

# Acharya Narendra Deva University of Agriculture & Technology

Kumarganj - 224 229, Ayodhya (U.P.)



## E- Governance Policy



# E-governance Policy

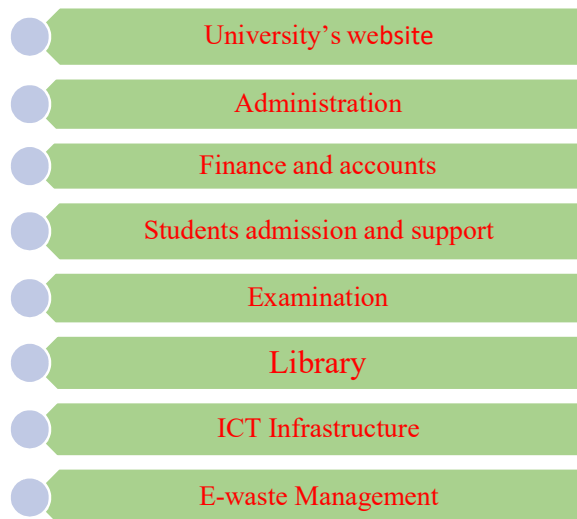
E-governance is a new paradigm shift in the process of governing as it ensures accountability, transparency, effectiveness and inclusiveness in the field of governance. Acharya Narendra Deva University of Agriculture & Technology has devised E- Governance Policy, with primary objective to implement efficient E-governance system in various interactions and services of the institution. This policy would help in achieving efficiency in various operational instructions in an integrated manner in order to enable clarity in different functionalities.

## OBJECTIVES

- Implementation of E-governance in order to provide simpler and efficient system of governance.
- To ensure transparency and accountability at various levels of functionalities.
- To provide easy and quick access to information and timely accomplishments of work.
- To maintain the data on a secure environment.
- Making the institution visible globally.
- To make the Wi-Fi enabled Premises.
- To make the ICT enabled classrooms having smart boards, projectors, etc.
- To establish a fully automated Library.
- To achieve and create a paperless environment in the college and make green campus.

## SCOPE AND APPLICABILITY

E-governance policy framed extends to the following areas:



## **1. University's Website:**

- The website will act as an information center which would reflect mission, history, aims, objectives, entire framework, activities, noble initiatives, important notices etc. of the University.
- A separate service provider/web designer would be deputed by the University.
- Training would be given to the administrative and teaching staff to make important updates on the website.
- Designated person should be identified who will undertake the responsibility of website administration and upgradation.
- The website of the college to be continuously updated taking into account the new changes.
- A Website Committee should be formed that will look after the process of updating, maintaining and working of the website on a regular basis.
- All the important notifications would go live on the website as and when they are released.

## **2. Administration**

- University should carry out management of its human resources through e-Human Resource Management System (eHRMS). All data regarding human resources management activities like monitoring, planning, recruitment, posting, promotion, transfer, employee details, maintenance of service history etc should be uploaded on the portal "ManavSampda".
- The University should follow U.P. Janhit guarantee adhiniyam 2011 for time bound disposal of official work. Under this act, information regarding issuance of documents (certificate, duplicate certificate, original marksheet, duplicate marksheet, corrected marksheet, corrected certificate, character certificate and provisional degree certificate), disposal of cancelled result, decision on withheld result, action to be taken for correction in case of incomplete / incorrect result, verification of certificate and degrees, refund of caution money, have to be made available to the applicants within the stipulated time. Students have to apply through online portal available on university website. For effective implementation of this act, there should be a committee comprising of Nodal Officer, Designated Officer, First Appellate Officer, Second Appellate Officer and Review Officer.
- University should have RTI portal to resolve grievances or long pending issues. An applicant who desires to obtain any information under the RTI Act can make a request through this Web Portal subject to the payment for RTI application online fee as prescribed in the RTI Rules, 2012. After making payment, an application can be submitted.

RTI online has two components namely citizen interface and public authority interface. Citizen can apply to get information online 24x7 all through

year. Applicants can get access his application status online on portal only. The monitoring authority is nodal officer appointed by public authority. Citizens can get information through WhatsApp and email also. In online RTI system, public information officer and first appellate officer are appointed to make available information demanded by applicants online.

- Administration Staff should be provided with adequate training and development to keep them abreast with the new technology.

### **3. Finance and Accounts**

- University should follow PFMS ( Public Financial management System) to establish an efficient fund flow system, expenditure network and real time monitoring of utilization of funds across Government, transfer of benefits, advances, expenditures, reduce delays in payments and accurate targeting of beneficiaries.
- Payroll Management System should be used by the University for automatic calculation of salary, generate salary slips, salary disbursement, allowances, TDS and provident fund.
- Purchase activities should be done through e-marketing place (GeM portal) and e-tendering for procuring goods on genuine rates and in transparent way. Procurement policy should be framed by the university to guide the purchasing activities. University should nominate In-charge for GeM portal and chairman for e-tendering Committee. Government rules and regulations should be complied with for the purchase of items.
- 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 regularly.

### **4. Students admission and support**

- Admission process of students should be through online mode.
- The University should display admission brochure on the website that has guidelines for the admission process.
- Management of student academic activities should be through Academic Management System that is meant for all students' academic activities like online student's registrations, management of classes and results declaration etc.
- Universities should use various open platforms like Google classroom, Google meet for expert lectures and student's seminar.
- Degree certificate of all the passed out students should be maintained in the Digilocker.

## **5. Examinations:**

- The University has to adopt an online system, where students can view their total Marks at the end of each semester and can report discrepancies, if any.
- In some situations not conducive to offline examinations, viva -voce examinations of Post -Graduate students can be held through online platform.

## **6. Library**

- The University should exhibit its academic excellence through a well –stocked library.
- The University would add more and more e-learning resources for the benefit of the teachers and the students.
- Recommendations are taken from the faculty members and students while subscribing to the e-resources.
- The Library to install fully automated ILMS software which should have an easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.
- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- To encourage original writing among students and faculty members, the Library should provide access to a fully automated software for plagiarism check.

## **7. ICT infrastructure:**

- The University should ensure that it has adequate number of computers and printers, scanners for students and staff.
- Projectors and other multimedia devices, interactive boards to be provided in the auditorium, classrooms and seminar rooms.
- The University should maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Software should be updated regularly.

## **8. E-Waste Management:**

- The University should ensure that its usage of technology and generation of e-waste does not impact the environment.