on the basis of employee and department wise.
- Schedule of establishment and link it with category roaster.

Budgeting:

- Forthcoming past and current.
- Budget Manual-10 for all posts
- Budget Manual -10 for vacant posts
- Imposing cuts to the budget estimates
- Freezing amount on the budget estimates
- Release of Budget allocations after imposing cut and freeze amount
- Expenditure settlement.
- Data capture by the employee for asking budget.
- Approval for budget.
- Re-Appropriation/Additional on request
- Double Entry System
- Payment through cheque/ RTGS
 - Cheque book maintenance register
 - Cheque issued register
 - Issuance of fresh cheque in lieu of old cheque
- Expenditure classification and reconciliation

Transfer entries:

- Like electricity and water bill.
- Transfer entry provisioning.
- Internal transfer provisioning.

Cash and fee:

- Classification of fee of UTD
- Fee reconciliation.
- Regular student fee collection (Single Installment as well as two Installments)

Centralized Counselling:

- Payment received in the form of DD, RTGS and cash.
- Details of caution fee and zero fee students' details.

8/July/002

- No dues generation from 4 different departments
- . Clearance of No Dues.

Scholarship:

- · Department wise scholarship application
- Avoid multiple scholarship disbursals.
- · Fee concession by chairperson to deserved candidates.

AUDIT:

- · Internal and external audit
- Internal Audit: Creation of stock register for the university.
- Creation of digital signature
- Closing balance of
- Adjustment of advances.
- Payment of Temporary advance
- Adjustment of Temporary advance
- Notification to the departments/Branches whose temporary advances are pending for adjustment.

OTHERS:

- Restoration of cut
- Release of freeze amount
- Creation of Expense voucher
- Creation of payment voucher
- Cheque release forwarding letter
- Minus entry of voucher
- Bank wise daily draft list
- Bank wise challan
- Postal orders list denomination wise
- Contra entry
- Day book
- Invitation of interest rates for FD from different banks
- Grants for projects from different funding agencies
- Claim bills for grants to different funding agencies
- Utilization of grants
- JRF/SRS/URS register maintenance
- · Post-doctoral fellowship
- Inspire fellowship
- · Deposit of PF advance/unspent advance along with interest.
- PFMS

13 Horticulture:

Horticulture and sanitation

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- Regular and outsourcing employees record keeping and report formation.
- Saturday attendances also.
- Request from the departments for the sanitation request in online form. Forwarded to the supervisor.
- Application with text inputs for their issue. Action taken by supervisor reverts back to horticulture.
- Request for from departments for any Event Management involvement Sanitation requirement and horticulture like flowers, flower pots, etc. forward to supervisor.
- Plantation report for the how many plantations are done with detailed format provided by department like date, place, which plant, which scheme, etc.
- Solid waste management presently does not exit may be in 5-6 months. No process defined.
- Purchase sanction from finance and for more fund approval by chancellor. Online noting.

14 Printing:

- Budget allocation and expenses. Can be seen by vice chancellor.
- Purchase 3 types e-tendering, cpc, etc. (procurement)
- Store, inventories
- HR overtime, duty chart link with HR and Finance.
- Daily sales inventory link, formats, Cash received.
- Inventory Management.
- Vendor list.

15 Deans:

15.1 Dean of Faculty

- Forward progress (students' progression and employment) data capture.
- b. Faculty development center (FDC) under MHRD under Pandit Mahan Mohan Malviya for teachers training. All over India participation. Announcements and broucher, applications, Output reports

15.2 Dean of faculty Science

Notices directly to the concerned science department like chemistry, etc. flooding of unnecessary

15.3 Dean of Research (R&D)

PI prepare the case and submit to Dean R&D to a specific limit, after specific limit submit to finance

15.4 Miscellaneous

- a. Human Resource Development center (HRDC).
- b. Land farming, Horticulture Account statement, rent collection data.

16 Construction:

- Empaneled vendor data base.
- Tracking of various project timelines with fund record.
- Online measurement book and billing management.

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Inventory management.

13411/003

Automation of Constituent Colleges/Institutes 1 Complete Departments of the University (Campus Maintained)

18 Hostel Management System

This module automates all the procedures related to hostel, room's information, student information, accounts, payment tracking, a list of hostlers and day-scholars to be generated at any moment of time.

