



UNIVERSITY OF JAMMU

(NAAC ACCREDITED A + GRADE UNIVERSITY)
Baba Sahib Ambedkar Road, Jammu-180006 (J&K)

ORDER

The Vice-Chancellor has been pleased to authorize the creation of **SAMARTH CELL** in the University of Jammu for the implementation of Project Samarth (Samarth eGov Suite), developed by IIC, Delhi University.

The Samarth Cell Lab shall be located in the Big Hall of eGovernance Initiative Cell after appropriate partitioning and provision for adequate infrastructure comprising of Computer Systems, Printers, Laptops, scanners, UPSs, working Tables/Chairs, AC, Networking/Internet, etc. shall be made accordingly.

To facilitate and monitor the implementation of Samarth eGov Suite, the following **Monitoring Committee** is hereby constituted, which shall review the progress on monthly basis:

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|---|---------------------------------|
| 1. Er. Anik Gupta | Director IT&SS /
I/C Samarth |
| 2. Dr. Neeraj Sharma, SS to VC | Member |
| 3. Dr. Shubhnandan Singh, Asstt. Prof., Deptt. of CS&IT | Member |
| 4. Mr. Raman Gupta, I/C Director Computer Center | Member |
| 5. Dr. Ginny Dogra, Dy. Director, DIQA | Member |

To execute the ongoing work of the project Samarth, following officials are nominated to work in the Samarth Cell in addition to the existing duties:

A) Already nominated Technical Nodal Officials, working on the project since 2019:

- Ms. Scintilla Kantroo, Directorate of Internal Quality Assurance
- Dr. Noor ulAsrar Beg, Examinations Wing

B) Other Technical/Ministerial Staff engaged in the Samarth Cell in addition to their existing duties to work in coordination with the Technical Nodal Officials nominated for the purpose:

- Mr. Sanjay Pandita, Head Assistant, B&F Section
- Mr. Varinder Bhatia, Computer Assistant, Placement Cell
- Mr. Surjit Kumar, Computer Assistant, Deptt. Of Life Long Learning
- Mr. Arun Gupta, Computer Assistant, Cash Section
- One Computer Professional to be outsourced through Pvt. Agency like ABN, etc.
- One Peon/Caretaker (To be transferred / outsourced)

K.T.O

The Officials mentioned at A (S. No. i & ii) overleaf shall be paid honourarium for handling additional responsibility @ Rs.2500/- per month and the officials mentioned at B (S. NO. 1 to 4) overleaf shall be paid honourarium for handling additional responsibility @ Rs.1500/- per month.

The remuneration, salaries of outsourced staff and infrastructural requirements shall be met out of Local Fund of Centre for IT Enabled Service & Management.

Also attached with this order, Annexure 'A' is the detailed phase-wise / module wise implementation plan along with roles and responsibilities of various teams nominated for the purpose.

Encl. a. a.

No: Estab./22/15152-251
Dated: 19/09/2022

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REGISTRAR
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Copy to:

1. Spl. Secretary to VC, for kind information of Hon'ble Vice Chancellor.
2. Dean, Research Studies / Dean Academic Affairs for information.
3. Registrar / Controller of Examinations / Director, CDC / Director, DDE / Director, DIQA for information.
4. All Rectors / Directors of the Offsite Campuses of the University.
5. All Heads / Directors of the teaching Departments of the University.
6. Director, Centre for IT Enabled Services and Management, for information.
7. Joint Registrar (Finance) for information.
8. SE/XEN, University Works Department for information.
9. Estates Officer, University of Jammu, for information.
10. I/C eGov. Initiative Cell, for information.
11. Asstt. Registrar (Establishment) for information.
12. All Concerned.

Annexure 'A'

FOLLOWING TEAMS ARE NOMINATED, WHICH SHALL WORK IN COORDINATION WITH THE SAMARTH CELL TECHNICAL TEAM FOR THE PHASE-WISE IMPLEMENTATION OF DIFFERENT MODULES, ASSIGNED TO THEM:

PHASE – I

1. Recruitment Management System (Non-Teaching) – Implemented
2. Recruitment Management System (Teaching) – Implemented
3. Career Advancement Scheme (CAS)/PBAS – Implemented
4. Organigram–Completed
5. Organizational Unit - Completed
6. Employee Module – Progressing
7. User Management – Progressing

PHASE – II

1. Academics, Evaluation & Grading (Examinations)

The following team is nominated for implementation of above modules, under the overall supervision of Controller of Examinations:

- i. Mr. Raman Gupta, I/C Director, Computer Center
- ii. Dr. Rajkumar, Dy. Registrar
- iii. Mr. Vivek Slathia, Dy. Registrar
- iv. Mr. Ajay, Dy. Registrar
- v. Mr. Ravikant Verma, Programmer

2. Leave Management System – Progressing

Following staff members are nominated to implement the module:

Teaching Wing:	Mr. Rajesh, SA, Teaching Wing
	Mr. Nipun, Comp. Assistant, Teaching Wing

Non-Teaching Wing:	Mr. Gaurav, Comp. Asstt., Estab. NTW
	Mr. Dushyant, S.A, Estab. NTW

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|-------------------------|---|
| 3. Programme Management | } For all teaching
Departments of the
University. |
| 4. Students Life Cycle | |
| 5. Student Feedback | |

Each teaching Department shall nominate one faculty member to work in coordination with Directorate for Internal Quality Assurance and JU Samarth Cell Technical Team to implement the above modules.

