Goa University
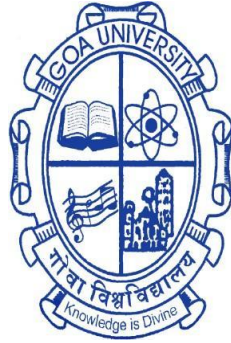

2025

NAAC -SSR CRITERION VI

6.2.2 Annual E-Governance Report
2019-20 to 2023-24

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Goa University

2025

NAAC -SSR CRITERION VI

6.2.2 Annual E-Governance Report 2023-24

Implementation of e-governance in areas of operation

eOffice for Paperless Administration

Reduce paperwork by introducing e-Governance and Automation

In an effort to improve accountability and transparency and facilitate e-governance, the university is putting into use eOffice Suite, a product developed by the NIC a Government of India undertaking. In addition to facilitating quick decision-making, a paperless office environment will reduce the amount of physical file movement. The current central government office manual was followed in the development of this product. Furthermore, the software is cloud-enabled and accessible around-the-clock and is deployed at the RailTel Data Center. Modules for eFile, KMS, and PIMS make up the eOffice product.

   a. **eFile :** Module processes are based around creation of files, noting's in the file, decision at various levels, and finally issuing decisions as letters and notifications. Any request to the university officials goes through an elaborate processing of different stages called workflow.

   b. **Knowledge Management System** (**KMS) :** Enables users to create and manage electronic documents that can be viewed, searched and shared. It is also capable of keeping track of the different versions modified by different users (Tracking history). It also contains a dynamic workflow to keep document in various stages.

   c. **Personnel Information Management System (PIMS)**: Is a workflow-based system for maintaining the details of an employee. The main details of Employee Identity, Skill Sets, Contact Details, Posting & Location, CGHS, Nomination, Service Vol-1 and Vol-2, Loans, Salary Details, HBA, Record Verification Details. PIMS allows users to enter and update the employee personal data and employment records according to the access and role privileges. PIMS stores all the information required from an employee as per the provisions of the Service Book.

Samarth a e-Gov Suite

Samarth" is an initiative by the Ministry of Education started in 2019, under the **National Mission on Education through Information and Communication Technology NMEICT-II** (now **NMEICT-III**), with an aim to enable the universities and Higher Education Institutions (HEIs) through a digital framework for planning, management, delivery, and monitoring of services for students, staff, and other stakeholders. Under the project, the HEIs are provided with a fully managed, cloud based, comprehensive ERP that is custom built for HEIs of the country.
Samarth blends technology with policies and standards of governance in higher education and makes it available to the institution and its stakeholders through anytime-anywhere digital interfaces. Institutions can deliver quality higher education experience to learners by simplifying their procedures and practices through Samarth's digital interfaces.

Since 2019, Samarth has been extended to various types of Higher Education Institutions including Central Universities, State Universities, Colleges, NITs, IIITs, IIM, IISER, and other Institutions of National Importance. With a pan-India presence, Samarth is building a nationwide network of future ready digital campuses providing world-class yet uniform experience to students and administrators of institutions.
Under Samarth initiative, an open source and open standards enabled evolutionary process automation engine is provided to Universities and HEIs to drive their digital transformation. The initiative provides a gamut of digital tools

that are integrated in an online platform of best practices for efficient resource planning and management, process and service improvement, and good governance in higher education.

The Samarth e-governance platform integrates technology and education delivery in a seamless manner. It is custom-made for Higher Education Institutions (HEIs) across the country and allows them to deploy a digital framework for planning, management, delivery and monitoring of services for students, staff and other stakeholders. It caters to the needs of Universities and HEIs by introducing 9 packages comprising of 40+ modules on a single platform. The modules help Institutions to streamline their repository of records: starting from admission details to examination, employee and leave data, payroll and administrative information amongst others. Designed after a careful study and understanding of University rules and systems, they present an integrated system of records and data. Moreover, the modules are user friendly and constant research and feedback is carried out to enhance user experience and add new or additional features.

Samarth e-Gov Suite is a catalyst in the transformation of Higher Education institutions transitioning towards a **future ready digital campus**.

What is Samarth e-Gov Suite?
The Samarth e-Gov Suite is a purpose-built platform for Universities and HEIs to deploy a digital framework of good governance. Samarth increases the efficiency of Institutions by enabling them to :
(1) leverage digital technologies to define and govern administrative processes.
(2) seamlessly deliver quality services to students, staff and other stakeholders.
(3) collaborate with other institutions to evolve best practices and efficient procedures of operations, management and good governance.