19 Collaboration platform and Email sign on integration

19.1 Collaboration platform

This module enables faculty staff and students with the platform to make formal / informal communication, announcements to start discussion threads. Its feature includes:-

- Create announcement messages
- Select target audience: faculty, students, staff, batches, single, group, all
- Select appropriate medium: SMS, Email, Job Tray Alerts and others.

19.2 Email & Sign on integration

Setting up a dedicated email account (kuk.ac.in) on office 365 or any other freeware mailing server for KUK users and integration with ERP/MIS using Active directory or any other tool enable Single Sign-On.

e-Governance (Project Action Group)



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A meeting of the following members was held on 27th March, 2023 (Monday) at 4:30 PM in the Committee Room RUSA office, KUK to discuss the letter received from EdCIL/DES/KUK/2023/01 for releasing of commensurate payment of the actual work accomplished as of date in Kurukshetra University IUMS/ERP project etc.

Following members attended the meeting:

- 1. Prof. Pardeep Kumar, Coordinator e-Governance
- 2. Prof. Rajender Nath, DCSA
- 3. Prof. Dinesh Kumar, Head IQAC
- 4. Prof. Rakesh Kumar, DCSA
- 5. Dr. Gagandeep Singh Gill, USIC
- 6. Mr. Sushobhan, Scientific Officer
- 7. Implementation Team

To review the progress of IUMS project of KUK the committee discussed the current status of all the modules of Phase-I and Phase-II and the progress made since the last review as on 25.01.2023. After this review, the module wise - Phase wise status of all the project has been tabulated below:

Phase-I:

Module Name	Blueprint UAT Status	UAT Demonstratio n Status	UAT sign off Status	Remarks
Admission	Approved	27-Sep-21	Done	17-Aug-21
Event Management	Approved	8-Oct-21	Done	28-Oct-21
Collaboration Platform, Self Service Portal for Students	Approved	27-Sep-21	Done	11/1/2021 (Collaboration Platform yet to be developed)
Student Registration and Migration	Approved	25-Oct-21	Done	30-Dec-21. Registration Module is made live and the development on other modules as per suggestions of the concern branch is under development.
Hostel and Mess Management	Approved	29-Oct-21	Done	11/11/2021 (Mess bill yet to be Integrated with the module)
HR Management (Muster, Recruitment)	Approved	29-Oct-20, 28-Sep-20	Done	7-Feb-21. Muster yet to be integrated.
Finance Module (Phase I - All Types of Fees (Application Admission, Hostel, Registration, Exam, miscellaneous, Affiliated institute)	Approved	LIVE	Done	8/17/2021 (Functionality for reconciliation of various heads under which the payment is collected/made is yet to be approved)
Library Management	Approved	25-Nov-21	Done	1st-april-22
Grievance Management	Approved	25-Nov-21	Done	5th-april-22



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	1			Partially live Ha
Mandatory compliance of regulatory bodies	Approved	27-Sep-21	Done	Partially live. However, complete module will be made live only after the implementation of finance module. As per the discussion with branch the development of the same is going on
Affiliation management	Approved	25-Nov-21	Done	Partially live, suggested changes in process
Examination and Result processing	Approved	Done	Done	11-Feb-22
Training and Placement Cell Management	Approved	27-Sep-21	Done	Ready to go live
Academics Module	Approved	27-Sep-21	Done	Academic Module at Dept./Institute related to students is live. However, the module
VC and Administrative	Approved	27.0		related to branch is yet to be demonstrated.
office facilitation Committee	-	27-Oct-21	Done	Ready to go Live
Management	Approved	7-Dec-21	0	
Convocation,			Done	Ready to go Live
Alumni Management etc.	Approved	25-Oct-21, 05-Oct-21	Done	Ready to go Live. Development for Alumni module has also been
Guest House Management			-	ready to go live
Rement	Approved	13-Dec-21	Done	Ready to go Live (Functionality for offline payment yet to be integrated)

Phase-II:

Module Name	Blueprint	UAT			
	UAT Status	Demonstration Status	UAT sign off Status	Remarks	
RTI Management	Approved	Done	Done	Approved by all the members of	
Transportation			Done	the committee except Estt. Branch.	
Management	Approved	Done	Done	To be displayed to A.R General for obtaining a provisional	
Health Centre Management	Approved		-	acceptance.	
Dharohar		10-IVIAT-22	Done	Ready to go Live	
Horticulture	Approved	28-Mar-22	Done	Ready to go Live	
Printing Press	Approved	24th-Aug-22	Done	Pending	
Management	Approved		-	Suggested changes are being	
IUMS Web Site			Done	made. Work in Progress	
- Site	Approved	28-Mar-22	Done	Already Live	

e-Governance (Project Action Group)



