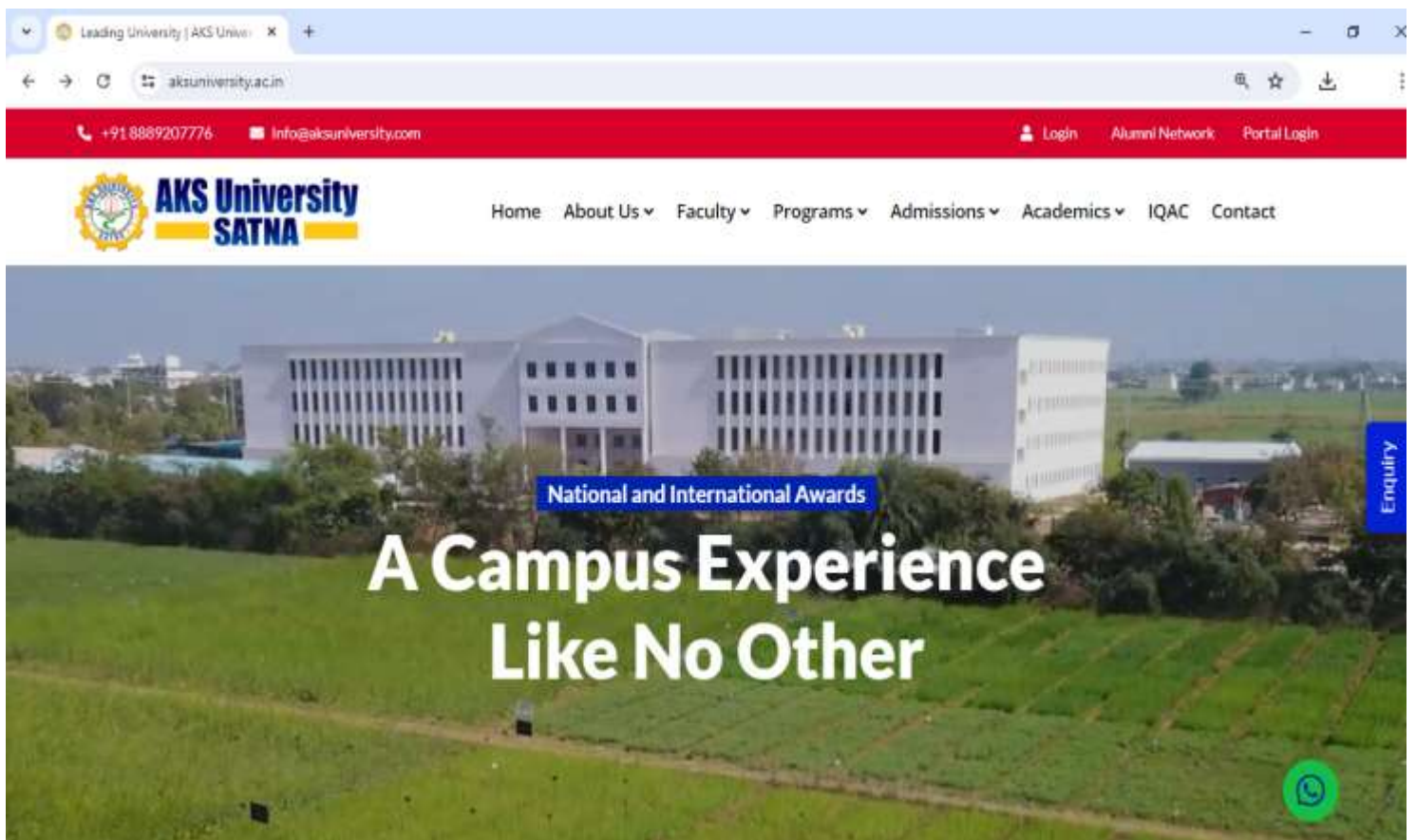=

E-governance System

AKS University, Satna, Madhya Pradesh 485001

E – Governance Policy

I. Vision

This policy outlines the framework for developing and implementing an e-governance system at AKS University Satna (M.P.), based on Information Technology Act 2020 of Govt. of India. It aims to enhance the university's efficiency, transparency and accountability through the use of information and communication technologies (ICT).

II. Mission

- Implement e-governance in all university functions, including admissions, administration, academics, finance, and student services.

- Promote transparency and accountability in all university processes.

- Create a paperless environment to reduce resource consumption and improve efficiency.

- Provide easy and quick access to information for all stakeholders (students, faculty, staff, parents, alumni).

- To provide all services of the university though E-governance modules and then enabling the users to access the services though desktops, laptop or mobile devices than anywhere and anytime.

- Foster better communication and collaboration between university departments and stakeholders.

- Comprehensive implementation of electronic mode of communication among all units/departments/sections of the university and ultimately moving towards paperless university.

III. Scope

The e-governance system will encompass various university operations:

- **Admissions:** Online application processing, fee payment, document submission, status tracking etc.