Samarth offers more than **40 software modules** for the management of a variety of workflows across 5 critical functional domains of university operations and administration.

1. Academics and Student Lifecycle	
1. Programme and Courses 2. Admissions 3. Evaluation & Grading 4. Research	5. Student Feedback 6. Training and Placement 7. Alumni Portal
2. Human Resource Management and employee lifecycle	
1. Recruitment 2. Employment Management 3. Leave Management	4. Knowledge Management 5. Career Advancement 6. Training of Trainers (ToT) Management
3. Finance, Accounts and Supply Chain	
1. Budget & Accounts 2. Payroll Management 3. Research Project and Grants Management 4. Fee Management	5. Bill Management 6. Asset and Inventory Management 7. Endowment Management
4. Governance and Decision Support	
1. Grievance Management **2.** File Management & Tracking **3.** Affiliation Management	**6.** RTI Management **7.** Legal Case Management **8.** Minutes Resolutions Archive

4. Estate Management System 5. Residence Allocation Management	9. Central Data Unit
5. Other Facilities and Services	
1. Organisational Structure 2. User Management 3. Core Communication System 4. Hostel Management 5. Service Desk Management 6. Library Integration	7. Content Federation System and Website APIs 8. Health Management System 9. Transport and Fleet Management 10. Security Management System 11. Sports Management System 12. Other Essential Services

The multiple configurations set available in Samarth make it **ready-to-use** for any type and size of University/HEI.

In the first phase of its implementation university has started implementing the following modules.

1. Admissions 2. Enrolment	3. Recruitment 4. Leave Management

Goa University Management System

1. Administration
    a. HRMS Module
    b. Recruitment Module
    c. Employee Leave Module
    d. Health Centre
    e. Guest House
    f. Communication Module
2. Finance and Accounts
    a. Fees Management
    b. Payroll (Salary, Income Tax & GPF)
    c. Tally Package
3. Student Admission and Support
    a. Admission Module
        i. Configuration of GU-ART Exams
        ii. Online Submission of Form
        iii. OMR Scanning
        iv. Generation of Merit lists as per seat matrix
        v. Payment of Admission Fees in online mode
    b. Student Registration
    c. Student Portal
    d. Eligibility, Migration & Transcript
    e. Student Communications
    f. Hostel Management
    g. Student Alumni
    h. Student Activities
    i. Student Scholarship
4. Examination
    a. Teacher's Management
    b. Course / Programme Management

c. Exam Management
    i. Pre-Conduct
    ii. Conduct
    iii. Post Conduct
d. Convocation
e. Question Bank

The University envisages improving the Information and Communication Technology Usage within itself and its affiliated colleges and improving the efficiency of delivery of services to the students at large. The proposed University Automation ERP solution is intended to be a complete integrated University Administration and Management System connecting all the affiliated colleges across the state and facilitating student centric services.

Components of the system:
Following are the key components of the University Management Solution.
- This implementation would help Goa University in creating a centralized student database for all the colleges affiliated to it.
- The ownership of the student database and other data of this entire project will be with Goa University.
- This solution is hosted centrally at the University's Data Center.
- The solution provides workflow automation of various activities related to conduct of Examinations, General administration, Payroll, Academic, Admission, Library, document management and other essential activities which are performed in day to day administrative purpose.
- This solution provides Secured Examination Management system for University and Affiliated college students.

Project objectives:
The primary project objectives of Goa University are:
- To create a robust system to manage University examinations for error free and timely declaration of results.
- To facilitate proper and accurate report generation through Management Information System (*MIS)* for the Vice-Chancellor and other senior administrative staff for monitoring and quick decision making.
- Induction of transparency and accountability in operations
- Reduction of redundant workload of department employees
- Electronic security and control of confidential data
- Fast disposal of stakeholder grievances
- Dissemination of information as per public requirements
- Protecting the interest of all the stakeholders.
- Facilitating On-line Payments through Banks

University Website

University website serves as a central digital platform to showcase the institution's identity, academic programs, admission information, research activities and other important details. This enables in attracting prospective students and provide current students with essential information. This helps in maintaining a positive image for the university among all the stakeholders

Local Data Centre

University has on-campus data centre having three smart cabinets. The smart cabinets have deployment of high-end server of IBM, DELL, Nutanix make with core switches of make Ruckus, Extreme, Cisco and Fortinet FortiGate 600E Firewall. The entire IT related services are provided with the help of this installation.

Network Connectivity

The entire campus is connected through a dedicated fiber for providing the LAN & WiFi network. The internet on the campus is provided with the help of two dedicated lease lines of BSNL/NKN with 1 gbps and TATA with 300 mbps with a redundant loop.

