



Directorate of Information Technology & Support System

UNIVERSITY OF KASHMIR

(NAAC ACCREDITED GRADE "A+")

CIRCULAR

As part of several initiatives taken under the Administrative Management System (AMS), the Directorate of IT&SS, University of Kashmir is launching the e-office (eNote, paper-less) service through its in-house web-based application to bring about greater efficiency in the University's governance system. However, before making the e-office operational, a comprehensive training of various stakeholders shall be conducted by the Directorate as per the enclosed schedule, while the following measures are required to be taken by the concerned Departments / Centres / Institutes / Campuses, on priority:

- i) The concerned controlling officers of the Administration / Examination / Teaching Departments / Research Centres / Institutes / Campuses and other Units of the University shall ensure that required facilities in terms of computers and scanners are made available in their respective units/sections/departments for e-office purposes. In case of any non-availability of the requisite facilities, the controlling officers may initiate the process to make the same available. The specifications for the computer and scanners can be had from the Directorate of IT and SS.
- ii) The Controlling Officers shall ensure that the staff to be trained for e-office attend the training programme as per the enclosed roster (Annexure-I).
- iii) In addition to the above, the Heads / Directors / Coordinators shall nominate one faculty member as Nodal Trainer for the said training. The Nodal Trainer shall, in turn, impart the requisite training to other colleagues in the respective Department/Centre/Institute.
- iv) The scanning of old/current files shall be carried out by the concerned Departments / Centres / Sections / Units through the facility developed under the File Tracking System (FTS) which can be imported later into the e-office module.




DIRECTOR

No:F(e-office)ITSS/KU/22

Dated: April 13, 2022

Copy to the:

- Dean, Academics;
- Registrar;
- Dean, College Development Council / Dean, Research / Deans of respective faculties / Dean Students' Welfare;
- Controller of Examinations;

Hazratbal, Srinagar-190006, J&K, India

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- Heads / Directors / Coordinators of Departments / Research Centres / Institutes / Satellite Campuses / Conv. Complex;
- Librarian, Allama Iqbal Library;
- Chief Proctor;
- All Officers of the Registry/Examination Wing/other Units of the University;
- Special Secretary to HVC for kind information of the Hon'ble Vice-Chancellor;
- **Joint Registrar Estates with the request to keep the Gandhi Bhawan Committee Room/Committee Room of Old Administration Block reserved for the training as per the enclosed schedule;**
- File.

The concerned controlling officers of the Administration, Examination, Learning Department, Research Centre / Institutes / Campuses and other units of the University shall ensure that the training is carried out in accordance with the schedule enclosed herewith. The concerned officers are requested to ensure that the training is carried out in accordance with the schedule enclosed herewith. The concerned officers are requested to ensure that the training is carried out in accordance with the schedule enclosed herewith.

The Controlling Officer shall ensure that the staff is deployed for the training in accordance with the schedule enclosed herewith.

In addition to the above, the Heads / Directors / Coordinators shall ensure that the training is carried out in accordance with the schedule enclosed herewith.

The security of information has been ensured by the Government Information Security Policy (GISP) and the information is being shared with the concerned officers.



Director
Director of Information Technology & Support System
University of Kashmir
Srinagar

