

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

(Established by H.P. State Legislature vide Act No. 14 of 2002)

e-Governance Policy 2022

Introduction

Information and Communication Technology (ICT) enabled technology can transform Governance by adoption of global best practices in Governance. In tune with this, Jaypee University of Information Technology (JUIT) has a vision to provide its services to all the stake holders through good and effective e-Governance. JUIT has implemented several of its services such as admissions, examinations, finance, and library management etc. as per the e-Governance plan of the university. It is envisioned that all the services of the university will be successfully implemented under e-Governance plan following National e-Governance Plan and Digital India flagship initiatives of Government of India. Jaypee University of Information Technology has formulated the "IT Policy & Guidelines". This document supports the implementation of this policy by providing the best practices related to implementation and use of e-Governance services. Through e-Governance, university would ensure that all its services are delivered to and accessible by the teachers, students, staff and all other stakeholders efficiently, transparently and conveniently, in a reliable manner. This policy is a step forward towards promotion and implementation of e-Governance in JUIT.

2. Vision and Objectives

Based on Information Technology Act, 2000 of Government of India, it is mandated that public services are to be delivered electronically wherever and to the extent possible.

2.1 To provide all the services of the university through e-Governance modules thus enabling the users to access these services through desktop, laptop or mobile devices from anywhere and anytime at their own convenience.

2.2 This policy would enable JUIT to function more efficiently and accomplish the visions of e-Governance.

2.3 By adopting and implementing e-Governance, JUIT will promote transparency and accountability and eliminate red tapism, redundancy and eliminate loss of time and energy leading to increased productivity.

2.4 To improve productivity and efficiency in delivery of services by the university.

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2.5 To provide easy and convenient access to information. The modules shall be strategically implemented by completely automating administrative work flow processes. This shall enhance effective data storage and retrieval at all levels as per hierarchal permissions.

2.6 Comprehensive implementation of electronic mode of communication among all departments/sections or any other entity of the University and ultimately moving towards paperless office.

2.7 This policy puts in place a framework for development and implementation of e-Governance systems and applications in the university. It will serve as an impetus to the university to promote proactive delivery of services to its stakeholders.

2.8. To the extent feasible, JUIT will abide by the National Standards and Policies established or prescribed by Government of India in respect of e-Governance with necessary amendments as may be required.

3. Scope

3.1 The policy shall be applicable to all the teaching faculty members, academic administrators, staff, students and any other stakeholder who use the services provided by the university.

3.2. This policy is also applicable to any authority or body in JUIT established or constituted and controlled by the JUIT.

4. Infrastructure

For any e-Governance services to be implemented and delivered, the following key ICT infrastructure should be deployed. This section does not include the devices that are required at the user end as they are out of the scope of this policy.

4.1 Campus wide Local Area Network (LAN)

1. The services shall be delivered to the users through Campus wide LAN. Hence, there should be a robust and agile campus wide LAN in the university. The network architecture should be built based on the contemporary global standards.
2. The LAN provides high speed bandwidth inside the campus and should be scalable from time to time.
3. High speed Internet bandwidth is also provided inside the campus.

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4. Redundant and backup Internet connectivity is taken from different Internet Service Providers (ISPs).

4.2 National Knowledge Network (NKN)

The National Knowledge Network (NKN) is a state-of-the-art multi-gigabit network for providing a unified high speed network backbone for all knowledge related institutions in the country. The purpose of such a knowledge network goes to the very core of the country's quest for building quality institutions with requisite research facilities and creating a pool of highly trained professionals. Best use and advantage should be taken of NKN.

4.3 Power Backup System

At the core, IT and network access devices in the university campus is provided with clean and adequate power backup solution.

4.4 Email and Messaging Services

For seamless communication with the users, proper email and messaging services infrastructure should be deployed.

4.5 e-Services Delivery

All emails are delivered electronically via our Webmail. The users can use these web based applications to access the e-Governance services provided by the university.

4.6 Web Portals

As per the requirement of the application, service delivery is done through web portals. Separate web portals are developed and deployed for different applications. It is ensured that complete backend computerization of the processes along with the front end processes are done before making the portal live:

1. **Webkiosk/Webmail/Website:** This handles maximum activities of the administration like results, 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 via webmail, etc. A dynamic database of all the students, teachers and employees are created.

