



#### **4.2.8: Automation System in the University**

YCMOU has been providing various information technology related services through its portal <http://ycmou.digitaluniversity.ac> since 2007-2008, in collaboration with Maharashtra Knowledge Corporation Limited which is owned by Government of Maharashtra and YCMOU is one of its major founding shareholders. The University has its dedicated registered website [www.ymou.ac.in](http://www.ymou.ac.in) hosting and providing various services to all its stake holders including distance learners.

The University has digitized most of its operations at all levels, including those associated with student lifecycle, bringing about transparency and efficiency in the overall management of the University:

##### **A) Automation of Processes associated with Learner Support Services**

**Admission Services:** The process of admission and re-registration (registration in subsequent semester / year of a program) has been made online. Applicants now register on the online admission portal, submit their application, upload documents, make online payment, get the confirmation of their admission online and download their hall ticket for the examination from the portal. The same facility is available for re-registration.

**Post-admission Services:** Requests for change of Learner Support Center or courses are processed online. Students can see their registration status on the website, study center, status of assignments submitted, examination result etc.

**Submission of Examination Form:** Students submit their examination form on the examination form submission portal ([www.ymou.digitaluniversity.ac](http://www.ymou.digitaluniversity.ac)), make online payment, get confirmation of submission and later on download their examination hall ticket from the portal.

**Registration for Convocation:** Students can register for Convocation online and pay the requisite fee online.

##### **B) Automation of processes associated with RC and LSC Operations**

**Transmission of evaluation data by RCs and LSCs:** RCs and LSCs have been provided with secure login accounts for online transmission of assignment evaluation data, project evaluation data, practical examination data etc. to the headquarters.

**Database Access:** Regional Centers have been provided with secure login for accessing/ downloading student data of their region from the Central database of the University.

**Examination Management System (EMS):** This system takes care of all the examination related operations like examination scheduling, hall ticket generation, question paper delivery, online evaluation of question paper, result processing to declaration. University has successfully implemented in house

developed **Secured Remote Paper Delivery (SRPD)** System for Question Paper Printing and Delivery to YCMOU examination centers with all required security features.

The EMS take care of operations of Verification of Answer booklets, Secure Remote Paper Delivery (SRPD), Online Attendance and copy case marking, conduct of examination, scanning and digitization of papers, Creation of Dash Board for digital evaluation and downloading of answer sheet for verification and re-evaluation.

**Web Conferencing:** Meetings of all the Regional Centers are arranged with the headquarters using the Zoom Platform, Google Meet, Webex web conferencing application

### **C. Automation of Administrative and Financial Processes**

**Administration Management System:** This system takes care of General Administration, Staff Recruitment, Leave Management, Payroll, Loans and Advances, Pension, Medical reimbursement, LTC, etc.

**Finance and Accounts Management System (FAMS):** ERP software called as FAMS has been implemented at the headquarters for automation of activities related to finance and budgeting is used by the Finance Division for various Schools, Divisions, Centers, Units and Cells. The soft ware supports the processes like General Ledger, Budgeting, Accounts Payable, accounts Receivable, Inventory, Purchasing, Asset Management, Project Costing, Investment, Bank Reconciliation, etc.



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**REGISTRAR**  
YASHWANTRAO CHAVAN MAHARASHTRA  
OPEN UNIVERSITY, NASHIK-422 222

ज्ञानगंगा घरोघरी