Network and End Point Security

Network security protects a network's data and usability from cyber threats. It uses hardware and software to monitor and control network traffic, and to prevent unauthorized access. At the university network security is managed by a UTM Fortinet FortiGate 600E a hardware solution. The network traffic is controlled by well defined IT policies which enables to keep it safe from cyber attack.

In addition, all the devices such as desktops, laptops etc. have been installed with anti-virus Bit Defender End Point Security Tool.

Google Services

Mail and other related services are provided through Google Workspace for Education and Google Workspace for Education Teaching and Learning Upgrade.

Hyper Converged Infrastructure Solution (HCI).

University procured Hyper Converged Infrastructure Solution (HCI). The HCI solution converges the processors, storage and memory of all the connecting nodes into one single unit resulting in higher performance. This has helped to reduce the administrative overheads in turn helping the Computer Centre in better management of IT facilities. The HCI solution has helped in creating more server space and host SW applications. This system will cater to the university's needs for more Storage, RAM and Compute for the next five years and beyond as the system is having inherent scalability feature.

Biometric Attendance System

University had installed Biometric Attendance System with the face recognition feature. This has a web-based interface helping in monitoring the attendance of all university employees. The system is able to provide a real time attendance status which is duly supported by various types of reports.

Campus Surveillance

University has deployed a centralised surveillance system of Nuo make. The critical area of the campus is covered with the help of 40 operational cameras with a dedicated surveillance room. In addition, recently individual surveillance systems have been installed at the following locations.
   1. Boy's Hostel with 27 cameras
   2. Manohar Parrikar School of Law with 25 cameras

Besides these additional locations will be brought under surveillance.
   1. Goa Business School with 35 cameras
   2. Examination Building (New & Old) with 27 cameras

Technical Support

A dedicated IT technical team is providing the various types of technical support to all the stake holders at the university.

1. Fault finding of HW & SW and its resolution
2. Network expansion and its monitoring
3. Network equipment installation and configuration
4. Switching & Routing
5. Management of VM's and storage
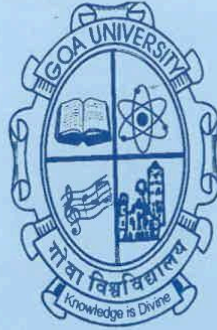
GOA UNIVERSITY

eOffice for Paperless Administration

Reduce paperwork by introducing e-Governance and Automation

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7/158/22-CC/ **975**   Date: 28/12/2023

CIRCULAR

This is for information of all the concerned that, e-office, an electronic application developed by the National Informatics Centre, a Government of India undertaking to carry out our office work electronically has been launched at the hands of Hon'ble Governor of Goa and Chancellor of Goa University on 14th December, 2023.

The application is designed with an objective to establish a paperless environment, increase efficiency, transparency, effectiveness, employee convenience and accountability.

Consequent upon the launch of e-office the Goa University shall move to e-office application w.e.f. 01/01/2024. New files shall be opened electronically on the application. This shall facilitate quick decision making and will reduce the amount of physical file movement. No new physical files/folders except those dealing with confidential matters shall be entertained by any office of the University henceforth.

Required SOP's will be circulated to all the users from time to time. In addition, training material is available on application portal for the benefit of the users.

All are requested to adhere to the implementation of e-office application w.e.f. 01/01/2024.

(Prof. V.S. Nadkarni)
REGISTRAR

To,
1. All the Deans/Vice-Deans on Campus.   ⎤ With a request to bring this to
2. All Divisional/Sectional Heads.   ⎦ the notice of all Faculty/Staff

Copy to:
1. AR to Registrar.
2. PS to Vice-Chancellor.

GU/Admn.(NT)/IC/232/2024/ 178   Date: 29/05/2024

CIRCULAR

The Executive Council in its meeting held on 26/04/2024 has resolved to permit the Vice-Chancellor and the Registrar to clear the e-office files even when they are on leave or away from the office for any reason.

In order to increase the overall efficiency of the University Administration the Executive Council has also resolved to extend the above facility to the Deans & Vice-Deans of Schools and the Heads of Administrative Divisions & Sections.

Thus, Deans/Vice-Deans of Schools and Heads of Administrative Divisions & Sections have been authorized to clear files marked to them on e-office even if they have handed over the charge of their respective office to other Officer during the period of their absence.

All the Deans/Vice-Deans of the Schools and all the Divisional/Sectional Heads are requested to take a note of the above. The details of necessary steps to be followed have already been forwarded by the Head of the Computer Centre to all the concerned.

