

ख़्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय,

लखनऊ

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E-Governance Policy

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1. INTRODUCTION

1.1. E-Governance:

A new paradigm shift has been developed in the field of governance by the application of ICT in the processes of governing called Electronic-Governance or E-Governance. E-governance raises the transparency, accountability, efficiency, and effectiveness and inclusiveness in the governing process in terms of reliable access to the information within government, between government, national, state, municipal, and local level governments, citizens, and businesses and empowers business through access and use of information. The main focus of the E-Governance or electronic governance is to provide transparent, equitable, and accountable service delivery to the citizens. The aim of the e-governance facilitates and improves the quality of governance and ensures people's participation in the governing process through electronic means like email, websites, SMS connectivity, and others.

1.2. Areas of E-Governance:

The E-Governance policy is applicable in the following areas:

- a. Administration
- b. Hostel allotment
- c. Library Management
- d. Complaint Management
- e. Finance & Accounts
- f. Student Admission
- g. Student Scholarship
- h. Examination
- i. Learning Management System
- j. ICT Infrastructure

2. OBJECTIVES OF E-GOVERNANCE POLICY

- a. Implementation of E-governance in all functions of the University in order to provide simpler and efficient system of governance within the institution.
- b. To promote transparency and accountability in all the functions of the University.
- c. To achieve a paperless environment.

- d. To provide easy and quick access to information to all.
- e. To make campus Wi-Fi enabled for all.
- f. To make Classrooms ICT Enabled.
- g. To create a fully automated Library.
- h. For the purpose of safety and security CCTVs to be installed.
- i. Smart Board to be installed in classrooms.
- j. Preparation of annual report on adoption of e-governance practices at the University

3. SCOPE OF E- GOVERNANCE POLICY:

The University will implement e-governance in all aspects of functioning like library, accounts, admissions, examinations, administration, teaching-learning and hostel management etc. The policy is aimed towards smooth functioning of the University. The University decides to make the following policies and procedure:

- 3.1. **Website:** The website will act as an information centre which will reflect about the University, all its activities, important notices, courses offered, etc. Web Admin will be nominated for the administration of the University website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will regularly update and upgrade the website. All the important notifications will be published on the website.
- 3.2. **Student Admission:** The University brings out its Prospectus which is displayed at the University website and has guidelines for the admission process. Number of students applying to each course, withdrawals, fee submission, all to be managed through admission Portal only.
- 3.3. **Accounts and Finance:** The University will carry out all accounting functions on the software called **Tally**. The software will be continually updated. In order to maintain confidentiality of the transactions appropriate security measures will be taken. Deployed staff will be trained regularly on updated version of the software. TDS, Provident Fund, Allowances etc. Payments to all vendors and other parties will be made and received through online mode such as NEFT, RTGS and Bank Transfers etc.

3.4. Library: The University will continue to utilize **Shodhgranth** software for its electronic database by adding more E-books and Journals. Recommendations from the Departments and Library Incharge for Purchase and Subscription of New Books and Journals will be incorporated. Turnitin Plagiarism software to be used for checking of Articles, Projects published by Teachers and Students

3.5. Administration:

- a. Student Attendance Management through biometric to be used by Administrative Staff and Teaching Faculty to record Attendance,
- b. Internal Assessment marks for students to be organised using a software.
- c. Administrative operations should be carried out using appropriate software and continuously maintain database.
- d. Move towards automation should be made to establish paperless environment at the University.
- e. The University will attempt to maximize online services to be provided to students.
- f. Regular Training Programmes to be organised for the Admin Staff to familiarize them with upgraded technology.

3.6. Examination: The University has adopted an online system where faculty can upload internal assessment marks at the end of mid semester through unique Departmental IDs. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

3.7. Alumni: A separate page for the alumni to be created on the website providing facilities of registration with the Alumni Association.

3.8. Hardware Infrastructure:

The University will attempt to ensure that it has adequate number of desktops and laptops for students and staff.

- a. Computers and printers to be made available as per requirement.
- b. Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.

c. The infrastructure should be complemented by Domain specific Servers, computer networking devices, scanners and interactive smart board and Combo white board etc.

3.9. Software Infrastructure

- a. Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- b. Appropriate Software to be used for administrative operations like Managing Internal Assessment etc.
- c. Accounts department to use updated software to manage salary and other related accounting activities.
- d. Computer Laboratories to be equipped with software for the use of students and faculty.
- e. Recordings of Academic events like Seminars, Workshops, Counselling Sessions, FDPs to be made available on the university YouTube channel.
- f. For effective communication student Telegram Groups, Facebooks Page, Twitter handle, Instagram page and whatsapp groups to be created.
- g. Online platforms to be used for conducting academic activities as per requirements.



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