G.L. BAJAJ
INSTITUTE OF TECHNOLOGY AND MANAGEMENT
PLOT NO. 2, KNOWLEDGE PARK-III, GREATER NOIDA

E-GOVERNANCE POLICY

(Approved in the 20th BOG meeting held on 19-05-2018 vide agenda Item no. 20.8)

Registrar
G.L. Bajaj Institute of Technology & Management
Plot No. 2, Knowledge Park - III,
Greater Noida - 201306 (U. P.)

Managed By   : Rajiv Memorial Academic Welfare Society, Mathura
Approved By   : All India Council for Technical Education, New Delhi
Affiliated To : Dr.A.P.J. Abdul Kalam Technical University, Lucknow

Policy document on e-governance

1. Introduction:

This policy document outlines the principles and guidelines for the implementation and management of e-governance initiatives in G L Bajaj Institute of Technology and Management (GLBITM). E-governance refers to the use of information and communication technologies (ICT) to improve the efficiency, transparency, and effectiveness of administrative processes. This policy aims to provide a framework for leveraging technology to enhance governance practices and ensure the optimal utilization of digital resources in the areas of administration, finance, accounts, student admission, student support and examinations.

2. Objectives:

The objectives of the e-governance policy are as follows:

a. Streamline administrative processes: Implement digital systems and platforms to automate and streamline administrative tasks, reducing paperwork and manual interventions.

b. Enhance accessibility: Provide stakeholders, including students, faculty, staff, and parents, with easy and timely access to information, services, and resources through online platforms.

c. Improve transparency: Ensure transparency in decision-making processes, financial transactions, and other administrative activities by leveraging technology for information sharing.

d. Foster collaboration: Facilitate collaboration and communication among different departments, staff, and students through digital tools and platforms.

e. Enhance data security and privacy: Establish robust security measures to protect sensitive information and ensure compliance with data protection regulations. f. Promote innovation: Encourage the adoption of emerging technologies and innovative practices to continuously improve e-governance processes within the institute.

3. Scope:

This policy applies to all departments, staff, students, and stakeholders involved in the administrative processes of GLBITM. It covers the utilization of technology for various activities such as admissions, student management, human resources, finance, library services, and communication.

4. Key Guidelines:

a. Infrastructure and Connectivity:

- Maintain a robust and reliable network infrastructure to ensure high-speed internet connectivity across the campus.
- Regularly upgrade hardware, software, and servers to support e-governance initiatives.

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- Provide adequate training and technical support to users for efficient utilization of digital resources.

b. Information Systems and Applications:

- Implement integrated information systems for student management, human resources, finance, library services, and other relevant areas.
- Ensure seamless integration and data exchange between different systems, minimizing duplication of data entry.
- Regularly update and maintain the systems to address evolving needs and technological advancements.
- Conduct periodic reviews and assessments to identify and rectify any system vulnerabilities or performance issues.

c. Data Security and Privacy:

- Implement strong data security measures to protect sensitive information from unauthorized access, loss, or alteration.
- Develop data backup and disaster recovery mechanisms to ensure business continuity.
- Comply with applicable data protection laws and regulations and maintain the privacy of individuals' personal information.
- Educate staff and students about data security best practices and their responsibilities in maintaining confidentiality.
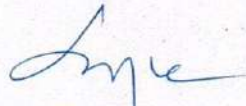
d. Digital Learning and Communication:

- Establish an e-learning platform to facilitate online education, virtual classrooms, and collaborative learning.
- Promote the use of digital tools and resources for effective communication and information sharing.
- Provide training and support to faculty members for integrating technology into teaching practices.
- Encourage the use of digital communication channels, such as emails, instant messaging, and online forums, for efficient and timely interaction.

e. Monitoring and Evaluation:

- Regularly monitor the implementation and effectiveness of e-governance initiatives.
- Collect feedback from stakeholders to identify areas of improvement and address any concerns.
- Conduct periodic audits to assess compliance with the e-governance policy and associated procedures.
- Continuously evaluate emerging technologies and innovative practices to enhance e-governance processes.

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5. Compliance and Review:

- All departments and stakeholders are expected to comply with this e-governance policy and associated procedures.
- The policy is reviewed periodically to align with evolving technology trends, legal requirements, and institutional objectives.
- Any amendments or updates to the policy will be communicated to all relevant stakeholders through various means of communication.

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