(Prof. V.S. Nadkarni)
REGISTRAR

To,
All the Deans/Vice-Deans of Schools/Heads of Division & Sections.

Copy to:
1. Head, Computer Centre.
2. Assistant Registrar – Vice-Chancellor's Secretariat.
3. Assistant Registrar – Office of the Registrar.
4. Concerned file.
5. Guard file.

Ref. No. :7/144/19-CC/०ने   Date: ०5 /04/2023

O R D E R

The Vice-Chancellor is pleased to constitute a Project Steering Committee consisting of the following members to give the overall direction and leadership to the implementation of eOffice, a paperless administration with terms of reference given below:

1. Registrar, Goa University.	- Chairperson
2. Dean, Goa Business School, Goa University.	- Member
3. Dean, School of Chemical Sciences, Goa University.	- Member
4. Prof. R. V. Pai, Professor, School of Physical and Applied Sciences, Goa University.	- Member
5. Controller of Examinations, Goa University.	- Member
6. Finance Officer, Goa University.	- Member
7. Joint Registrar, Administration, Goa University.	- Member
8. Joint Registrar, Academics, Goa University.	- Member
9. NIC, Goa Representative	- Member
10. Head, Computer Centre, Goa University.	- Member Secretary

Terms of Reference:

1. Setting the scope, long term goals & targets.
2. Provide Project oversight, direction and guidance as needed for the overall implementation of the project: Transition to eOffice in the defined time frame, ensuring the absorption and sustainability of the project.
3. Budget allocation and approvals.
4. Change Management & Process Re-engineering, wherever required.
5. Allocation of the required resources for the smooth implementation: Manpower, ICT Infrastructure.
6. Decision of the model and approach for transition to eOffice: Transition Strategy & Time table.
7. Finalization of the Digitization Strategy Framework.
8. Digitization Time Table and Mode of Digitization (In-house, Outsourced or Mixed).
9. Designate the Department Nodal Officer for the overall coordination, supervision and monitoring of the implementation and reporting the deliverables.
10. Approval and Issue of the notifications required.

11. Establish and notify the required Policies, Guidelines, Best practices and Standard Operating Procedures for eOffice.
12. Communication of the project to all stakeholders (both internal as well as external to the organization).
13. Ensure meeting the Legal requirements of eOffice: Compliance to Open Storage Formats, Prescribed eGovernance Standards, IT Act 2000 and its amendment.
14. Promote a Participative strategy in the implementation so that the responsibility and ownership is shared across the organization (A System driven rather than a Person driven approach is to be enabled to ensure the sustainability).
15. Regular Review of project deliverables & enforcement for smooth implementation.

09/09/2023

(Prof. V.S. Nadkarni)
REGISTRAR

To:
1. The Chairperson & Members of the Committee.
2. All the Deans of Schools.
3. Divisional Heads.

Copy to:
1. A.R. to Registrar.
2. P.S. to Vice-Chancellor.

Ref. No.: 7/158/22-CC/08   Date: 05 /04/2023

O R D E R

The Vice-Chancellor is pleased to constitute a Project Implementation & Support Committee consisting of the following members to implement & provide support mechanism for eOffice, a paperless administration with terms of reference given below:

1. Prof. R. V. Pai,   - Chairperson
   School of Physical and Applied Sciences,
   Goa University.

2. Prof. B.P. Sarath Chandran,   - Member
   Goa Business School, Goa University.

3. Head, Computer Centre, Goa University.   - Member

4. Dr. Nitin S. Sawant,   - Member
   School of Biological Sciences and Biotechnology,
   Goa University.

5. Dr. Maheshwar Nasnodkar,   - Member
   School of Earth, Ocean and Atmospheric Sciences,
   Goa University.

6. Ms. Prachi Prabhu,   - Member
   Manohar Parrikar School of Law, Governance
   & Public Policy, Goa University.

7. Shri. Chinmay Madhu Ghaisas,   - Member
   Shenoi Goembab School of Languages
   & Literature, Goa University.

8. Dr. Sandesh Bugde,   - Member
   School of Chemical Sciences, Goa University.

9. Shri. Jarret Fernandes,   - Member
   Goa Business School, Goa University.

10. Dr. Aniketh A. Gaonkar,   - Member
    School of Physical and Applied Sciences,
    Goa University.

11. Dr. Arvind N. Haldankar,   - Member
    D.D. Kosambi School of Social Sciences
    & Behavioural Studies, Goa University.

