

# SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION AND RESEARCH

A Deemed to be University  
Tamaka, Kolar, Karnataka.

Declared under Section 3 of the UGC Act, 1956  
vide MHRD, Government of India Notification  
No.F-9-36/2006-U.3 (A) dated 25<sup>th</sup> May 2007



Registrar

Registrar  
Sri Devaraj Urs Academy of Higher  
Education and Research  
Tamaka, Kolar - 563 103.

## E-GOVERNANCE POLICY



# SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH

A DEEMED TO BE UNIVERSITY, (DECLARED UNDER SECTION 3 OF THE UGC ACT, 1956)

TAMAKA, KOLAR 563101, KARNATAKA, INDIA

Name of the Policy/ Guidelines	E-Governance Policy	
Short Description	Policy and guidelines on E-governance measures applicable to teaching and non-teaching staff	
Scope	This policy is applicable to all faculty and non-teaching staff of the constituent colleges and departments of SDUAHER (Deemed to be University).	
Policy status	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised	
Date of approval of Version 1	<b>12 October 2020</b>	
Policy No.	SDUAHER/KLR/POLICY/019	
Brief description of last revision	Not Applicable	
Date of approval of current revision	Not Applicable	
Effective date		
Approval Authority	Board of Management	
Responsible officer	Registrar	
Name of the Policy/ Guidelines		
Details of Revision	Date of Revision	Approved by

## **E-Governance Policy**

### **1.0 Introduction**

E-Governance (electronic governance) means rapid flow, sharing and interpretation of knowledge or information involving Information and Communication (ICT) technology so as to deploy resources effectively, provide optimum services to the stakeholders, prompt decision making and saving of expenses. E-Governance supports and stimulates good governance. Therefore the objectives of e-governance are similar to the objectives of good governance.

The Academy recognizes the huge potential of E-Governance and the commensurate overwhelming need to use this technology platform for various activities and processes viz. registration, admission, student information, classes, time table, attendance, library, salary and expenses, examinations, performance, grades, hostel services, security, reporting etc.

### **2.0 Purpose**

Accordingly, The Academy has resolved to formulate its E-Governance Policy as given in the succeeding paragraphs. The purpose of this policy is to provide a framework for e governance as well as procurement of all IT hardware, software, and any externally hosted systems or software for the University.

### **3.0 Goals**

- 3.1 Improve internal processes of Governance
- 3.2 Provide better information to all who need them
- 3.3 Efficient service delivery
- 3.4 Increased transparency
- 3.5 Reinforce credibility and accountability
- 3.6 Promote stakeholders' participation and consultation

#### **4.0 Relevance in globalized world**

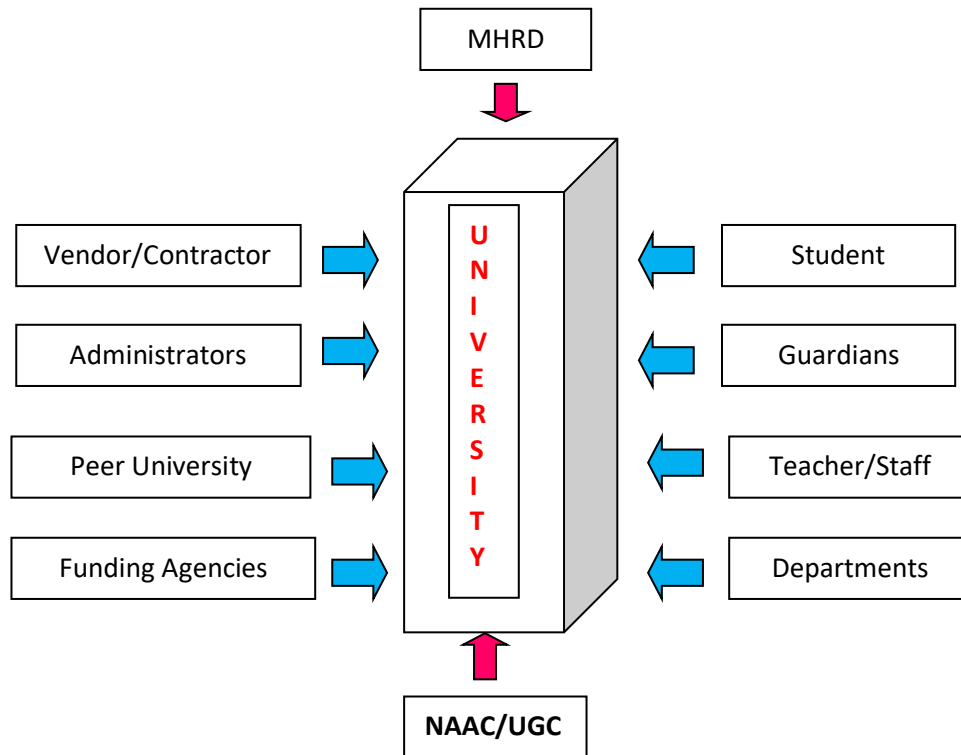
E-Governance will enable various stakeholders to control the improved operational efficiency in various key processes like grants, utilization certificates, approval processes, feedback mechanism etc. With deeper visibility and increased operational efficiency the E-Governance shall not only to satisfy the needs of students by making them more employable but also contest possible competition from foreign universities.

