e- Governance Policy

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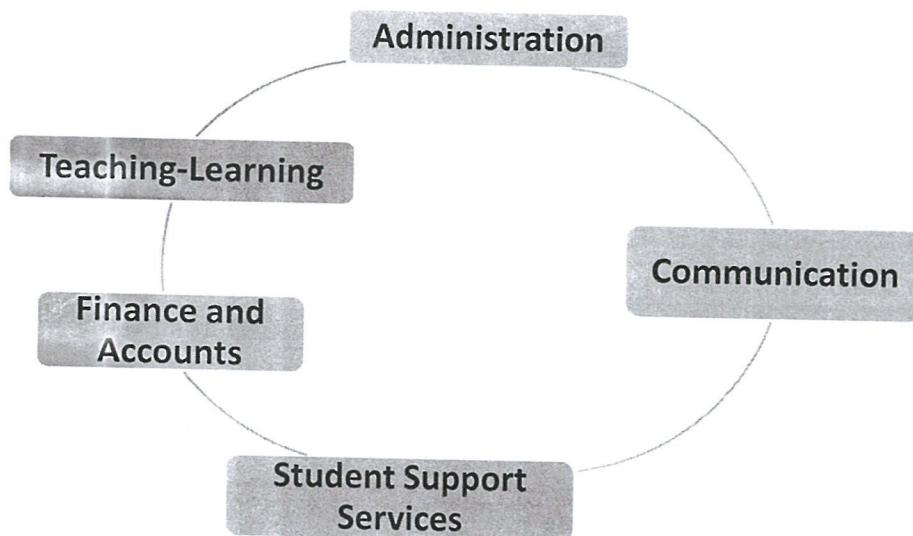Banda University of Agriculture & Technology
Banda-210001

A Policy on E-Governance

E-Governance at BUAT, Banda

E-governance plays a pivotal role in establishing a robust administrative system that promotes effectiveness, efficiency, accountability, and transparency within any organization. The e-Governance policy of BUAT, Banda aims to establish a framework for effective and efficient governance practices using digital technologies. It encompasses various aspects of e-governance, including administration, student admission, examination, accounts and finance, library, ICT infrastructure etc. The policy seeks to enhance transparency, accessibility, and accountability while leveraging technology to streamline university operations.

OBJECTIVES

- 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 ICT enabled classrooms having smart boards, projectors, etc.
- To establish a fully automated Library.
- To achieve and create a paperless environment and make University premise as green campus.
- To ensure transparency and accountability at various levels of functionalities.

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Area of Operation:

The scope of this policy covers day-to-day operations of various functions and processes of the University such as, student admissions, examinations, student progress monitoring, academics, placements, management information systems, administration, purchase, accounts and finance, ICT infrastructure.

The policy shall apply to all the stakeholders of BUAT, Banda namely faculty members, university officials, administrators, staff, students, and any other stakeholder who uses the University's services. BUAT, Banda shall aim to enhance the existing physical governance infrastructure and facilitate seamless information sharing among all stakeholders within and outside the University.

Areas covered under the E-Governance policy

e-Governance in 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 adhiniyam2011 for time bound disposal of official work. Under this act, informations 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.

- Grievances Redresssal and disposal of RTI should be through online mode to resolve or long pending issues. Applicants can get access his application status online on portal

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only. The monitoring authority i.e. nodal officer should be appointed by competent authority.

- Administration Staff should be provided with adequate training and development to keep them abreast with the new technology.
- The University shall provide robust network infrastructure and high-speed internet connectivity to facilitate seamless communication and data exchange within the departments.
- The University shall adopt and utilize online communication and collaboration tools to facilitate continuous interaction and teamwork among administrative staff. This includes email systems, instant messaging platforms, and video conferencing tools.
- The University shall undertake adequate data security measures to protect the confidentiality, integrity, and availability of data of the University.
- University should adopt biometric attendance system for all teaching and non-teaching staff.

e-Governance for Communication:

- The website will act as an information centre which would reflect mission, history, aims, objectives, entire framework, activities, noble initiatives, important notices, programs offered, admissions, recruitment, research opportunities, available campus facilities, announcements of activities and achievements, and other relevant notices/announcements 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 University to be continuously updated taking into account the new changes.
- All the important notifications would go live on the website as and when they are released.

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- The university shall establish reliable email and messaging systems to facilitate communication among stakeholders. Official email accounts should be provided to the employees ensuring efficient and secure communication channels.
- For purposes of speedy dissemination of information, the University shall maintain an active presence on social media platforms to engage with the community and provide timely updates. Social media channels shall be utilized for sharing news, events, achievements, and addressing queries.

e-Governance in Teaching-Learning Process:

- The University shall provide necessary digital infrastructure, including computers, internet connectivity in classrooms to facilitate e-governance in teaching-learning processes. This shall ensure accessibility to digital resources and tools for both students and teachers.
- All the admission related matters of the University shall be managed only through the online admission portal.
- 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.
- The classrooms, conference rooms and the seminar rooms shall be furnished with ICT-enabled projectors, smart boards and screens.
- Faculty members shall be encouraged to create and utilize multimedia content, such as videos, presentations, and interactive simulations, to enhance the learning experience.
- The University shall promote the use of open educational sources such as MOOCs, courses on Swayam Portal, NPTEL as a part of the course curriculum.
- The University library shall adopt an Integrated Library Management system for effective management of resources and efficient user experience such as contactless procurement, accession, and issue/return of books from the library. The library shall have digitization

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facility for its resources. E-library service shall be provided to all users for remote access of library facilities.

e-Governance in Student Support Services:

- 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 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 fully automated software for plagiarism check.
- The University shall provide an online portal for obtaining feedback from the different stakeholders such as students, teachers, parents, alumni, and employers.

e-Governance in 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 shall 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.

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- 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.
- Disbursement of salary should be through online mode.

All e-Governance initiatives implemented/ to be implemented shall be reviewed periodically to ensure they meet the policy, standardization and legal guidelines.

The University reserves the right to revise the terms of this policy at any time. Any such revisions will be noted in the revision history of the policy.

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