S.No	Training to be imparted to	Venue	Date of Training	Timing
01	All Officers: <ul style="list-style-type: none"> • Dean Academic Affairs • Registrar • Dean Research • Dean College Development Council • Controller of Examinations • Special Secretary to Vice Chancellor • Joint Registrars/Joint Controllers • Executive Engineer Construction Division • Deputy Registrars/ Deputy Controllers / Deputy Directors • Chief Accounts Officer • Media Advisor • PRO • Cultural Officer (DSW) • Chief Proctor 	Gandhi Bhawan	19/04/2022	10 a.m to 11 a.m
02	<ul style="list-style-type: none"> • Assistant Registrars/ Assistant Controllers/ Assistant Librarians / Assistant Directors • AEE/AE/JE's • Account Assistants / Jr. Account Assistants 	Gandhi Bhawan	19/04/2022	11:30 a.m to 12:30 p.m
03	Deans: <ul style="list-style-type: none"> • Deans of all Schools along with office staff. 	Gandhi Bhawan	19/04/2022	02:15 p. m to 03:15 pm
04	Head of the Department & the nominated faculty member: <ul style="list-style-type: none"> • Arabic • English • Foreign Languages • Hindi • Institute of Music & Fine Arts • Kashmiri • Linguistics • Persian • Sanskrit • Urdu • History • Library & Information Science • Media Education Research Centre • Political Science • Shah-i-Hamdan Institute of Islamic Studies • Social Work • Sociology • UNESCO Madanjeet Singh Institute of Kashmiri Studies • Chemistry • Mathematics • Physics 	Gandhi Bhawan	19/04/2022	03:45 p.m to 04:45 p.m

S.No	Training to be imparted to	Venue	Date of Training	Timing
05	Head of the Department & the nominated faculty member: <ul style="list-style-type: none">• Commerce• Economics• Management Studies• Earth Sciences• Environmental Sciences• Geography & Disaster Management• Geo-Informatics• Education• Psychology• Biochemistry• Bioresources• Biotechnology• Botany• Clinical Biochemistry• Microbiology• Nanotechnology• Zoology• Computer Sciences• Food Science & Technology• Electronics & Instrumentation Technology• Institute of Home Science• Pharmaceutical Science• Statistics• Law	Gandhi Bhawan	20/04/2022	10 a.m to 11 a.m

S.No	Training to be imparted to	Venue	Date of Training	Timing
06	<p>Director/ Coordinator/ Librarian & the nominated faculty member:</p> <ul style="list-style-type: none"> • Directorate of Information Technology & Support System • Directorate of Distance Education • Directorate of Life Long Learning • Directorate of Physical Education & Sports • Directorate of Internal Quality Assurance • Directorate of Admission & Competitive Examinations • Librarian (Allama Iqbal Library) • Centre for Career Planning & Counselling • Bio-Informatics Centre • Centre for Interdisciplinary Research & Innovations • Centre for Sheikh-ul-Alam Studies (Markaz-i-Noor) • Centre for University Society Interface (CUSI) • Centre for Women's Studies & Research • Centre for Biodiversity & Plant Taxonomy • Centre for Central Asian Studies • Centre of Research for Development • Educational Multimedia Research Centre (EMMRC) • Iqbal Institute of Culture & Philosophy • NewGen IEDC (Incubation Centre) • Population Research Centre • State Resource Centre • J & K SET Agency • Human Resource Development Centre • University Science Instrumentation Centre • Zakura Campus (IOT) 	Gandhi Bhawan	20/04/2022	11:30 a.m to 12:30 p.m
07	<p>Directors/Officer:</p> <ul style="list-style-type: none"> • North Campus • South Campus • Kupwara Campus • Sub-Office Jammu <p>Section Officer/ Head Asstt./Sr.Asstt./ Jr.Asstt</p> <ul style="list-style-type: none"> • North Campus • South Campus • Kupwara Campus • Sub-Office Jammu 	Online Mode	20/04/2022	11:30 a.m to 12:30 p.m

