E-Governance Policy

Objectives:

In Electronic Governance (e-governance), "Electronic" indicates our appreciation for the growing capacities of information technologies of our age, and "governance" points to a new perspective in the administrative paradigm of the University. Here, the University intends to spur both e-governance and e-participation in all its operations. The main components of our E-governance Policy are:

- **Participation**: The University will treat all its stakeholders as neither subordinates nor customers; for us, they are partners in governance and our attempt would be to involve them in matters of policy framing through making information available to their doorstep and easing the channel of communication for airing their views.

- **Transparency and Accountability**: In the area of e-governance, University will aim to maintain a balance between openness and legitimate confidentiality in administrative works. Our attempts will be to make teachers, non-teaching employees, and officers of the University responsible in terms of their duties, actions, and decisions.

- **Information and Service Delivery:** Through the introduction of ICTs, the University aims to ensure easy availability of information and services, and to make it less costly to all its stakeholders.

- **Auditing:** By making proceedings, reports, and documents available to the public online, the University aims to ensure objectivity and neutrality of evaluation, a double checking by auditing institutions and the general public, independent from its executive branch.

Scope:

The scope of this policy extends to the following areas:

- Student Admission in University Departments and Colleges
- Use of ICT in classroom teaching and online learning
- Complete Pre-examination and Post-examination Works of enrolled students
- Automation of Accounts and Finance
- Library Automation
- Stock Management
- The digitalization of old records, manuscripts, Tabulation Registers.

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- Authorized use of social media to develop new learning opportunities, creative thinking, and presentation.
- Management of Attendance of Teaching, Non-teaching, Officers, and Students.
- Use of CCTV cameras for increased safety and effective monitoring.

Hardware & Software Infrastructure:

• The University will ensure that it has an adequate number of desktops and laptops for its offices and staff.

• Projectors and other multimedia devices are to be provided in the auditorium, classrooms, seminar rooms, and laboratories.

•For the immediate implementation of E-governance, the University may hire a competent vendor for the intended work. In due course, the University shall endeavour to develop its own infrastructure and workforce to handle all these works.

• The University shall maintain adequate configuration servers to allow fast transmission of data to the various computers.

• Office automation packages for desktops and laptops like Open Office, MS Office, Antivirus, and others to be purchased and updated regularly.

Responsible Authority:

There shall be two separate sections in the University to provide, maintain, and update software and hardware facility to the sections:

E-Governance Centre: The E-Governance Centre will take care of developing, implementing and updating the software in the e-Governance server as per the request received from various sections. In the case of University Departments/Institutes/Colleges, the data received from various stakeholders will be stored in the server and the same will be forwarded to the concerned section after the prescribed last date for further verification and processing.

Network Operating Centre: The Network Operating Centre will take care of the University website, Network facility to all sections and departments, providing Wi-Fi connections all over the campus, maintaining the web servers and firewall, secured protocols, ICT Infrastructure and so on.

Both of these units shall be under the overall administrative control of the Development Officer (DO) of the University.