Minutes of the meeting with Registrar, Finance Officer, Controller of Examination, DSW under the Chairmanship of Hon'ble Vice Chancellor held on 20.06.2022 at 12.00 Noon onwards

The following were present:

1. Dean Academic Affairs and Director, IQAC
2. Registrar
3. Finance Officer
4. Dy. Director, IQAC
5. All Steering Committee members
6. Nodal Officer – SAMARTH
7. Coordinator – SAMARTH
8. PIC - Establishment
9. I/C Establishment
10. DR (Finance)
11. DR (Examination)
12. Dr. Rajshree, Examination Section
13. AR (Academic Section)

At the outset, the Dy. Director, IQAC welcomed the Hon'ble Vice Chancellor and other members present in the meeting and presented the agenda of the meeting. The progress of implementation of E-Governance and automation in the following areas of University were assessed.

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

The committee resolved the following:

Resolution 1: **Administration:**

The Establishment section will provide two manpower to make the Data Entry of all employees (Teaching and Non-Teaching) in SAMARTH portal. Dr. Amit Kumar

Singh, Coordinator, SAMARTH will supervise the data entry by the establishment section. The data entry work on the SAMARTH portal is to be completed within a week time.

It was also resolved that the file tracking system of SAMARTH portal is not being utilized by the many sections. Hence, **the Registrar office will issue a Notice to all the sections to strictly follow the file tracking system with immediate effect.**

Resolution 2. Finance and Accounts

It was resolved that once the data of teachers and employees will get entered on the SAMARTH portal completely, the Pay slips of the faculty and employees shall be generated using SAMARTH portal only.

Resolution 3. Student admission and Support

It was resolved that the current process of Ph.D. admission and submission of fee are to be maintained through SAMARTH portal only. Nodal Officer, SAMARTH and Finance Officer will coordinate with related agencies /technical staff of SAMARTH to resolve the issue if any. The Registrar will issue a notice to all the head of the departments to strictly adopt the SAMARTH portal for admission process. The academic section will maintain all the students' data and records once the admission process is completed by the respective academic departments through the SAMARTH portal.

Resolution 4. Examination

COE section is to issue a Notice to all head of the departments to enter the semester results both on the SAMARTH portal as well as on the OLT software. The results will be declared by COE section using both OLT and SAMARTH. If required, the necessary training shall be arranged for the concerned departments /sections for effective usage of the SAMARTH portal by the concerned.