

# Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

## Policy on E-Governance

### Preamble:

Kavayitri Bahinabai Chaudhari North Maharashtra University rely on use of Information Technology, Computer Technology in distributing administrative and academic services.

The university is delivering the various academic/administrative services to students, teachers, staff, and other stake holders using Information Technology which facilitates the accountable, transparent, reliable, judicious, fast services to the citizen and easy access to the information.

This policy is to provide effective academic services of the university all the way through e-governance.

### Policy:

The Kavayitri Bahinabai Chaudhari North Maharashtra University is destined to make available easier and capable system of governance within the jurisdiction and is decided to agree and implement e-governance in operational areas, such as Admissions, Knowledge Resource Centre, Examination, Administration, Finance, Affiliation, Approval, Research etc. of the university.

- ❖ The areas of operations shall be integrated on university's official portal [www.nmu.ac.in](http://www.nmu.ac.in) and all the relevant databases shall have secured hierarchical permissions access.
- ❖ The employees and teaching staff shall be trained for advancements in e-administrative process as per the upgradations.
- ❖ By adopting process optimization data redundancy, loss of time and energy leading to increased productivity shall be fixed.
- ❖ The strategic implementation of completely automated administrative workflow procedures as per the operations to enhance effective data storage and retrieval at all levels in secured access.
- ❖ There shall be comprehensive implementation of electronic mode of communication among all academic schools / administrative sections of the University and ultimately moving towards paperless office.
- ❖ The backup of the all the digital data shall be regularly maintained, and examination data shall be kept in Data Centre of the university, for timely retrieval in case of disastrous occurrences.

- ❖ The e-tendering portal of Government of Maharashtra shall be exclusively used, for all the purchases as per the finance code.
- ❖ Use of Digital signature is essential for confidential e-operations involving to examination and finance section.
- ❖ The Quality of IT hardware and software shall not be compromised.
- ❖ An uninterrupted power back shall be vital for all the IT infrastructures.
- ❖ The not in use or outdated IT infrastructure (e-waste) shall be recycled periodically.

**Vice Chancellor  
KBCNMU, Jalgaon**