12. Dattesh D. Parulekar,   - Member
    School of International and Area Studies,
    Goa University.

13. Ms. Rajavi Damodar Naik,   - Member
    School of Sanskrit, Philosophy & Indic Studies,
    Goa University.

14. System Analyst, Examination Division, Goa University.	- Member
15. Programmer, Examination Division, Goa University.	- Member
16. NIC, Goa Representative,	- Member
17. System Analyst, Computer Centre,	- Member-Secretary

The above committee will be supported by supporting committee comprising of all Programme Directors & Assistant Registrars who will take care of required aspect of implementation at the level of their respective programmes/sections with the help of the clerical / other staff available in the respective places.

Terms of Reference:
1. Coordination and Monitoring of implementation.
2. Finalization the designated roles in the Support Mechanism that are identified by the Nodal Coordinators of each Unit and placing to the PIC for approval.
3. Draw up the Training and Capability Schedule.
4. Inter-Unit coordination.
5. Facilitating and ensuring that gaps in infrastructure are met by the department as per the Gap Analysis Report.
6. Ensure the availability of the Data from the individual units for eOffice environment.
7. Ensure the Time bound transition by all departments to eOffice as per the Transition Time Table.
8. Preparation of the Digitization Time Table (Inputs from Nodal Coordinators of the Unit).
9. Analyzing the ministries/department's digitization requirements based on the assessment, who will undertake (in-house for current/outsource to agency).
10. Estimate the budget and resources for a sustainable organization-wide digitization strategy.
11. Mechanism for Storage of the records.
12. Identify the agency to undertake the digitization activity (Outsourced).
13. Regular review of project deliverables and enforcement for smooth implementation.
14. Identify eOffice Administrator.
15. Identify eOffice Master Trainers in each Unit for sustainability.
16. Identify eOffice Content Managers.
17. Identify eOffice Digitization Coordinators.
18. Identify Digitization Implementing Agency.

04/04/2023

(Prof. V.S. Nadkarni)
REGISTRAR

To:
1. The Chairperson & members of the Committee.
2. All the Deans of Schools.
3. Divisional Heads.

Copy to: 1. A.R. to Registrar.   2. P.S. to Vice-Chancellor.

गोंयविद्यापीठ

ताळगांवपठार
गोंय - ४०३२०६
फोन: +९१-८६६९६०९०४८

Goa University

Taleigao Plateau, Goa - 403 206
Tel : +91-8669609048
Email : registrar@unigoa.ac.in
Website: www.unigoa.ac.in

(Accredited by NAAC)

Ref. No. :7/144/19-CC/233   Date: 03/05/2023

O R D E R

The Vice-Chancellor is pleased to constitute an eOffice Core Team consisting of the following members to perform the various activities required for the implementation of eOffice, a paperless administration with terms of reference given below:

eOffice Administrators		
1.	Shri. M. Shreedhara, Joint Registrar (Administration)	Chairperson
2.	Shri. Sanjay A. Bandodkar, Head of Computer Centre	Member
3.	Shri. Anselmo Rosa, System Analyst	Member
4.	Smt. Kirti Kankonkar, Asst. Registrar (Teaching)	Member
5.	Shri. Gaurav Gosawi, Jr. Programmer	Member

Terms of Reference :-
Overall management of eOffice, Master data updation, Users management.

eOffice Master Trainers		
1.	Shri. Sanjay A. Bandodkar, Head of Computer Centre	Chairperson
2.	Shri. Jarret Fernandes, Asst. Professor, Goa Business School	Member
3.	Ms. Rajavi Damodar Naik, Asst. Professor, School of Sanskrit, Philosophy and Indic Studies	Member
4.	Dr. Nitin S. Sawant, Asst. Professor, School of Biological Sciences and Biotechnology	Member
5.	Shri. Anselmo Rosa, System Analyst	Member
6.	Shri. Abhijit Karpe, Programmer, Exam Division	Member
7.	Shri. Gaurav Gosawi, Jr. Programmer	Member

Terms of Reference :-
To impart eOffice training to end users and assist them in operation.

eOffice Employee Master Data Preparation		
1.	Shri. M. Shreedhara, Joint Registrar (Administration)	Chairperson
2.	Smt. Sunanda Sawant, Asst. Registrar (Non Teaching)	Member
3.	Smt. Kirti Kankonkar, Asst. Registrar (Teaching)	Member
4.	Smt. Nikita Kamat, Superintendent	Member
5.	Smt. Vandana Phadte, Head Clerk	Member
6.	Smt. Garima Yatrekar, LDC	Member