#### **5.0 Provisioning of Enabling Environment**

The Academy will ensure adoption of following steps to provide enabling environment for facilitation of E-Governance:

- 5.1. E-Readiness in aspect of E-Governance which includes human resources,
  - a. budgeting resources, inter/intra departmental communication flows
  - b. and readiness of the sponsoring trust to support the initiative.
- 5.2. Appropriate investment in Telecommunication infrastructure
- 5.3. Availability of Internet connectivity with adequate speed
- 5.4. Governmental human resources
- 5.5. Adequate budgetary outlay
- 5.6. Involvement and commitment of top leadership
- 5.7. Promotion of awareness among the stakeholders about the importance
  - a. and potential of E-Governance
- 5.8. Encourage and support from all the departments
- 5.9. Consistent implementation maintenance of assets
- 5.10. Ensuring data and physical security
- 5.11. To start with plan locally, but keep the global user community in mind.

## Functions of E-Governance Framework



### 6.0 Strategy

6.1 To start with a simple approach and with development of infrastructure and acceptance of E-Governance by the various entities, functions shall be added in stages.

6.2 Involve external stakeholders in technology e.g. Hardware companies, software houses, other universities who have demonstrated success in E-Governance etc.

6.3 Adoption of international standards wherever possible minimizing customization thereby reducing the risks of software and compatibility problems.

## 7.0 Work plan and Governance framework

A detailed work plan shall be prepared by an empowered committee taking all the factors mentioned above to formulate and implement E Governance in the Academy. These include:

Sl No	Work Plan	Responsible Agency		Remarks
		Primary Role	Support Role	
1.	<b>Content Development:</b> development of applications, local language interfaces, and e-learning materials.	Development of e-learning materials by respective academic Depts.	Development of applications, local language interfaces by ICT Dept.	Overall coordination by the Academy
2.	<b>Competency building:</b> Training personnel for human resource development must be implemented at all levels.	By ICT Dept	Academic Depts.	
3.	<b>Connectivity:</b> Intranet/Internet connections must be established across related agencies.	Academy	ICT Dept	
4.	<b>E-Security, E-Ethics and E-Privacy</b> – as per the laws of the land and aligned with the prevailing norms.	Academy, Administrators Departments developing contents	ICT Dept	
5.	<b>Two way communication flow</b>	Academy, Administrators Departments developing contents	ICT Dept	
6.	<b>Cyber laws:</b> Providing legal framework to support the goals of E-Governance policies.	Academy, Administrators Departments developing contents	ICT Dept	

Various sub-committees may be formed as deemed necessary to look different aspects of E- Governance implementation and maintenance.

## 8.0 Procurement Policy

8.1. All activities concerning procurement of software and hardware should be governed by the Academy Procurement Policy. However, in the procurement process adequate representation of IT experts should be ensured.

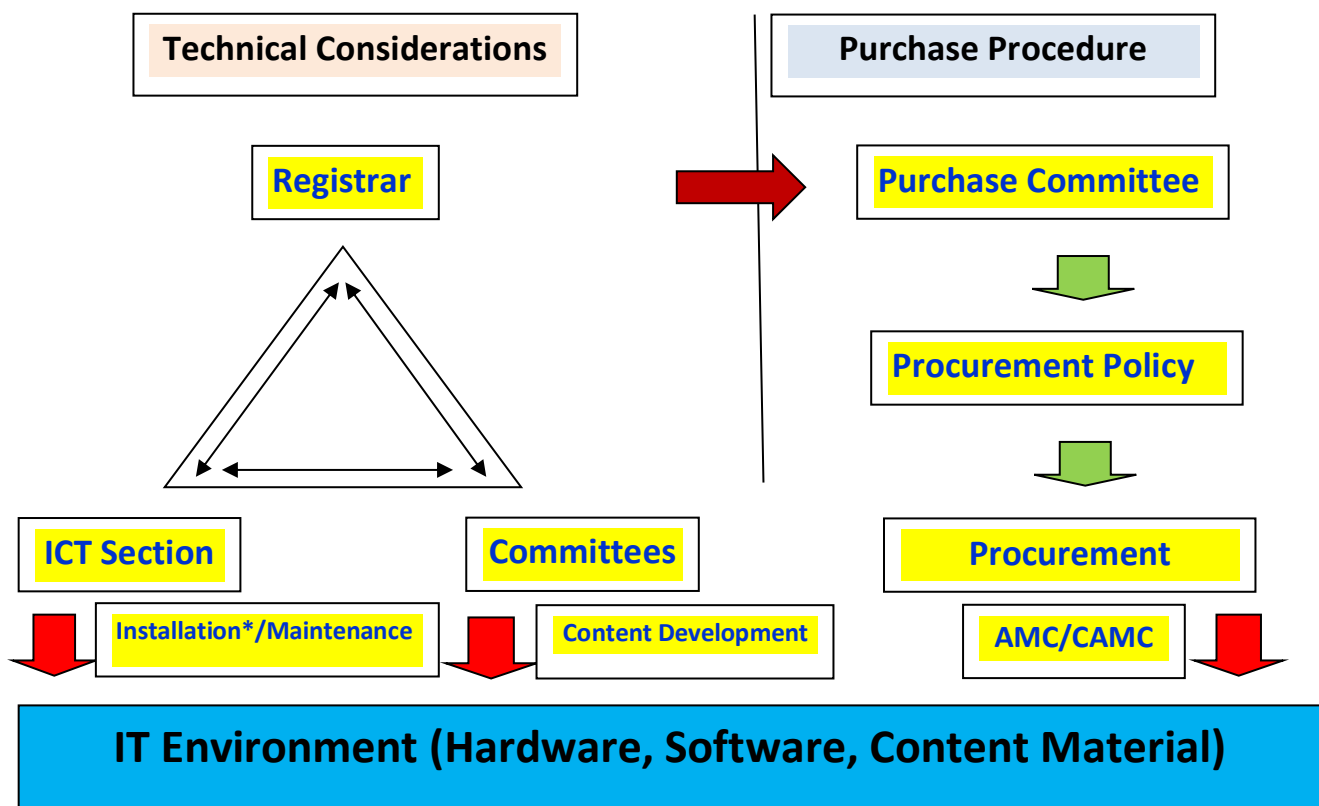
8.2. The body entrusted with procurement should factor in the cost vis-à-vis obsolescence of a hardware /software. Software and hardware with

