



**MOTHER TERESA WOMEN'S UNIVERSITY**  
(A State University Established under the Act 15 of 1984)  
**KODAIKANAL, 624101**



**E-GOVERNANCE POLICY**

Mother Teresa Women's University's E-Governance Policy has been designed to leverage its e-governance platform effectively to meet the University's various administrative needs and to facilitate information dissemination to various stakeholders through deployment of emerging technologies.

**The Objectives of the Policy**

- Implementation of e-Governance in academic and administrative functions
- Promoting the efficiency in academic and administrative processes
- Achieving paperless administration in the university and its research and extension centres
- Creating an eco-friendly ambience
- Making global visibility for the stakeholders
- Promoting transparency and accountability
- Providing an easy access and friendly interface to all types of stakeholders
- Facilitating hassle-free administration
- Enhancing the tripartite goal of the university-Teaching, Research, and Extension

**Implantation Mode**

In Mother Teresa Women's University e-governance shall be implemented in tripartite mode:

**1. E- Administration**

The University shall employ ICT and e-Governance to improve the administrative process and the internal working of the various sections and departments within the organization.

**E-Services**

2. All delivery of services to students like answering their queries or clarifying their doubts regarding admission, examinations, syllabus, results, ID cards, certificates, supply of e-books, etc. shall be effected through online mode.

**E-Democracy**

3. The University shall enable the various stakeholders to get involved in administrative and decision-making process by using e-governance tools.

**Admission and Establishment Section**

The University shall implement e-governance in the following administrative processes:

- Online submission of application forms
- Online Admission and fee-remittance
- Institutional e-mail ID to all staff members



- Biometric system for generating staff attendance
- Developing staff and faculty database
- All official communications through e-circulars
- WhatsApp messages for instant communication among staff members
- The University's "May I Help" Desk shall provide guidelines to the parents and students regarding online admission, payment of fee and other important online official procedures.

### **University Website**

The University website named [www.motherteresawomenuniv.ac.in](http://www.motherteresawomenuniv.ac.in) shall display the following information for the ready reference of its stakeholders and shall be updated periodically.

- University's location, ambience, motto, vision, mission, and objectives
- University's governing structure
- Facilities available-transport, hostel, canteen, health centre, yoga centre, gymnasium etc.
- Details about the University's Research and Extension Centres
- Details of affiliated colleges
- Admission procedures, Fee-Structure, and code of conduct for students
- Programs, Curricula, and objectives of various Programs
- Administrators' and Staff Profile
- Departments' Profile and syllabus
- Details of available scholarships,
- Functioning of various Committees, Centres, Cells and Clubs
- Application form and Feedback form

### **Finance Section**

- Updating staff Payroll
- Generating online payslips
- ECS mode for salary disbursement
- PFMS payment generation
- Confidential account transactions with appropriate measures
- Disbursement of remunerations-examiners, invigilators, evaluators, Board of studies members, resource persons etc.

### **Academic Departments**

- Disseminating information to faculty regarding official meetings
- Sending e-circulars to students regarding assignments, seminars, tests, and examinations
- Circulating class timetables, workloads etc among faculty
- Dissemination of information related to sports tournaments and competitions
- Providing e-contents for various courses
- E-brochures, e-invitations for invited lectures, conferences, seminars, workshops, tournaments, and competitions at different levels



- Organizing meetings, conferences, seminars and workshops, observing important national/international days, and addressing students' grievances through online in times of need.

### Examination Section

The University, through advanced technology has revamped the examination system and shall implement the following pre-and post-examination processes through e-governance policy:

- Students' registration, filling up examination application forms, remittance of examination fee, generating Admit cards
- Circulation of Exam schedule and other important notifications
- Collection of question papers and question bank management
- Generation of hall tickets, dummy numbers for answer scripts
- Uploading internal assessments and end semester examination marks
- Preparation of results, mark statements and declaration of results
- Provision of a copy of mark statement to students
- Communication to Board of Examiners, Invigilators, and Evaluators
- Result analysis

### Library

- The University has digitized its Central Library with an Integrated Library Management Software (ILMS) and shall ensure the following e-governance facilities for the advantage of its stakeholders:
- Availability of OPAC through KOHA software
- Digitizing the Ph.D. theses and uploading in Shodhganga INFLIBNET for public access
- Provision of e-resources (journals, books and magazines) and remote access facility through J-Gateplus and NDL (National Digital Library of India)
- Provision of Braille software for specially challenged

### Webinars and Online Events

The University shall conduct online classes, tests, and Examinations during the time of crisis like Covid-19 in strict adherence to the procedures of the Department of Higher Education, Govt. of Tamil Nadu.

The University shall permit the faculty to conduct webinars, Conferences, workshops, FDPs on prior permission through established procedure.

### Review

The University shall ensure that strict confidentiality and integrity are maintained in its e-governance system wherever necessary.

**Note: The University reserves all rights to revise and reframe its e-governance policy as and when required.**

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