Terms of Reference :-
To prepare employee master data as per the format

eOffice File Heads Data Preparation		
1.	Prof. B.P. Sarath Chandran, Professor, Goa Business School	Chairperson
2.	Shri. Amey Verenkar, Asst. Registrar(Exam-PG)	Member
3.	Shri. Ashwin Lawande, Asst. Registrar (Academic-PG)	Member
4.	Shri. Milind Meghnath Shivolkar, Asst. Registrar(Finance-I)	Member
5.	Smt. Sunanda Sawant, Asst. Registrar (Non Teaching)	Member
6.	Smt. Madhura Sawant. LDC	Member

Terms of Reference :-
1. To define File Heads in a structured form.
2. Prepare data template as per the format.

eOffice Document Digitization		
1.	Prof. Jyoti Pawar, Dean, Goa Business School	Chairperson
2.	Smt. Sandhya S Sinai Neurekar, Asst. Registrar (Purchase)	Member
3.	Ms. Qubilah D Souza, Asst. Registrar (Academic-Colleges)	Member
4.	Smt. Kirti Kankonkar, Asst. Registrar (Teaching)	Member
5.	Smt. Anne J Gonsalves Carneiro Asst. Registrar (Exams-UG)	Member
6.	Smt. Bharati Vishnudas Naik, Asst. Registrar (Finance-II)	Member

Terms of Reference :-
Manage Files / Document Digitization.

All the members are required to attend all the training conducted for the purpose of implementation of eOffice irrespective of committee they belong.

02/05/23

(Prof. V.S. Nadkarni)
REGISTRAR

Copy to:
1. Chairperson & members of the Committee
2. All the Deans of Schools
3. Divisional Heads
4. A.R. to Registrar
5. P.S. to Vice-Chancellor

Goa University
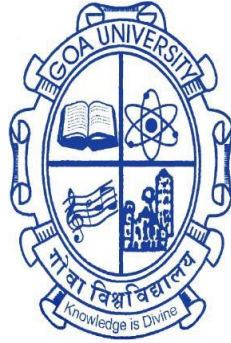
2025

NAAC -SSR CRITERION VI

6.2.2 Annual E-Governance Report 2022-2023

Resolutions of the Executive Council 2023

E-office adoption

D 1.8 (ix) To consider the proposal for the procurement & implementation of e-Office a paperless office Solution for Goa University.

The Registrar informed the House that the Goa University desires to have an implementation of a paperless office at the University administration for ensuring transparency and better accountability. The paperless office setup will help in taking speedy decisions and shall avoid movement of physical files to a greater extent.

The National Informatics Centre (NIC), a Govt. of India undertaking, has a software product called e-Office suite catering for the paperless office administration which is developed as per the current Central Govt. office manual and has been implemented in quite a few States as well as Central Govt. offices. At present the Govt. of Goa has started its implementation in various Govt. Depts. Moreover, it is cloud enabled software which is deployed in Govt. managed data centres.

NIC, Delhi in coordination with NIC, Goa made the presentation of the e-Office Suite on 14/07/2022 to the university officials' along with the other Goa Govt. Depts. University has already submitted e-Office Project Assessment Template to NIC, Goa for assessment. The NIC has accepted our proposal and submitted the details of expenditure for a period of five years as under:

| Sr. No.	Product Description		Term/ Period	Costing (Rs.)
1.	**e-Office Lite consisting of** • File Management System (eFile) • Portal & Knowledge Management System (KMS)		5 Years	48,55,405.00
2.	RAIL-TEL Cloud Infrastructure		5 Years	30,00,000.00
3.	eSignature Services from C-DAC, Pune	Security Deposit - Refundable		1,00,000.00
		Cost for per signature @ Rs. 2.00 (approx 3,000)	5 Years	6,000.00
	Total			**79,61,405.00**

The approximate cost of the solution is Rs.80 lakhs for a period of five years consisting of software upgrades, support, training etc.

RESOLUTION XXXVII: The Executive Council approved the proposal of procuring & implementing the e-Office, a paperless office solution for Goa University considering the benefit of its use at University.

Further, the House approved the proposed expenditure to the tune of Rs.80 Lakhs in the first phase for the said purpose.

