POLICY ON

E-GOVERNANCE*

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1. INTRODUCTION

E-governance is the application of information & communication technologies to transform the efficiency, effectiveness, transparency and accountability of informational & transactional exchanges with all the stakeholders through access & use of information. It is the use of ICT by different actors of the society with the aim to improve their access to information and to build their capacities.

The governance applied to the University is related to the exercise of controlling the power of different centers and departments which are part of the University. This kind of exercise is based on the drawing of an adequate system which executes different levels of institutional and relational power. The demand to automate university process is becoming important in line with university quality assurance. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.

2. OBJECTIVES

- To implement of E-governance in execution of all University related process
- To achieve efficiency in functioning of these processes.
- To promote accountability and transparency
- To provide easy and prompt access to information.

3. E-GOVERNANCE AREAS

The policy is divided into various areas of operation. These areas of operation are illustrative and the University reserves the right to implement e-governance even in the areas not enlisted herewith.

3.1 WEBSITE

The website is the mirror of the university activities and information about all activities, important notices, etc. should be made easily available to the stakeholders as well as the public.

The website of the university may be revamped taking into account the new changes. For this purpose, a separate service provider/web designer shall be appointed. Along with it, training shall be given to the existing staff and persons shall be identified who will undertake the responsibility of website administration and updation at the university level.

3.2 STUDENT ADMISSION

The University has decided to process all admissions in online mode. This will cover admissions to all programs whether graduate, post graduate, Ph.D., diploma programs.

3.3 ACCOUNTS

For ease of maintaining accounts, the University is already using Tally software. But, with new accounting methods and compliances, it has become necessary to procure other software as well. Accordingly, requirements shall be assessed by the administration in discussion with accountant and other accounts staff and accordingly new software may be purchased. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done on timely basis.

3.4 LIBRARY

The University library has already initiated the process of digitization through OPEC system which shall be converted into a web based service for others to utilize the library resources effectively. The university shall work on to add more and more e-learning resources for the benefit of the teachers and students. Library is presently using DELNET software for its internal working. It needs to update timely. Similarly, newer e-learning resources like journals, etc should be identified and subscribed taking into account the recommendations of the library committee. Recommendations of the teachers and students also need to be taken into account while subscribing to these resources. Appropriate training to the staff and the students for using the e-learning resources should be provided.

3.5 ADMINISTRATION

To provide a hassle free, convenient and process, maximum of the administration of the university should be handled with ICT based technology. Facilities should be provided for online leave management of employees, e copy of salary certificates, internal communication between

the employees, etc. Students also must be able to obtain maximum services like transfer certificates, bonafide certificates, etc. in online mode.

3.6 EXAMINATION

As per the changing scenario and use of digital technology it has become the need to automate the examination system. Filling of examination forms, revaluation forms, obtaining hall tickets. Though the university has done partial automation and is determined to do complete automation of the examination process. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution.

3.7 ALUMNI

In order to strengthen alumni interaction, a separate alumni portal shall be started providing facilities like registration, information of university activities, milestones achieved by alumni, feedback and many other aspects. For this purpose, a separate agreement can be entered into with suitable service providers and a separate alumni coordinator at the university level be appointed to take care of the entire activity.

3.8 LEARNING MANAGEMENT SYSTEM

LMS is an online system which is used to plan, execute and assess a specific learning process which shall help in administration, tracking and recording of details of classroom learning. It can be procured in two ways –

- Purchase from a service provider
- Develop in-house LMS

3.9 SOCIAL MEDIA OUTREACH

The University shall initiate the sharing of information regarding University's Activities and Achievements on social media platforms like Facebook, Instagram and Twitter with the Students, stakeholders and community.

4. IMPLEMENTATION

The responsibility of implementation and monitoring will be of Department Heads to be ensured at departmental level.