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2. **Alumni Connect**—In order to strengthen alumni interaction, a separate website is provided for Alumni registration, information on alumni activities, prominent alumni, milestones achieved by alumni, feedback and other aspects as applicable.
3. **Library (LRC- Learning Resource Centre)**—JUIT provides e-learning resources for the benefit of Faculty and students, and organizes appropriate training to the staff and the students for using the e-learning resources like NPTEL, NDL, Shodhganga, IEEE Xplore Digital Library, PROQUEST, Springer Link, Society of Industrial and Applied Mathematics. It also acts as a facilitator in providing online search engines of the LRC such as WEBOPAC.

4.7 Security

To protect the IT infrastructure, websites, applications and information of the Departments from external attacks, intrusion and hacking, an enhanced IT Security Policy is drawn and updated from time to time like a strong firewall. Webcams are also installed at appropriate places in the university premises.

4.8 Database Ownership

JUIT is the overall data owner of all the University's institutional data generated in the university. Apart from this, every set of data must have a Data Owner. The Data Owner has overall responsibility for the quality, integrity and security of the data.

4.9 Custodians of Data

The Registrar, JUIT is the overall custodian of data of the university. Individual departments/ branches generate portions of data that constitute University's database. They may have custodianship responsibilities for portions of that data.

In many cases data will be entrusted to an individual or a department/ college/administrative unit/ research unit for the purposes of storage and/or processing in which case they take on the responsibilities of the Data Custodian. The following are some of the responsibilities of the Data Custodian (but not limited to):

- Maintaining the integrity and confidentiality of the data entrusted to them.
- Ensuring that processes undertaken on the data have been authorized by the data owner.

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- Having adequate backup and recovery procedures in place for the data, taking into account the sensitivity and critical nature of the data as characterized by the Data Owner.
- Providing any information necessary for the Data Owner to fulfill their responsibilities.

4.10 Data Users

Anyone using or processing University Data must ensure that they do so in a manner that safeguards and protects the integrity, confidentiality and availability of the data at all times. They must comply with the relevant policies of the University (as may be amended from time to time) and with all applicable legal requirements, particularly in relation to data protection and copyright. The data should only be used for the purposes approved by the Data owner.

The following are some general policy guidelines and parameters for departments, branches and any other entity who are data users of the university:

1. The university's data policies do not allow the distribution of data that is identifiable to a person outside the university.
2. Data from the University's Database including data collected by departments or individual faculty and staff, is for internal university purposes only.
3. One's role and function define the data resources that will be needed to carry out one's official responsibilities/rights through its data access policies, the university makes information and data available based on those responsibilities/ rights.
4. Data directly identifying a person and his/ her personal information may not be distributed in any form to outside persons or agencies, including all government agencies and surveys and other requests for data. All such requests are to be forwarded to the Office of the University Registrar.
5. Requests for information from any courts, attorneys, etc. are handled by the Registrar Office of the University and departments should never respond to requests, even with a subpoena. All requests from law enforcement agencies are to be forwarded to the Office of the University Registrar for response.
6. At no time may any information, including that identified as 'Directory Information', be released to any outside entity for commercial, marketing,

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solicitation or other purposes. This includes organizations and companies which may be acting as agents for the university or its departments.

7. All reports for AICTE, UGC, MoE and other government agencies will be prepared/compiled and submitted by the Registrar, Controller of Examinations and Finance Officer or any other officer delegated to do so by the competent authority of the University.
8. Tampering of the database by the department or individual user comes under violation of IT policy. Tampering includes, but not limited to:
 - Modifying/deleting the data items or software components by using illegal and ulterior motives even by authorized individuals/ departments.
 - Causing database or hardware or system software crash thereby destroying the whole of or part of database deliberately with ulterior motives by any individual.
 - Trying to break security of the Database servers.

Such data tampering actions by university member or outside members will result in disciplinary action against the offender by the university authorities. If the matter involves illegal action, law enforcement agencies may become involved.

4.11 Revisions

The University reserves the right to revise the terms of this Policy at any time. Any such revisions will be noted in the revision history of the policy, which are available on the JUIT website and by continuing to use the University's IT Resources following any update it is considered acceptance on the revised terms of this Policy.

Signature		
Name	Maj Gen Rakesh Bassi (Retd.)	Prof. Rajendra Kumar Sharma
Designation	Registrar	Vice Chancellor