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louse Allotment Management	Appro	ved	Ith-Aug-22	Done	Development on suggested changes is in process, to be displayed to A.R General for obtaining a provisional acceptance.
Digital Document Circulation and Letter Tracking/ Movement	Appr	oved	: 	Pending	Development on suggested changes is in process, to be displayed to A.R General for obtaining a provisional acceptance.
Examination and Result processing	App	roved	Done	Done	11-Feb-22
UGC/HRDC	App	roved	28-Mar-22	Done	Work in Progress
DYC	Per	nding	28-Mar-22	Done	Work in Progress
DSW	Pe	nding	28-Mar-22	Done	Work in Progress
Public Relations/DP	R Ap	proved	22-Sep-22	Done	Work in Progress
Ph.D. Life Cycle	A	pproved	1-Mar-22	Not Done	Module demonstration is pending
Research Management	A	pproved	4-Mar-22	Not Done	Module demonstration is pending
HR Management (Salary / Leave)	4	Approved	15-Mar-22	Not Done	Ready for UAT demonstration
Finance	ş	Pending	15-Mar-22	Not Done	Ready for UAT demonstration
Construction Management		Approved	21-Mar-22	Not Done	Ready for UAT demonstration
Distance educati	ion	Pending		Not Done	Bank Integration Kit is awaited.
E-procurement/ Tender manage	And the second	Pending	25-Mar-22	Not Done	Work in progress

As per the above status, the committee deliberated upon the actual work accomplished as of date in Kurukshetra University IUMS/ERP project and recommended the following:

1. Committee observed some deviation in the status of Phase - II modules updated by EdCIL through its letter dated 22-03-2023 attached at F/X. The committee further observed that as per above mentioned current status there are at least 5 modules for which the UAT has yet be obtained and on 6 modules work is in progress.

2. All the modules of Phase-I have been completed except the module (mainly finance related) whose development is interconnected with Phase-II (Finance).

3. Further for of the finance module Collections and Reconciliation under various heads have been made live. Development on Disbursement of salary and Budgeting is yet to be integrated.

4. Considering all the above, the committee is of unanimous view that approximately 70% of implementation of the project has already been



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It is also worth mentioning that the delay is partly attributed due to non-availability of concerned officials from various attributed due to non-availability of mainly

- 5. The implementation team be allowed an extension for completing the
- 6. The committee recommended that commensurate payment of the actual work accomplished as of date in Kurukshetra University IUMS/ERP project be made to an effect of 65% percent of the balance cost of the

(Pardeep Kumar)

(Rakesh Kumar)

(Rajender Nath)

(Dinesh Rumar)

(Gagandeep Singh Gill)

(Scientific officer)

Above proceedings of PAG meetings

Above proceedings of PAG meeting

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KURUKSHETRA UNIVERSITY RUSA PROJECT SOCIETY (KURPS) RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA)

KURUKSHETRA UNIVERSITY, KURUKSHETRA

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The Project Steering Committee (PSC) perused the proceedings (NP 58-61) of Project Action Group submitted through Coordinator e-Governance (IUMS) under RUSA 2.0, in this proceedings the committee has reviewed the progress of IUMS project of KUK and also discussed the current status of all the modules of Phase-I & Phase-II. The committee has also reviewed the progress made in this project since the last review on 25.01.2023. After this review, the module wise - phase wise status of all

the project has been tabulated at NP 58-60. As per the above status, the committee deliberated upon the actual work accomplished as on date in Kurukshetra University IUMS/ERP project. Thereafter, as per the proceedings at NP 58-61 the Coordinator, IUMS/e-Governance has submitted the following recommendations of committee for perusal and approval of competent authority:

(i) Committee observed some deviation in the status of Phase - II modules updated by EdCIL through its letter dated 22-03-2023 attached at F/X. The committee further observed that as per above mentioned current status there are at least 5 modules for which the UAT has yet be obtained and on 6 modules work is in progress.

(ii) All the modules of Phase-I have been completed except the module (mainly finance related) whose development is interconnected with Phase-II

(iii)Further for of the finance module Collections and Reconciliation under various heads have been made live. Development on Disbursement of salary and Budgeting is yet to be integrated.

(iv) Considering all the above, the committee is of unanimous view that approximately 70% of implementation of the project has already been completed. It is also worth mentioning that the delay is partly attributed due to non-availability of concerned officials from various departments/ branches/ offices and the non-availability of mainly establishment data in

(v) The implementation team be allowed an extension for completing the UAT of Phase-II modules latest by 31/08/2023.