- **Academics:** Course registration, online learning materials, grade access, faculty-student communication platforms.

- **Administration:** Online leave applications, grievance redressal systems, staff performance management tools.

- **Finance:** Online fee payment, scholarship applications, financial aid disbursement, budget tracking.

- **Student Services:** Online library management, Class Schedule, Teaching Plan View, Feedback, Submission of Assignments, career guidance etc.

- **Examination:** Online Examination Form filling, Exam fee payment, Exam Notices/Schedule, Conduction of Exams, Result preparation & Publication, Student Grade Sheet Generation etc.

IV. Implementation

- **Infrastructure Development:** Invest in robust IT infrastructure, including hardware, software and a secure network.

- **Software Selection and Development:** Implement e-governance applications that are user-friendly, scalable and integrate seamlessly with existing systems.

- **Data Security and Privacy:** Ensure data security with appropriate encryption methods and adhere to data privacy regulations.

- **Capacity Building:** Provide training programs for staff and students on using the e-governance system effectively.

V. Responsibilities

- **University Administration:** Provide leadership and resources for e-governance implementation.

- **IT Department:** Develop, maintain, and support the e-governance system.

- **Department Heads:** Integrate e-governance into their departmental workflows.

- **Faculty and Staff:** Utilize the e-governance system effectively for their assigned tasks.

- **Students:** Use the e-governance system for registration, communication, and accessing resources.

VI. Monitoring and Review

- The university will establish a committee to develop and monitor the implementation and effectiveness of the e-governance system.
- The policy will be reviewed periodically to ensure it remains relevant and adapts to evolving technological advancements.

VII. Conclusion

A well-implemented e-governance system will transform the university by streamlining processes, improving communication, and enhancing transparency. This policy serves as a roadmap for achieving these goals and creating a more efficient, effective, and accessible university environment. The ultimate goal of this policy is to transform AKS University as a paperless university in next few years.

Developing an E-Governance System Policy for AKS University

The process for developing an e-governance system policy for AKS University:

1. Stakeholder Engagement:

- **Form a committee:** Create a committee with representatives from faculty, staff, students, IT department and administration.

- **Gather input:** Conduct surveys, workshops or meetings to understand stakeholder needs and expectations for the e-governance system.

- **Identify challenges:** Analyze existing university processes to identify areas where e-governance can improve efficiency or address pin points.

2. Policy Framework:

- **Review existing policies:** Ensure the e-governance policy aligns with existing university policies on IT usage, data privacy, and record management.

- **Define scope and objectives:** Clearly outline the functionalities and goals of the e-governance system based on stakeholder input.

- **Address legal considerations:** Consider data privacy regulations and ensure the policy complies with relevant laws.

3. Implementation Strategy:

- **Technology Assessment:** Evaluate existing IT infrastructure and identify resources needed for the e-governance system.

- **Software Selection/Development:** Decide whether to develop custom software or adopt existing e-governance solutions. Ensure chosen software integrates with existing systems.

- **Data Security and Privacy:** Develop a data security plan with encryption methods, access controls, and procedures for data breaches.

4. Capacity Building:

- **Training Programs:** Design training programs for faculty, staff and students on using the e-governance system effectively.

- **User Support:** Establish a dedicated support system to address user queries and technical issues.

5. Policy Approval and Dissemination:

- **Committee Review and Approval:** The committee reviews and finalizes the policy document.

- **University Administration Approval:** Seek approval from the university administration for policy implementation.

- **Dissemination:** Widely disseminate the policy through the university website, faculty and staff meetings, student portals, and communication channels.

Additional Tips:

- **Focus on user-friendliness:** Design the system to be easy to navigate and accessible for all stakeholders with varying technological expertise.

- **Phased implementation:** Consider a phased implementation approach, starting with core functionalities and gradually expanding based on success.

- **Seek external expertise:** Consult with experts in e-governance implementation for guidance and best practices.

By following these steps and considering the above mentioned facts, the AKS University has develop a well comprehensive and effective e-governance system policy that fosters a more efficient, transparent and user-friendly environment for everyone.

