

Vignan's Foundation for Science Technology and Research

(Deemed to be University)

Vadlamudi, Guntur, Andhra Pradesh

Digital Governance and E-Governance Framework

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1. Introduction

Vignan's Foundation for Science Technology and Research (Deemed to be University) adopts this Digital Governance and E-Governance Framework to guide the systematic digitization of all administrative processes, ensure transparent governance, and deliver efficient, citizen-centric services to its stakeholders.

This framework is aligned with the Government of India's Digital India initiative, UGC e-governance guidelines, NAAC criteria for governance and leadership, and the National Institutional Ranking Framework (NIRF) requirements.

2. Vision

To establish a fully paperless, transparent, and responsive administrative ecosystem that empowers all stakeholders of Vignan's University through seamless digital services and evidence-based governance.

3. Objectives

- Digitize all administrative processes to eliminate paper-based workflows progressively.
- Enhance transparency and accountability through digital audit trails and dashboards.
- Improve service delivery to students, faculty, staff, and other stakeholders.
- Enable data-driven institutional decision-making through integrated analytics.
- Comply with statutory reporting requirements through automated data generation.

4. E-Governance Architecture

4.1 VIMS – Enterprise Resource Planning (ERP)

The University ERP system serves as the central nervous system of institutional e-governance, integrating all functional domains into a unified, interoperable platform.

4.1.1 ERP Modules

Module	Key Functions
Admissions Management	Online applications, merit processing, offer letters, fee collection
Academic Management	Timetabling, attendance, curriculum, examination scheduling
Examination and Results	Exam registration, hall tickets, mark entry, grade publication
Finance and Accounts	Fee management, payroll, budgeting, audit compliance, GST
Human Resource Management	Recruitment, service records, leave, appraisals, training
Library Management	Cataloguing, circulation, digital resources, OPAC
Hostel Management	Allotment, fee, maintenance, visitor management

Module	Key Functions
Procurement and Inventory	Purchase orders, vendor management, asset tracking
Research Management	Project tracking, publications, patent management, funding
Alumni Relations	Database, engagement, donation, placement tracking
Transport Management	Fuel log, vehicle maintenance, bus pass issue
Mess Management	Stock receive, consumption, cost per student, average cost per student
Student portal	Student login, parent login
Counselling system	Issue Identification & Categorization, Academic issues, Emotional/mental health concerns, Career guidance, Behavioral issues, helps in assigning the right counsellor

4.2 Governance Dashboard

The University shall maintain an institutional e-Governance Dashboard providing real-time visibility into key performance indicators across all functional areas. The dashboard shall be accessible to:

- Vice-Chancellor and senior leadership – comprehensive institutional view.
- Deans and Heads of Departments – departmental performance metrics.
- IQAC – quality and compliance indicators.
- Registrar's Office – administrative workflow status.
- Finance Department – budget utilization and financial health indicators.

4.3 Student Service Portal

A unified online Student Service Portal shall provide the following services digitally:

- Online admission application and status tracking.
- Fee payment and receipt download.
- Course registration and timetable access.
- Attendance monitoring and leave application.
- Examination registration and hall ticket download.
- Results and transcript requests.
- Scholarship and financial aid applications.
- Grievance submission and status tracking.
- Alumni portal and placement registration.

4.4 Faculty Self-Service Portal

- Leave management and attendance regularization.
- Research grant applications and progress reporting.
- Performance appraisal submission.
- Travel claim and reimbursement processing.

- Course materials upload and LMS integration.
- Training and professional development registration.

5. Digital Workflow Management

5.1 Paperless Office Initiative

The University shall implement a Digital Document Management System (DDMS) to:

- Convert all incoming physical correspondence to digital format within 24 hours.
- Route all internal approvals and communications through digital workflow.
- Maintain a centralized, searchable digital document repository.
- Implement digital signatures for all official communications, certificates, and orders.
- Achieve 100% paperless internal administration by the end of Phase 2 (2026).

5.2 Workflow Automation

- All approval workflows (leave, purchase, permissions) shall have defined SLA timelines.
- Automated reminders and escalation mechanisms shall prevent workflow bottlenecks.
- All workflow actions shall generate immutable audit logs with timestamps.

6. Data Governance

6.1 Data Quality Standards

- A Master Data Management (MDM) framework shall govern the consistency of core institutional data.
- A single source of truth shall be maintained for all key entities (student, employee, course, etc.).
- Data quality audits shall be conducted quarterly by designated data stewards.

6.2 Reporting and Analytics

- The University shall maintain dashboards for NAAC, NIRF, AISHE, UGC, and AICTE reporting.
- Annual data submission to statutory bodies shall be automated through ERP integrations.
- Business Intelligence tools shall generate predictive analytics for enrollment, dropout, and performance trends.

7. Digital Identity and Authentication

- All stakeholders shall be assigned a unique institutional digital identity upon registration.
- The University shall implement a centralized Identity and Access Management (IAM) system.
- Federated authentication shall enable Single Sign-On (SSO) across all university platforms.

- Digital credentials (degrees, certificates) shall be issued on blockchain-based platforms by 2027.

8. Stakeholder Engagement and Transparency

- A public-facing institutional dashboard shall display non-confidential performance metrics.
- Online grievance redressal portals shall be maintained for students, staff, and parents.
- All policy documents shall be published on the University website.
- Annual e-governance reports shall be presented to the Executive Council.

9. Governance Structure

Body / Role	Responsibility
Executive Council	Policy approval and strategic oversight
Vice-Chancellor	Institutional champion for e-Governance
Registrar	Overall administrative e-governance coordination
Dean, Technology Development	Technology implementation and operations
ERP Steering Committee	ERP governance, module rollout, and issue resolution
IQAC	Quality monitoring of e-governance processes
Departmental E-Governance Coordinators	Module adoption and user support within departments

10. Compliance and Audit

- Annual e-governance audits shall be conducted to assess system effectiveness and compliance.
- ERP access logs shall be reviewed quarterly for unauthorized activity.
- The University shall comply with all directives issued by UGC, AICTE, and the Ministry of Education regarding e-governance.
- An annual e-governance report shall be submitted to the IQAC for inclusion in the AQAR.

11. Review and Revision

This framework shall be reviewed annually by the ERP Steering Committee in consultation with the IQAC and submitted to the Executive Council for approval. Emergency revisions may be undertaken as required by regulatory changes or institutional needs.

12. Effective Date

This Digital Governance and E-Governance Framework is effective from Academic Year 2024-2025 and shall apply to all departments and units of Vignan's Foundation for Science Technology and Research (Deemed to be University).


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