



**Amity University Haryana
Gurugram**

IT Integration & E- Governance Policy



Digital Policy of AUH

Preamble:

University Grant Commission (UGC) has given a mandate for all Higher Educational Institutes (HEIs) for initiating digital practices in administration, academics and research, while addressing of Vice Chancellors of all Universities in July 2017 in National Convention on Digital Initiatives for Higher Education. Amity University Haryana (AUH) has been practicing the digital initiatives since its inception in 2014. The following is the document of Digital Policy of AUH.

1. Scope of Digital Policy:

The digital policy of AUH will be applicable of all staff and faculty, staff and students of AUH who are involved in academic or administration or research activities.

2. Digital Policy statement:

Amity University Haryana is a part of Amity Universe, which has global appearance and therefore shall follow all possible avenues of digitisation in all of its activities and reap the benefit of transparency, reachability and quickness through digital initiations. The digital policy shall be applicable to all the activities involved in the university and shall encompass every student, staff and faculty. It is equally important that the digital initiatives shall provide access to all its stake holders, starting from students to authorities of all relevant activities of AUH.

3. Rationale:

This policy shall yield set of guidelines for all stake holders. viz., students, staff, faculty and management, of AUH at all level to access the required appropriate information and to place requests, and to act upon the responsibility of delivering authenticated responsibilities.

4. Objectives of Digital Policy:

- a. Confirm the digital encompassment in all activities of AUH
- b. Shall provide easy access to all stake holders of AUH to the required information sought by them from administration and academic arena in identified activities and guidelines.
- c. Build transparent, effective and efficient system through digitisation.
- d. Build a robust digital data system, which shall be framed on principles of ease of including and searching, sorting and retrieving any relevant data for all its stake holders.
- e. Employ suitable digital platform/s to help all stake holders to access the digital repository and to place request, forward and execute the works related to academics, research and administration.
- f. Shall provide easy access to required information to futuristic students, their parents, aspirants of employees, collaborators from other universities, authorities and other public.
- g. Enhance the reach and transparency in all walks of activities being carried out in AUH.
- h. Provide suitable information and platform for making futuristic planning and designing new programmes and activities.

5. Policy expectation:

Continuous training of students, faculty and staff though out the year shall be

routine in AUH. The continuous uploading, moderation and management of data in digital space shall be ensured by the authorities and staff involved in digital system management.

6. Digital Initiatives Management Board:

A dedicated management board shall be initiated with responsibilities as shown below.

<i>Sl. No.</i>	<i>Identified Members by Position</i>	<i>Designation</i>	<i>Responsibility</i>
1.	Dean, Academics	Chairman	Heads the meetings and concludes on actions.
2.	IT Support Head	Member	Gives technical suggestions and support
3.	Deans of all schools	Members	stake holders of policy making and implementation
4.	2 Identified Directors of Schools	Members	stake holders of policy making and implementation
5.	Comptroller of Examination	Member	stake holders of policy making and implementation
6.	Chief Librarian	Member	stake holders of policy making and implementation
7.	Director (Admission), Director (Marketing) Director (Administration) Director (HR), Representative from Finance and accounts section	Members	stake holders of policy making and implementation
8.	Director of a school with knowledge and skill of IT	Member secretary	Calls for meeting under the instructions of chairman and organises the activities of digitisation

7. Activities and encompassments:

- a. The Digital Initiatives Management Board (DIMB) shall meet atleast thrice in a year and discuss the outcomes of existing digital initiations and actions and make further planning for effective implementation.

- b. The digitisation of identified activities of Admission, academics (including attendance management, learning contents, progress reports, continuous assessment and terminal assessment, progress report to students and parents), library management, finance and accounts activity, administration activity, Human relations activity and others which shall be included as need arises.
- c. Suitable platform shall be developed and used for Learning Management System.
- d. Emphasis to online presentations, reaching global institutes through suitable online platforms to expand the reach of AUH globally.
- e. Providing robust security to data in digital space and providing easy access to its stake holders in required and identified fields of data repository.
- f. Frequent reviews of digitisation and implementing new measures to remove obsolesce and to cater to the needs as they arise.
- g. Providing adequate training to all stake holders of AUH to bring awareness in digital initiatives and to ensure the maximum utilisation of digital initiatives developed and implemented in the university.
- h. Bringing out annual reports on the digital initiations and activities carried out through the committee.

8. Exclusions:

- a. Data and information that are classified as confidential by the authorities. These need not be subjected to digitisation and even if they are digitised, the access of these data shall be secured using robust data security systems.
- b. The data that are already digitised and accessed by stake holders may be withdrawn if found not suitable for various reasons. This permits the authorities to withdraw any information published on online digital facility that is provided, in case if it is found to be unnecessary and / or is classified under confidential category.