SRINIVAS UNIVERSITY

Srinivas Nagar, Mukka– 574 146, Surathkal, Mangalore, Phone :0824-2477456
(Private University Established by Karnataka Govt. ACT No.42 of 2013.
Web :www.srinivasuniversity.ac.in, Email: info@srinivasuniversity.ac.in

Administrative Office : GHS Road, Mangalore-01, Phone 0824-2425966

Office of the Registrar   **Date: 15/12/2017**
SU/REG/F-112/2017

Name of the Policy/Guidelines	e-governance in Academics/ Evaluation section
Short Description	Policy and guidelines on the use of e-governance in Academics & Evaluation section
Scope	The policy is applicable to students' attendance, teaching plans, internal assessment, progress reports & MCQ examination to the departments of Srinivas University.
Policy Status	Original
Date of Approval of original Policy	15/12/2017
Effective date	15/12/2017
Approval authority	Board of Management
Responsible officer	Registrar

Dr. Anil Kumar
Registrar

INTRODUCTION

With the intension digitization of Education pervading further, to increase productivity by reducing monotony of duplication, IT enabled services have become indispensable requisites in educational institutions and research organizations. Realizing the importance of these services, Srinivas University took the initiative establish a system of e- governance in extension of IT policy in 2019 to have easy access to the student's data with a centralized system & to store and reduce the paper work

NEED FOR IT POLICY

The policy serves as a blue print to implement security measures and transparency in the system. **"Srinivas University e- governance Policy".** This document tries to propose guidelines that would be relevant in the context of the Srinivas University.

While creating these policies, every effort has been made to have a careful balance between security and the ability to conduct the rightful functions by the users. Further, due to the dynamic nature of the information technology policies that govern information, security processes are also dynamic in nature. They need to be reviewed on a regular basis and modified to reflect changing technology, changing requirements of the IT user community, and operating procedures.

OBJECTIVES OF THE POLICY

1. To maintain, secure, and ensure legal and appropriate use of e- governance established by the Srinivas University on the campus.

2. To outline Srinivas University -wide strategies and responsibilities for protecting the confidentiality, integrity, and availability of the information assets that are accessed, created, managed or controlled by the Srinivas University.

SCOPE & JURISDICTION

It may be noted that e-governance of Srinivas University applies to ERP software administered by the Srinivas University centrally or by the individual departments, to store & disseminate information services provided by the Srinivas University administration. This policy also applies to the resources administered by the central administrative departments, dean & faculty members of the institutions under Srinivas University such as wherever the network facility was provided by the Srinivas University.

This Policy Applies to all the institutes of Srinivas University, its Institutes,Units Stake holders coming under the purview of the following establishments are covered underthis policy

1. Institute Of Engineering and Technology
2. Institute Of Management & Commerce
3. Institute Of Allied Health Sciences
4. Institute Of Computer Science & Information Science
5. Institute Of Social Sciences & Humanities
6. Institute Of Hotel Management & Tourism
7. Institute Of Physiotherapy
8. Institute Of Education
9. Institute Of Nursing Science

B. Stake holders on campus or off campus includes

Administrative Staff (Non-Technical /Technical)

Employees (Permanent/ Temporary/ Contractual)

Higher Officers

Faculty members

Students & Parents

C. Resources Include (ERP software)

Syllabus of academic year/course, Teaching plan, Attendance of students, internal assessment of students, MCQ examinations, Progress reports.

- End Users Groups (Faculty, students, senior officers, administrative staff (both teaching and non-teaching) and other employees
- Network administrators

Purpose of e- Governance policy is to set direction and provide information about acceptable actions and prohibited actions or policy violations. Guidelines are created and provided to help organization, departments and individuals who are part of Srinivas University community to understand how Srinivas University policy applies to some of the significant areas and to bring conformance with stated policies.

The Board of Management of the Srinivas University will have the power to interpret the e- governance policy of Srinivas University and the same shall be implemented by Vice chancellor of Srinivas University. Systems Administrator shall receive the complaints regarding the issues and the Registrar - Srinivas University shall be the competent authority to take necessary actions regarding complaints and disciplinary actions in case of any misconducts. The said disciplinary action shall be initiated/taken by Registrar after approval from the Board of Management. Heads of the Institute/ Units/ Departments upon the report from point of contact shall have the power to give complaints to Registrar through Assistant Director- HR or Systems Administrator of Srinivas University Regarding the Issues/ problems.

However initially, vendors are on contract basis are asked give their services using ERP software, changes in the system are included as per university requirement, regular performance evaluation is carried out and if not satisfied the contract gets terminated. Because performance as the e- governance literature among the employees of establishment is complex due to dynamic nature of information technology and varied superior subordinate relationship, Systems Administrator takes the responsibility of policy execution in step-by-step mode at each level, after obtaining due approval from the competent authority.

SECTIONS OF POLICY DOCUMENT:

1. ERP Software Installation and Licensing
2. Acceptable Use, Internet/Network (Intranet and Internet) Use
3. Acceptable Use, Email /E-mail Account Use
4. Srinivas University Database Use and Information Dissemination
5. Access Controls, Use Accounts
6. Data Privacy
7. Protection against Computer virus and malware
8. Data Backup, Storage and recovery
9. General Information Security Management
10. Responsibilities of IT Department
11. Responsibilities of the Administrative Units
12. Guidelines for Desktop Users