S.No	Training to be imparted to	Venue	Date of Training	Timing
08	Hospitality & Protocol/ Hostel: <ul style="list-style-type: none"> • Manager Guest House • Provost Boys Hostels • Provost Girls Hostels • Warden Gani Kashmiri Hostel • Warden Maulana Anwar Shah Boys Hostel • Warden Mehboob-ul-Alam Boys Hostel • Warden Habba Khatoon Girls Hostel • Warden Qurat-ul-Ain Girls Hostel • Warden Bibi Aamina Girls Hostel 	Gandhi Bhawan	20/04/2022	02:15 p.m to 03:15 p.m
09	<ul style="list-style-type: none"> • Section Officers (Administration & Examination Block) 	Gandhi Bhawan	20/04/2022	03:45 p.m to 04:45 p.m
10	<ul style="list-style-type: none"> • Head Assistants (Administration & Examination Block) 	Committee Room, Old A.D. Block	21/04/2022	10 a.m to 11a.m
11	<ul style="list-style-type: none"> • Senior Assistants (Administration & Examination Block) 	Committee Room, Old A.D. Block	21/04/2022	11:30 a.m to 12:30 pm
12	<ul style="list-style-type: none"> • Junior Assistants (Administration & Examination Block) 	Committee Room, Old A.D. Block	21/04/2022	02:15p.m to 03:15 p.m
13	Section Officer/ Head Asstt./Sr.Asstt./ Jr.Asstt. <ul style="list-style-type: none"> • Arabic • English • Foreign Languages • Hindi • Institute of Music & Fine Arts • Kashmiri • Linguistics • Persian • Sanskrit • Urdu • History • Library & Information Science • Media Education Research Centre • Political Science • Shah-i-Hamdan Institute of Islamic Studies • Health Centre 	Committee Room, Old A.D. Block	21/04/2022	03:45 p.m to 04:45 p.m

14	Section Officer/ Head Asstt./Sr.Asstt./ Jr.Asstt. <ul style="list-style-type: none">• Social Work• Sociology• UNESCO Madanjeet Singh Institute of Kashmiri Studies• Chemistry• Mathematics• Physics• Commerce• Economics• Management Studies• Earth Sciences• Environmental Sciences• Geography & Disaster Management• Geo-Informatics• Education• Psychology	Gandhi Bhawan	22/04/2022	10 a.m to 11a.m
15	Section Officer/ Head Asstt./Sr.Asstt./ Jr.Asstt. <ul style="list-style-type: none">• Biochemistry• Bioresources• Biotechnology• Botany• Clinical Biochemistry• Microbiology• Nanotechnology• Zoology• Computer Sciences• Food Science & Technology• Electronics & Instrumentation Technology• Institute of Home Science• Pharmaceutical Science• Statistics• Law	Gandhi Bhawan	22/04/2022	11:30 a.m to 12:30 p.m

16	Section Officer/ Head Asstt./Sr.Asstt./ Jr.Asstt. <ul style="list-style-type: none"> • Directorate of Information Technology & Support System • Directorate of Distance Education • Directorate of Life Long Learning • Directorate of Physical Education & Sports • Directorate of Internal Quality Assurance • Directorate of Admission & Competitive Examinations • Allama Iqbal Library • Centre for Career Planning & Counselling • Bio-Informatics Centre • Centre for Interdisciplinary Research & Innovations 	Gandhi Bhawan	22/04/2022	02:15 p.m to 03:15 p.m
17	Section Officer/ Head Asstt./Sr.Asstt./ Jr.Asstt. <ul style="list-style-type: none"> • Centre for Sheikh-ul-Alam Studies (Markaz-i-Noor) • Centre for University Society Interface (CUSI) • Centre for Women's Studies & Research • Centre for Biodiversity & Plant Taxonomy • Centre for Central Asian Studies • Centre of Research for Development • Educational Multimedia Research Centre (EMMRC) • Iqbal Institute of Culture & Philosophy • NewGen IEDC (Incubation Centre) • Population Research Centre • State Resource Centre • J & K SET Agency • Human Resource Development Centre • University Science Instrumentation Centre 	Gandhi Bhawan	22/04/2022	03:45 p.m to 04:45 p.m
18	Section Officer/ Head Asstt./Sr.Asstt./ Jr.Asstt. <ul style="list-style-type: none"> • Zakura Campus (IOT) • Guest House • Provost Office Boys Hostels • Provost Office Girls Hostels • Gani Kashmiri Hostel • Maulana Anwar Shah Boys Hostel • Mehboob-ul-Alam Boys Hostel • Haba Khatoon Girls Hostel • PRO Office • DSW Office 	Gandhi Bhawan	25/04/2022	10 a.m to 11a.m