likely short shelf life should not be procured unless there is a overriding need. A sanction from a body constituted to evaluate such need has to be obtained in support of such a need.

- 8.3. Original software and hardware are to be procured and used.
- 8.4. Indigenously developed software can be adopted provided the same is compatible to the prevailing software and hardware environment.
- 8.5. CAMC or AMC is to be entered into as deemed necessary by a duly constituted board constituted by the Academy.
- 8.6. Bulk purchase may be resorted to whenever the volume of purchase is high so as to exercise economy.

### 9.0 Organogram and Functional Arrangement

E- Governance would be placed under registrar of the academy who in turn may form committee(s) and nominate officials to such committees so as to ensure smooth and orderly implementation and maintenance of E- Governance in the Academy.



**\*Note:**

1. Network, software and hardware installations are planned and coordinated centrally by experienced network engineers

### **10.0 ICT Hardware Standardization**

The University shall lay down agreed standards in place for desktop software, Laptops, operating systems, computer networks and other computer hardware and peripherals. This standardization is essential as it allows the University's IT Department to provide a quality service. Such standards should be reviewed from time to time.

Following benefits would accrue out of standard Hardware environment:

- 10.1. ICT Support Staff would be familiar with hardware and peripherals, thus speeding up fault finding and repair with short turnaround time;
- 10.2. The ICT Department would be able to stock standard spares in order to reduce down time;
- 10.3. Network, software and hardware installations can be planned and coordinated centrally by experienced network engineers.

### **11.0 Recruitment of staff**

- 11.1. IT staff (engineers/ other technical hands) with relevant skills and experience (network, software and hardware installations) are recruited.
- 11.2. Available staff (in ICT Dept and other departments) including faculty members are to be trained in ICT appropriately depending upon their current IT skill sets, task profiles as well as future needs.

### **12.0 Benefits of E-Governance**

E-Governance shall bring in efficiency and effectiveness in governance in the following way:



### **13.0 Benefits to university**

- 13.1. Centralized information access from anywhere
- 13.2. Provide quality e-services, e-participation,
- 13.3. Increase clarity
- 13.4. Inventive teaching tools
- 13.5. Improved decision making
- 13.6. Reduction in paper work

### **14.0 Benefits to students**

- 14.1. Increase participation in educational affairs
- 14.2. Extensive saving in time cost & efforts
- 14.3. Better information & transaction services
- 14.4. Social connectivity for collaboration
- 14.5. Students can access virtual lectures & Seminars
- 14.6. Students can solve their problems like- examination queries, result verification etc.
- 14.7. Students can submit feedback to university
- 14.8. E-learning

### **15.0 Benefits to colleges**

- 15.1. Data can access easily
- 15.2. Electronic data exchange with university
- 15.3. Saving of hidden operational cost
- 15.4. Instant statistical report generation
- 15.5. Helpful for various accreditation processes

### **16.0 Overall education system**

- 16.1. Long term impact on organization goals
- 16.2. Improvement in education and administrative system
- 16.3. Empowerment of faculties, students & encouragement of their participation in governance

### **17.0 Conclusion**

E- Governance in the Academy is the current trend and hence has to be further strengthened in the times to come. This policy would require modifications from time to time as the advancement of technology takes place or the current academic environment alters. The top brass of the Academy should not only have a futuristic vision but also pledge full commitment to support the E –Governance.