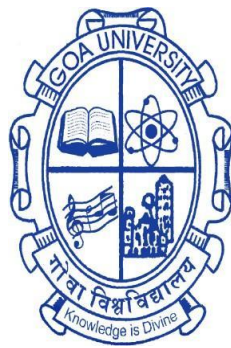(Action: Head, Computer Centre)
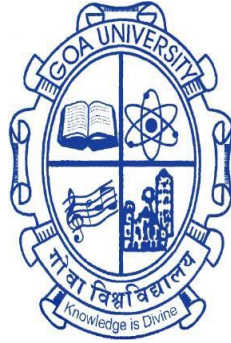
Goa University

2025

NAAC -SSR CRITERION VI

6.2.2 Annual E-Governance Report 2021-2022

Goa University

2025

NAAC -SSR CRITERION VI

6.2.2 Annual E-Governance Report
2020-2021

Resolutions of the Executive Council 2020

Digital Transition Committee

D 1.8 (vi) Proposals to start new programmes.

RESOLUTION XXXVIII: The Executive Council approved the proposals to start the following new Programmes at Goa University.

1. M.Sc. Programme in Remote Sensing and Geographic Information System on online mode at the School of Earth, Ocean & Atmospheric Sciences, Goa University w.e.f. 2021-2022.

2. M.Sc. in Environmental Science/M.A. Environmental Studies on mixed mode and the practical components on offline mode w.e.f. 2020-2021.

(Action: Assistant Registrar-Academic (PG))

D 1.8 (vii) Minutes of the Digital Transition Committee (DTC) meeting held on 16th September, 2020.

RESOLUTION XXXIX: The Executive Council approved the report submitted by the sub-committee of Digital Transition Committee (DTC) and the recommendation for suitable platform to the University for LMS + Online Teaching and Examinations.

Further, the following service providers/platforms as recommended by the Digital Transition Committee (DTC) are approved by the House.

1. LMS + Online Teaching – Igesia

2. PG Online Exam Platform – Eklavvya

3. Affiliated College Exams – Merit Trac

Pending finalization of the minutes the Vice-Chancellor has been authorised to operationalize the services.

(Action: Director, DDLI)

D 1.8 (viii) Complaint of Dr. Eike Mark Rinke, Lecturer in Politics and Media, School of Politics and Media, School of Politics and International Studies at the University of Leeds, LS2 9JT, U.K.

RESOLUTION XL: The Executive Council noted the complaint of Dr. Eike Mark Rinke, Lecturer in Politics and Media, School of Politics and Media, School of Politics and International Studies at the University of Leeds, U.K.

Resolutions of the Executive Council 2020

Online learning and examination platforms

After deliberations, it was resolved that the matter shall be treated as closed since Prof. Y. V. Reddy has taken swift and transparent action to make right the academic wrong done to Dr. Ramendra Singh, and since the latter is satisfied with the remedial actions undertaken by Prof. Reddy.

(Action: Registrar)

D 1.8 (ix) Proposal for appointing service providers for Learning Management Systems (LMS) + Online examination platforms.

RESOLUTION XLI: The Executive Council approved the following service providers for Learning Management Systems (LMS) + Online examination platforms, for an initial period of 365 days due to the ongoing pandemic:

1. **Online live in person learning platform – Igesia.Co**
   Total cost : Rs.66,500 per month (Rs.350 per month × 190 faculty members) for 12 months = Rs.798000 + GST per annum

2. **Online Examination Platform – Splashgain Technology Solutions Pvt. Ltd.**
   Total cost : Rs.360,000 + GST (18%) for 2000 candidates per year
       Additional details :
           Additional cost for AI proctoring
           @ Rs. 20/- for one hour exam
           @ Rs. 27/- for two hour exam
           @ Rs. 20/- for three hour exam
       Optional : Data entry @ Rs.600 for 100 questions

3. **Digital Evaluation of answer scripts – Merit Trac**
   Cost : Price for 1st evaluation + Rs.31.40/- per script
           Price for subsequent evaluation + Rs. 9.42/- per script

The Executive Council also noted that the actual costs could marginally increase, depending on additional faculty members/students using the approved platforms.

Pending finalization of the minutes the Vice-Chancellor has been authorised to operationalize the services.

(Action: Director, DDLI)

Goa University
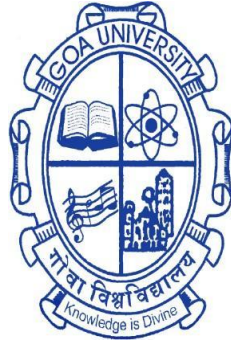
2025

NAAC -SSR CRITERION VI

6.2.2 Annual E-Governance Report 2019-2020

Goa University

Minutes of the IT Policy Committee Meeting held on 29th January, 2020 at 3:00 PM held at Goa Business School (Economics).

A meeting of the IT Policy Committee members was held on 29th January, 2020 at 3:00 PM at Goa Business School (Economics).