(vi)The committee recommended that commensurate payment of the actual work accomplished as of date in Kurukshetra University IUMS/ERP project be made to an effect of 65% percent of the balance cost of the

Considering all the above, PSC in its meeting held on 12.04.2023 recommends the proposal (NP 58-61) and request of Coordinator, e-Governance at X' (NP-61) may be allowed. Further, PSC resolved that recommendations may be sent to President- BoG, KURPS/Vice-Chancellor for consideration and approval and be placed before BoG for approval when the ASSISTANT meeting is due.

ESIDENT-BOG, KURPS/VICE-CHANCE



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A latter has been usual to Ma Kuljunder Bahni, Manager (DES); Edal Hote India) control by better vide 2.900/23/440-44 dated 05.05.2023 A copy is attached at FIN

Coordinated, IVM

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office

In reldonce to our office lotter number e- Far [2] \$440-441 hated 04/05/2023, Edill has soiled a demand note vise letter number Educioes/KURPS/27-241 DN 00007 dated 17 05. 2011, A commentate bill of 70+ of the total cost of the poject concluding AMC's) has been raised 1 teles of 65-1 as pel out recommendation. In view of this, a letter has been lifered by letter vide e-hov/27/510 Lated 3005. 2023 to EdCIL with separat to respirate the domand note and mixe a Commensulate bill of 65-1. of the total cut of the project excelleding AMC 64ts (bpg attached at HE)

Coolenator, IV/MS

letter secrips of and Put it in PAG 15/6/23



e-Governance (Project Action Group) KURUKSHETRA UNIVERSITY, KURUKSHETRA

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A meeting to 19th June 2023 at 02:00 PM in the Committee Room, RUSA office, KUK to discuss the demand note received from EdCIL by letter vide. EdCIL/DES/KURPS/23-24/DN00010 dated 05.06.2023 for releasing of commensurate payment of the actual work accomplished as of date in Kurukshetra University IUMS/ ERP project etc.

Following members attended the meeting:

- 1. Prof. Pardeep Kumar, Coordinator e-Governance
- Prof. Dinesh Kumar, Head IQAC
- 3. Prof. Rakesh Kumar, DCSA
- 4. Finance Officer

The committee deliberated on the request from EdCIL via Demand Note EdCIL/DES/KURPS/23-24/DN00010 dated 05.06.2023 amounting to Rs. 83,46,503 for the release of payment. The committee perused the bill and found that it is in line with the approval by President BOG/ Vice Chancellor at NP-62 Ante for releasing 65% amount of the total cost of the project excluding AMC costs. In view of the above, committee is of the opinion that the commensurate payment of Rs. 83,46,503 /- as per details given in the bill may be released which is in accordance of the approval of BOG/ Vice Chancellor at NP-62 Ante.

(Prof. Pardeep Kumar)

submitted penusal and approval, pl. Br

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The Project Steering Committee (PSC) perused the proposal/request (NP 64, dated 19.06.2022) of Coordinator c-Governance (IUMS) under RUSA 2.0 regarding subject cited above. The committee deliberated on the request from EdCIL via Demand note EdCIL /DES/KURPS/23-24/DN00010 dated 05.06.2023 for releasing a commensurate payment amounting to Rs. 83,46,503/-. The committee also persused the bill and found that it is in line with the approval by President/BoG-Vice Chancellor at NP-62 ante for releasing 65% amount of the total cost of the project excluding AMC costs. Considering this, the PAG, e-Governance Project (IUMS) is of the opinion that the commensurate payment of Rs. 83,46,503/- as per details given in the bill may be released which is in accordance of earlier approval of BoG/Vice Chancellor

PSC considered and recommends in its meeting held on 26.06.2023 at 02:30 pm the proposal (NP-64) of PAG, e-Governance Project as detail above may be allowed for releasing the commensurate payment to EdCIL as per Demand note 42/17 EdCIL /DES/KURPS/23-24/DN00010 dated 05.06.2023 out of RUSA 2.0 fund. It is further resolved that minutes may be sent to President- BoG, KURPS/Vice-Chancellor for consideration and approval and be placed before BoG for approval when the meeting is due.

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NODAL OFFICER RUSA

DENT-BOG, KURPS/VICE-CHANCELLOR

Registrar's Office Dy. No.4402-

Dated . |2/07

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