Implementation of e-governance system policy in AKS University

The following steps involved in implementing an e-governance system policy at AKS University:
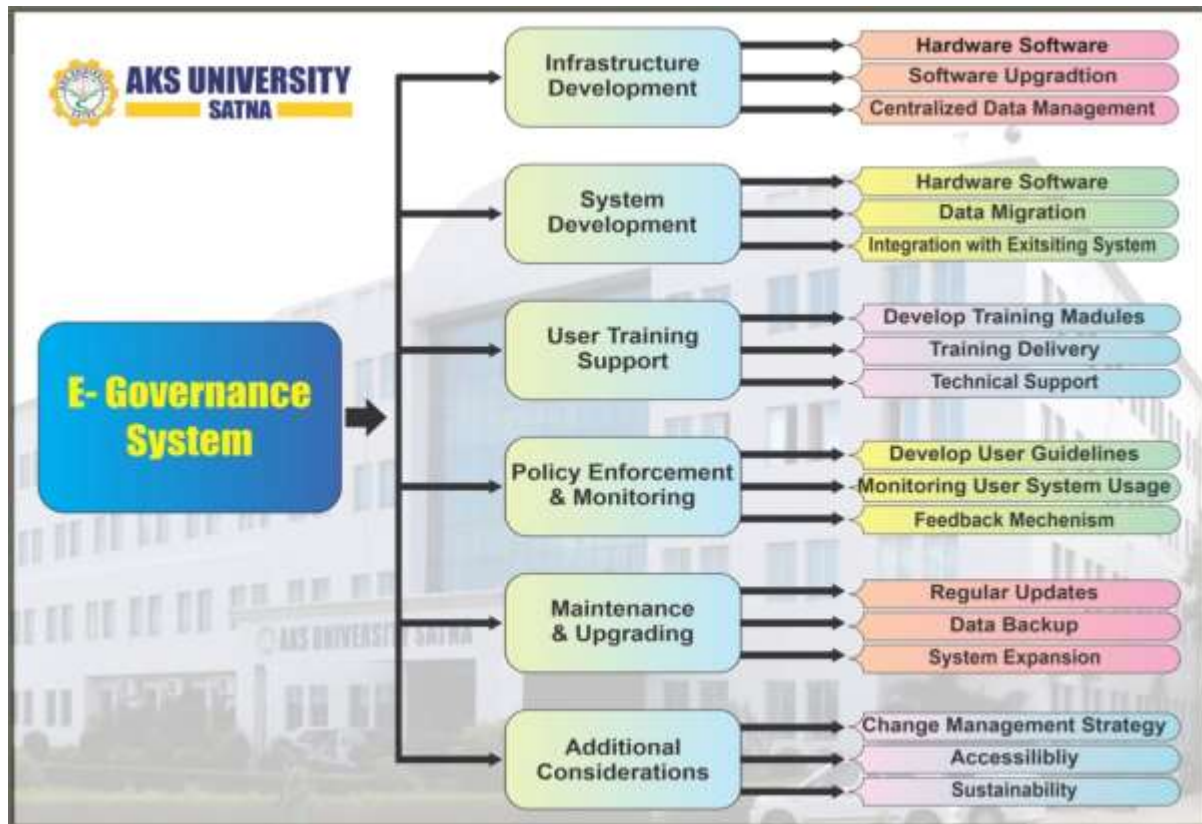
1. Infrastructure Development:

- **Hardware and Software Procurement:** Allocate budget and acquire necessary hardware (servers, workstations) and software licenses for the e-governance system.

- **Network Upgradation:** Ensure a robust and secure network infrastructure to support increased online activity and data flow.

- **Centralized Data Management:** Establish a centralized data center for secure storage and efficient management of university data.

2. System Implementation:

- **Software Installation and Configuration:** Install and configure the e-governance software based on predefined workflows and functionalities.

- **Data Migration:** Migrate existing university data (student records, faculty information, and financial data) to the e-governance system securely.

- **Integration with Existing Systems:** Ensure seamless integration of the e-governance system with existing university systems like library databases or financial management software.

3. User Training and Support:

- **Develop Training Modules:** Create comprehensive training modules for different user groups (faculty, staff and students) on using the e-governance system effectively.

- **Training Delivery:** Conduct workshops, online tutorials, or one-on-one sessions to train users on the functionalities and benefits of the system.

- **Technical Support:** Establish a dedicated IT support team to address user queries, troubleshoot technical issues, and provide ongoing guidance.

4. Policy Enforcement and Monitoring:

- **Develop User Guidelines:** Create clear user guidelines outlining expectations for responsible use of the e-governance system and data security protocols.

- **Monitor System Usage:** Monitor system usage patterns to identify potential bottlenecks or security concerns.

- **Feedback Mechanism:** Implement a feedback mechanism to gather user input and suggestions for continuous improvement of the system.

5. Ongoing Maintenance and Upgrades:

- **Regular Updates:** Ensure timely software updates and security patches are implemented to address vulnerabilities and maintain system integrity.

- **Data Backups:** Establish a secure data backup and recovery plan to prevent data loss in case of technical malfunctions.

- **System Expansion:** Continuously evaluate the need for expanding the e-governance system's functionalities based on user needs and technological advancements.

Additional Considerations:

- **Change Management Strategy:** Address potential resistance to change by establishing clear communication strategies and highlighting the benefits of e-governance for all stakeholders.

- **Accessibility:** Ensure the e-governance system is accessible to users with disabilities, adhering to relevant accessibility standards.

- **Sustainability:** Develop a long-term plan for maintaining, upgrading, and evolving the e-governance system to keep pace with changing needs and technological advancements.