Members present for the meeting.
1. Prof. P. Mukhopadhyay, Chairperson.
2. Prof. K. R. Priolkar, Member
3. Dr. Yma Pinto, Member
4. Dr. Gopakumar, Librarian
5. Shri. Donald A. E. Rodrigues, Joint Registrar(Academic)
6. Shri. Anselmo Rosa, System Analyst.
7. Shri. Sanjay Bandodkar, HOCC, Member Secretary

The Chairperson welcomed all the members. The following decisions were unanimously agreed to.

1. Retention of Emails.

HOCC briefed members with regards to the emails ids that are currently available on the university mails server. A detailed list of emails was placed before the committee for information. Committee observed that there are quite a few emails ids which are dormant and not in use. After deliberation following has been suggested.

    a. **Ph.D Students**

    IQAC will forward list of students to Computer Centre twice a year (June & December) for deactivation of email ids once a PhD student has completed the programme (and no due certificate has been issued to them) or has been de-registered.

    b. **Contract Staff (Teaching & Non-Teaching)**

    IQAC will forward list of teaching and non-teaching staff members twice a year (June & December) to deactivate email ids whose term is getting completed.

    c. **Allotment of email id**
    Format to apply for email id will be prepared and email id will provided to the applicant only after the certification by HOD / Divisional Head.

    d. **Retired Staff**
    Personal email id of retired employees will be retained for six months after their retirement. Email ids may be retained after six months on special request made by them. Such email ids will be able to send and receive individual emails but not be accessible to groups like hod@unigoa.ac.in etc.

2. **Loss of Data**

The following clause shall be incorporated into the welcome message whenever an email id is created. Disclaimer "Goa University shall not be responsible for protection of individual data retained in emails with domain name 'unigoa.ac.in' under any circumstances. Email ids that remains dormant for more than six months shall be deleted from the unigoa list and no notice need be served to such users. This part of Terms and Conditions while acquiring a email id.

3. **Notice of Meetings**

   All Sections of the university shall strive to post notices of all meeting as an attachment on Google drive. Only text of the meeting (indicating date, time, venue and agenda etc.) shall be placed in the email. A template will be created for the said purpose.

4. **Digital Signature**

   All university officers should be requested to get a digital signature. In future all electronic documents should have digital signature.

(Shri. Sanjay Bandodkar)
Member Secretary

Minutes of the IT Policy Committee held on 9th April, 2020

Minutes of the IT Policy Committee meeting

Date: 8th April, 2020; Time: 11:00 AM; Venue: Cloud-based via Skype conference call

Members present for the meeting.
1. Prof. Pranab Mukhopadhyay, Chairperson, IT Policy Committee
2. Prof. Kaustubh Priolkar, Dean, Faculty of Natural Science
3. Dr. Gopakumar, University Librarian
4. Shri. Donald Rodrigues, Joint Registrar (Academic)
5. Shri. Anselmo Rosa, System Analyst
6. Shri. Sanjay Bandodkar, Head of Computer Centre, Member Secretary

Smt. Yma Pinto, Associate Professor, Goa Business School was unable to join the meeting as she was not in receipt of the revised meeting notice.

Chairperson welcomed all the committee members and there after took the agenda for discussion.

1. **ONLINE TEACHING**.
   On account of current lock down due COVID-19, members felt that there was a need to fast track the use of Online Teaching in order to complete the syllabus or engage the students during this period. The IT Committee was informed that at present online teaching is available through two modes:
   (a) Moodle: It is deployed at the university data centre, and
   (b) Google Classroom which is available on Google Cloud. At present Google Classroom is part of a package that University already subscribes to.

   Committee was also informed that some of the teaching departments have been using Moodle successfully for number of years. However, there have been some stability issues in the current version of Moodle. Under current circumstances, it would be better to rely on G-Classroom as their servers are better managed in the current scenario.

   Suggestions:

   i)   Members suggested that all the new teaching content should be made available on Google Classroom. At a later stage a wider consultation can be done whether the content which is at present available on Moodle should be migrated to Google Classroom. Computer Centre will assist is creating student ids on Google Classroom as and when required.
   ii)   It was felt by all committee members that teaching content for all courses should be made available in an online mode from the new academic year 2020-21 onwards.

2. **TRAINING**
   Committee also suggested there should be a formal training to all the stakeholders on how to use Google Classroom. It was decided to train the few members on Google Classroom who in turn will train other members. Computer Centre to coordinate with Cloud Codes for conducting the training and find out what would be the estimated costs for such training.

Meeting ended with a vote of thanks.

Sanjay Bandodkar
(Member Secretary)