

The Dean Of University Instructions
Panjab University
Chandigarh



Subject: Policy Document on E-Governance

Ma'am,

Refer Letter No 633/DUI dated March 08,2022, Please find enclosed the Proposed Policy Document on E-Governance prepared by the following Committee

Prof Sonal Chawla(DCSA)	Chairperson
Prof R.K.Singla (DCSA)	
Prof Simrit Kahlon (Geography)	
Prof Harish (UIET)	
Prof Naveen Agarwal (UIET)	Convener

Thanks and Regards

Sonal Chawla
20/03/2022

Prof(Dr) Sonal Chawla
Deptt of Computer Science & Applications
Director, Centre for IAS Studies

Enclosed: *Policy Document on E-Governance duly signed by the Committee Members*

Panjab University

E-GOVERNANCE POLICY

Panjab University through its E-Governance Policy strives to render services in an accessible, efficient, transparent, convenient and reliable manner to its stakeholders. This policy is a step forward towards promotion and implementation of Effective Governance at PU in line with Government of India E-Governance initiatives.

Aim/Objectives:

- To promote transparency and accountability in all the functions of Panjab University.
- To improve productivity and efficiency in delivery of services by Panjab University.
- To provide easy and quick access to information.
- To put in place a framework for development and implementation of E-Governance systems and applications in the university.
- To Implement E-Governance in all functioning of the Panjab University with the intent to provide simpler and efficient system of governance within the Institution.
- To encourage and ensure comprehensive implementation of Electronic mode of communication within and between all Departments/Sections/ Centres/any other entity of the University with the ultimate aim of moving towards Paperless office.

Scope:

- The policy shall be applicable to all members of Teaching Faculty, Academic and Non Academic Administrators, Supporting Staff (Teaching/Non teaching), Students and any other stakeholders who access the services provided by the University.
- The Policy shall be applicable to any Authority, Department or Office of the University.
- The Policy shall be applicable to all Partners (Individual and Institutional), Collaborators, Contractors and Vendors working in the University.

Areas of Implementation:

- General Administration
- Student Admission
- Website
- Finance and Accounts
- Library
- Examination
- Alumni Relations
- Placements
- ICT Infrastructure

General Administration: Panjab University envisions that all the services under E-Governance plan of the University shall be successfully implemented following National E-Governance Plan and Digital India flagship initiatives of Government of India. University shall strive to setup a Central

Shah

Qul

NW

Shah

Online Facility for management of services like File/Document Tracking, Automated Diary/ Despatch System, Employee Management System, Leave Management System , Guest House Management System, Faculty Portal for Academic Profile Upkeep, Digital Archive etc. Panjab University shall promote use of Open Source and Open Standard technologies for software development and appropriate standards as prescribed by Government of India shall be followed for Data Classification, Data Retention and Inter-operability of applications.

Student Admission: Panjab University at its teaching Departments / Centres/ Institutes/Affiliated Colleges/Constituent Colleges shall strive to process and conduct admission to various Courses in Online mode. This will cover all courses whether Graduate, Post Graduate, Ph.D, Diploma, Certificate or any other courses offered by PU.

Finance and Accounts: Panjab University shall devise and implement new and updated accounting methods/compliances and install new advanced softwares in its Account Offices to maintain records online as per the Accounts Manual of Panjab University. Periodic review of the requirements of Finance and Accounts Branch of the University shall be performed and need-based necessary updations shall be done. Appropriate security measures shall be deployed for maintaining confidentiality of the transactions. Training to the existing staff and updating of the existing softwares shall be done on timely basis.

Library: The Panjab University Library, named officially as "A. C. Joshi Library", is one of the largest libraries in this region and is fully computerized with an integrated system connected to the Campus Network providing facilities such as Online Databases, E-Journals (Multiple Sources), E-Journals (Archival Access), E-books , DELNET, Open Access e-Resources etc. However, Panjab University shall strive to add more E-Learning resources for the benefit of students and faculty. It shall also create awareness and promote use of E-Library amongst its students in addition to expanding its coverage to remote access stakeholders. Panjab University shall also seek to integrate Departmental Libraries with the Main Library.

Examination: Panjab University already has in place an Examination system that assists and encourages students to apply Online for various examinations conducted by it. However, PU shall improvise and integrate its sub systems under one interface so that it can automate its Examination processes of Form filling, Result declaration, Credit Maintenance, Academic Digital Repository, Revaluation/ReScrutiny etc.. PU shall develop and implement an ERP Solution with Real time communication bringing all its sub systems under one umbrella with multilingual Search and export options for its students not only on the Campus but in its Affiliated Colleges too.

Alumni Relations: Panjab University has already setup a dedicated Alumni portal to provide an Alumni forum for exchange of ideas on academic, cultural and social issues of the day. PU Alumni

Singh

(Signature)

Shah

Association will further explore and expand its wings on other social media platforms such as Facebook, Instagram, LinkedIn etc to engage its glorious Alumni and celebrate their achievements and relationship with PU.

Placements: Panjab University has established a Central Placement Cell which assists students in placement activities through the portal. However Panjab University shall aim to devise an end-to-end scalable IT Solution to map recruiters'/employers' demands with Student skill-sets, granting them better placement prospects.

ICT Infrastructure: Panjab University Chandigarh has enabled its Departments/Centres/ Administrative blocks with latest ICT facilities. Yet the university would go a step ahead and support adoption and usage of emerging digital technologies in E-Governance like Digital Payments, Data Analytics, Artificial Intelligence, Internet of Things, Machine Learning etc. which will play an active role in improving the delivery of E-Services to its users. The University through its APJ Abdul Kalam Computer Centre shall provide hand holding support to various departments/ branches in the areas of infrastructure for E-Governance, Capacity Building, Procurement of Hardware, Software, Services etc.

PU Website: Panjab University has a fully functional website with domain name "www.puchd.ac.in". This Website acts as a mirror of the PU activities and provides information related to Panjab University Notices, Tenders, University Forms, Employment/Jobs, Courses, Syllabus, Departments, Telephone Directory etc.. However, PU shall develop applications for better service delivery through web portal and shall deploy separate web portals for different applications. All services that are feasible to be delivered electronically would be made available Online through the University Web/Mobile applications. The University shall allow access to E-Governance services through the University Portal. To protect the IT infrastructure, websites, applications and information of Panjab University from external attacks, intrusion and hacking, an enhanced IT Security Policy shall be drawn and updated from time to time.

Sul

(Sul)

N/A

Jhahlan

(Since Prof Singh is on leave for a stretch, therefore, he has given his consent to the Policy Documents on E-Governance through Whatsapp & Mail). Sul