

E Governance Policy
Bundelkhand University

E-GOVERNANCE POLICY

Objective:

Various objectives for the E- Governance policy are as under:

- To install an integrated, user-friendly Enterprise Resource Planning (ERP) solution to automate various modules of intuitional functioning.
- To implement E-governance in every function of the institution and provide simpler and efficient system of governance within the institution and outside as well.
- To promote transparency and accountability in all the functions of the University.
- To achieve and create a paperless environment in the University.
- To provide easy and quick access to information.
- To implement e-governance in various administrative and academic functionalities of the institution.
- To create transparency in the functioning of the institution
- To achieve efficiency in the teaching learning process
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library
- To ensure speedy administration of services and information.
- To reduce difficulties for business/institute, provide immediate information to faculty, staff & students and enable digital communication by e-business.

E-governance is implemented in the following areas: For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

1. **Website & Social Media:** The website of the university to be continuously updated taking into account the new changes. The website should act as a mirror of the University activities and information about all activities, important notices etc. should be made easily available. Website is hosted & deployed on our own server.
2. **Wi-Fi Campus:** University campus is enabled with Wi-Fi connectivity for the ease in the usage of E-functions and implementation of the E-Campus.
3. **Administration:** The college administration is to be made paperless and software (ERP) oriented in order to give a hassle-free, convenient, and smooth process. The university investigates the possibility of automating its administrative duties. To keep administrative staff up to date with new technologies, proper training and development are to be offered.

4. **Attendance & Leave Management:** Institution to manage Employees Attendance and Leaves by using a suitable ERP Solution with Real time access to all of the employees. Leave requests should be processed without the use of paper in this system.
5. **Student Administration Including Hostels:** Institution processes admissions for programs, hostel, transport etc. using a Suitable ERP Solution. Students also must be able to obtain transfer certificates, bonafied certificates, degrees etc. on an online mode.
6. **Academics:** Institution to manage student academics using a suitable ERP Solution with Real time communication to parents with respect to Student Progress.
7. **Internal & External Examinations:** As per the directions of the University, it is mandatory to handle examination in online manner. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution. Controller Examination supervises the entire process of examination.
8. **Communication:** Regular updates about student to be communicated with respect to Student on Fees, college updates & other academic matters.
9. **Finance & Accounts:** For ease of maintaining accounts & Finance suitable Accounting & Finance Software package to be implemented.
10. **Library:** Entire Library System with respect to Issue, reference to be automated and Staff & Students to access the library resource in & outside the campus. Access to e-journals & E- resources to be provided within the campus.
11. **Payments:** Parents & Staff to make payments using Debit/Credit Card & UPI Platforms.
12. **Placements:** Placement to maintain student info & provide access to placement information on their fingertips.

ICT TOOLS

Hardware Infrastructure

- The University to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in each and every departments of the University.

- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by Resograph, computer networking devices, scanners and interactive teaching board/smart board etc.

Software Infrastructure

- The University to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MSOffice and Antivirus to be purchased and updated regularly.
- The University to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.

Registrar/Vice Chancellor/ Chancellor of Bundelkhand University reserves the right to amend the policy or terms thereof.

For Bundelkhand University

Registrar

Cc: Vice Chancellor's Office
Deans of Faculties