

[Approved by the E.C. in its 345 held on 23 & 24 March, 2021
vide Resolution No. 18]



The Dibrugarh University e-Governance Policy, 2020

Objectives

- 1.1 The Policy aims to maintain and strengthen the leadership of the University in the area of e-Governance.
- 1.2 The policy would enable the stakeholders to avail various services online.
- 1.3 The Policy would enable the University to function more efficiently and move towards a paperless environment.
- 1.4 The policy will assist in promoting transparency and accountability.
- 1.5 The Policy will help in providing easy access to information.
- 1.6 The policy will assist in making the institution visible globally.

Scope

- 2.1 The policy shall be applicable to any authority or department or office of the University.
- 2.2 The policy shall be applicable to partnerships, collaborators, contractors, vendors working in the University.

Policy Statement:

- 3.1 In order to provide simpler and efficient system of governance within the university, the university strives to adopt and implement e-Governance in the activities of the University's functioning.
- 3.2 The University has resolved to implement e-Governance in maximum possible areas of functioning and with this aim, this policy has been adopted.
- 3.3 The University shall comply with the e-Governance norms and policies of the Government of Assam and Government of India.

Areas of Implementation:

The e-Governance Policy of the university will be implemented in the following areas:

- 4.1 Website: The website of the university will act as a mirror of the university and information about all the activities, important notices, circulars, etc. will be made available to the outsiders and the university community.
- 4.2 Student Admission: The University shall strive to process all admissions online. This will cover admissions to all the courses whether graduate, post graduate, Ph.D., M. Phil., Diploma or any other courses offered by the University.

4.3 Accounts: For ease of maintaining accounts, the University shall strive for introducing new and updated accounting methods and compliances, new advanced softwares. The requirements of the Finance and Accounts Branch of the University should be reviewed periodically and necessary updation may be made as and when required. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff must be provided on timely basis.

4.4 Planning and Construction: The Planning and Construction Branch of the University shall comply with the e-Governance policies of the University, the Government of Assam and the Government of India.

4.5 Library: The University has one of the best libraries in the country. The University shall strive to add more e-learning resources for the benefit of the teachers and students of the University. Appropriate training to the staff and the students for using the e-learning resources should be provided. The library strives to provide remote access facility to all the stakeholders.

4.6 Administration: To provide a hassle free, convenient and cheap process, the University strives to handle maximum activities of the administration like file/application/letter handling with ICT (online tracking system). Facilities are provided for online leave management of employees, e-copy of salary certificates, internal communication between the employees, etc. A dynamic database of all the students, teachers and employees of the students must be created.

4.7 Examination: The University shall strive to provide online facilities for filling up of examination forms, reevaluation/rescrutiny forms, admit cards, declaration of results, etc.

4.8 Alumni: In order to strengthen alumni interaction, a separate page in the University website shall be provided for Alumni registration, information on alumni activities, prominent alumni, milestones achieved by alumni, feedback and other aspects as applicable.

Responsibility

The Registrar will be responsible for implementation of the e-Governance Policy