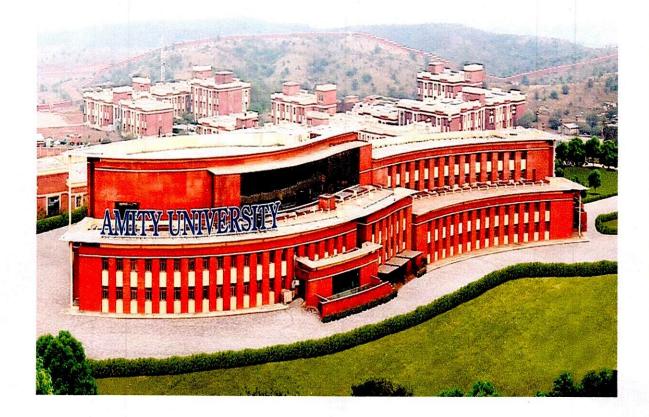# AMITY UNIVERSITY
## — MADHYA PRADESH —
Established vide Government of Madhya Pradesh Act No. 27 of 2010



# E-GOVERNANCE
# POLICY

## PREAMBLE

Date: 12·09·2016

Amity University Madhya Pradesh E -governance envisages with the sole vision of enhancing the system of governance for development of the various department of the University by leveraging new and cutting-edge technologies.

The broad areas of e-governance are in examinations, admissions, day to day operations of different teaching departments, academics, placements, Accounts, management information systems (MIS). It aims at planning and facilitating any infrastructure for the deployment of cutting-edge applications and deployment of solutions for seamless administration of the University.

## Vision:

To enhance the system of governance for the overall development of the University by leveraging technologies.

## Mission:

Deploy new solutions and ideas in various departments of the University  for seamless data access enabling better decision making.

## Objectives:

1. Implementation of E-governance in various functioning of the University.
2. Achieving efficiency in our functioning.
3. Promoting transparency and accountability.
4. Achieving paperless and errorless administration of the institution.
5. Facilitating online internal and external communication between various entities of the University
6. Providing easy access to information.
7. To maintain the Data on a secure environment.
8. Making the University visibility at national and international level.

## Policy:

1. In order to provide simpler and efficient system of governance within the University, it is decided to adopt and implement e-governance in maximum activities of University functioning.
2. To embrace e-governance for the seamless access of data for better decision making at various levels of the University.

## Area of Implementation:

1. Website & social media
2. Student Administration including Hostels
3. Academics
4. Internal & External Examinations
5. Communication System
6. Finance & Accounts
7. Library
8. Payment Systems
9. Placements

## E-governance areas in Amity University Madhya Pradesh:

For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative, and the management 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 considering 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 by the Head Office of the University situated at Noida, New Delhi on a secure platform. Along with it, training should be given to the existing IT Dept. staff and persons should be identified who will undertake the responsibility of website administration and updating at the University level. Important information & achievements are posted in the social media on regular basis.

2. **Student Administration Including Hostels:** University to process admissions for programmes are being offered, hostel, transport etc. using its own Intranet AMIZONE. Students also must be able to obtain Migration certificates, transfer certificates, bonafied certificates, etc. on an online mode through the AMIZONE.

3. **Academics:** University to manage student academics using its own Intranet AMIZONE with Real time communication to parents with respect to Student Progress.

4. **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/Admit cards, receiving of examination papers, uploading of marks, etc. everything must be done in online manner on AMIZONE. Utmost secrecy and confidentiality need to be maintained while handling examinations and work needs to be done utmost care and caution. Examination controller needs to supervise the entire process of examination under the guidance of the Vice Chancellor of the University. Regular updates of Students Internal Performance to be maintained and communicated to the parents.

5. **Communication:** Regular updates about student to be communicated with respect to Student on Fees, college updates & other academic matters.

6. **Finance & Accounts:** For ease of maintaining accounts & Finance suitable Accounting & Finance are also being done through AMIZONE.

7. **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 University campus for students and Research Scholars and Faculty members.

8. **Payments:** Parents & Staff to make payments using Debit/Credit Card & UPI Platforms.

9. **Placements:** Placement to maintain student info & provide access to placement information on their fingertips.

**Registrar**