



OFFICE OF THE REGISTRAR
UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA

USTM/Reg/Notice/2018/62

Date: 07.09.2018

CIRCULAR

E - Governance Policy

It has been felt that the Automation & Computerization activities need to be taken up in this evolving phase of the University.

Thus a policy has been formulated for guidance which is approved by the Board of Management of the University.

This E-Governance policy 28/15-16/V2.0 is now being put up for circulation and implementation effective today. This notification is for information to all the concerned.

Sd/-

Registrar

Copy to :

1. P.S. to the Vice Chancellor
2. Controller of Examinations
3. Academic Registrar
4. All Deans
5. All HODs
6. OSD
- ✓ 7. Office file

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Meghalaya

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E-GOVERNANCE POLICY

E-Governance Policy

Information and communication technology have a valuable potential to help meet good governance goal in a University where young generation adapting to new technologies. For speed and accuracy, e-governance is essential and this will only allow an institution to move with time.

Scope of E-Governance

E-Governance is the use of IT Technologies to support good governance. Further minimizing use of paper will eventually lead to paper free governance.

Strategies proposed to be adopted are as under:

1. E-Governance awareness strategy
2. E-Governance capacity building
3. E-Governance implementation approach
4. E-Governance infrastructure development
5. Popularizing E-Governance
6. E-Governance quality assurance

E-Governance awareness strategy:

Awareness programme among all categories will be organised to facilitate to adapt new technologies. This will include awareness on creation of database to be compatible with E-Governance platform, challenges in transition for traditional system to E-Governance system, need of skill and adaptation of new system. Periodical awareness programmes will be organised.

E-Governance Capacity building:

Manpower training is important and focus will be given on development of skill, suitability to the systems that exist. New recruits will be chosen from among those who are exposed to latest IT skills. Periodical refresher programmes for all involved in the operational aspects.

E-Governance Implementation approach:

Pilot scale stand alone functional units will be considered first before integrating on a common platform. ERP will be developed and University Management System (UMS) will be made operational for all functional units.

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Meghalaya

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Vice Chancellor
University of Science & Technology
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E-Governance Infrastructure Development:

Adequate number of computer with required configuration will be made available at all levels of operation. High speed networking facilities will be made available.

Popularizing E-Governance:

Popularization of E-Governance will be made by developing smart phone compatible apps in addition making ease in operational aspects at all levels.

E-Governance quality assurance:

Quality assurance programmes will be promoted to ensure dissemination of information accurately at all levels, encouraging feedback.

Essential Achievements Envisaged:

1. **Cutting expenditure:** Improvement of Input Output Ratio by proper cost control. Financial time cost cutting will also help cutting expenditure.
2. **Managing Process Performance:** Planning, monitoring and controlling the performance process resources (Human, Financial and others). More effective and efficient use of process resources.
3. **Establish a network:** Interpretation of dispersed resources through networking.
4. **Delegation and Empowerment:** People engaged in actual activities will be empowered with real time data to enable to take decisions.
5. **Transparency and Accountability:** Transparency and accountability in administration will be ensured at all levels through effective review and dissemination.

Implementation:

E-Governance Committee to be constituted by the Vice chancellor will draw plan for implementation.

Committee:

Sl. No	Name	Responsibility as	Designation
1	Dr. P.K. Goswami	Chairman	Vice Chancellor
2	Dr. B. Sarma	Convener	HoD, CS
3	Dr. K. Bora	Member	Associate Professor
4	J. Abudin	Member	Expert
5	Anju Hazarika	Member Secretary	Registrar
6	Shamim Goney	Member	Dy. Registrar

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Strategic Plan:

University has made plan to transform the whole manual system to computer system of operation.

In the first phase following sections to be computerized

1. Students registration & admission process
2. Finance & Accounts
3. Infrastructure Database/ Inventory.

In the second phase following sections to be computerized

1. General Administration
2. Examination & Results
3. Audi Visual Communication setup
4. Security Control Mechanism

CONTACT:

For any clarification and Details, Dy. Registrar USTM may be contacted.

Approved by



Dr. P.K. Goswami
(Vice Chancellor)

Vice Chancellor
University of Science & Technology
Meghalaya

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Meghalaya