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6. Alumni Portal

Dr. Anil Gupta (Secretary, University of Jammu Alumni Association) is nominated as I/C for implementation of Samarth - Alumini Portal and to coordinate with other teaching departments of the University.

Dr. Anil will be assisted by Ms. Mansi Pandita (DSW Office) for the implementation of above module.

7. Right to Information (RTI)

Dr. Bindu Sangra and Dr. Imran Farooq are nominated as I/Cs for implementation of Samarth - RTI Module in respect of their allocated sections / areas.

8. Sports Management System

Dr. Daud Iqbal Baba (Director, Sports and Physical Education) is nominated as I/C for implementation of Samarth - SMS Module.

9. Fee Management

Mr. Ravikant Verma, Programmer is nominated for the implementation of Samarth - Fee Management Module.

PHASE - III

1. Training and Placement

Dean, Placements is nominated as I/C for implementation of Samarth - Training & Placement Module, assisted by Ms. Shilpa Chaku, who is already working in the Placement Cell.

2. Grievance Management

Dr. Akhilesh Sharma is nominated for the implementation of Samarth - Grievance Management Module.

3. Residential Allocation Management

4. Estate Management System

Er. Akash Bholra and Er. Rajeev Gupta from University Works Department are nominated as I/Cs in respect of their allocated areas, for implementation of Samarth - Residential Allocation Management and Estate Management System.

5. IT Service Desk System

6. Inventory Management System

7. Procurement of Goods

Dr. Guneet Sudan is nominated as I/C for implementation of above modules.

Mansi ✓ *Dr*

8. Transport Module

Mr. Ramesh, AR (Transport) is nominated for the implementation of Samarth – Transport Module.

9. Budget & Accounts

10. Bill Tracking System

11. Payroll Management

12. Research Project Management

} Accounts & Finance
modules

The following team is nominated for implementation of above modules, under the overall supervision of Joint Registrar (Finance):

- i. Dr. Dinesh (Programmer)
- ii. Mr. Manoj Chauhan (Assistant Programmer)
- iii. Mr. Vikram Magotra (Assistant Programmer)

PHASE – IV

1. Admission (Common University Admission Test)

The following team is nominated for implementation of Samarth – Admissions (Common University Admission Test), under the overall supervision of Dean Academic Affairs:

- i. Prof. Vivek Gupta, Department of Physics
- ii. Prof. Rahul Gupta, Department of Statistics
- iii. Prof. S. K. Pandey, Department of Chemistry
- iv. Er. Anik Gupta, Director, IT&SS / I/C JU-Samarth
- v. Dr. Sumita Sharma, Dy. Registrar (Academic Affairs)
- vi. Dr. Rajkumar, Dy. Registrar (Exam. Conduct)

2. Hostel Management System

The following members-cum-wardens of University Hostels are nominated for implementation of Samarth – Hostel Management System, under the overall supervision of Provost (Boys) Hostel and Provost (Girls) Hostel:

- i. Swami Vivekananda Boys Hostel
- ii. Nehru Hall Boys Hostel
- iii. Baba Jitto Boys Hostel
- iv. Jambulochin Boys Hostel
- v. Shaheed Bhagat Singh Boys Hostel
- vi. Chanderbhaga Girls Hostel
- vii. Priyadarshani Girls Hostel
- viii. Sarojini Naidu Girls Hostel
- ix. New Girls Hostel

3. Health Management System

Chief Medical Officer, University Health Centre is nominated as I/C for implementation of Samarth – Health Management System.

4. Security Management System

The following members are nominated for implementation of Samarth – Security Management System, under the overall supervision of Dean Students Welfare / Proctor:

- i. Dr. Rashid Manhas, Deputy Proctor
- ii. Dr. Shalu Sharma, Deputy Proctor
- iii. Chief Security Officer

5. Legal Case Management

Mr. Kuldeep, Assistant Registrar (Legal Cell) to be nominated as I/C for implementation of Samarth – Legal Case Management Module.

PHASE – V

1. Minutes Archive and Retrieval System

Dr. Imran Farooq, I/C Coordination is nominated for the implementation of Minutes Archive and Retrieval System Module.

2. ToT Management

Prof. S. K. Pandita, Director HRDC and Dr. Ranjeet Kalra, Dy. Director are nominated for the implementation of above module.

3. File Management & Tracking System

Office of the Registrar, University of Jammu is nominated for the implementation of File Management & Tracking System, with the support of Heads of the Teaching Departments and Branch Officers.

4. Other Applicable modules

To be taken up in the next phase.

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