

CENTRAL SANSKRIT UNIVERSITY


(Established by an Act of Parliament, 2020)

[Under Ministry of Education, Govt. of India]

NEW DELHI - 110 058




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Under Ministry of Education, Govt. of India
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CENTRAL SANSKRIT UNIVERSITY

e-GOVERNANCE POLICY

1) Policy Statement/Aim:

The aim of the policy is to promote decentralized and participative management in all realms of administration, accounts and examinations. It also seeks to reinforce pre-existing physical governance infrastructure and bolster seamless information sharing among stakeholders of the institution.

2) Scope and Applicability:

The scope of the development and upgradation of e-governance structures is primarily to create greater synergy between the administration, non-teaching, teaching faculty and students.

3) Objectives:

- 3.1. The policy aims to maintain and strengthen the leadership of the University in the area of e-Governance.
- 3.2. The policy would enable the stakeholders to avail various service online.
- 3.3. The policy would enable the University to function more efficiently and move towards a paperless environment.
- 3.4. The policy will assist in promoting transparency and accountability.
- 3.5. The policy will help in providing easy access to information.
- 3.6. The policy will assist in making the institution visible globally.

4) Expected Outcomes:

The expected outcome of this policy is simplifying and streamlining the structure of administration. It also seeks to make the process of administration more transparent and efficient. By embracing e-governance tools, the institution intends to provide quick delivery of student-based services.

5) Areas of Implementation:

The e-Governance policy of the University will be implemented in the following areas:

5.1. Website:

The website of the university will act as a mirror of the university and information about all the activities, important notices, circulars, etc. will be made available to the outsiders and the university community.

5.2. Student Admission:

The University shall strive to process all admissions online. This will cover admissions to all the courses whether graduate, post-graduate, Ph.D., M.Ed., Certificate, Diploma or any other courses offered by the University.

5.3. Planning and Construction:

The Planning and Construction Branch of the University shall comply with the e-Governance policies of the University, and guidelines affiliating/accreditation bodies (UGC, DEB, NCTE, NAAC etc.) and the directions of Ministry of Education, Government of India.

5.4. Library:

The University has one of the best libraries in the country. The University shall strive to add more e-learning resources for the benefit of the teachers and students of the University. Appropriate training to the staff and the students for using the e-learning resources should be provided. The library strives to provide remote access facility to all the stakeholders.

5.5. Administration:

To provide a hassle free, convenient and cheap process, the University strives to handle maximum activities of the administration like file/application/letter-handling with ICT. Facilities are provided for online leave management of employees, e-copy of salary certificates, internal communication between the employees, etc. A dynamic database of all the students, teachers and employees of the students must be created.

5.4. Examination:

The University shall strive to provide online facilities for filling up of examination forms, reevaluation/rescrutiny forms, admit cards, declaration of results, etc.

5.5. Alumni:

In order to strengthen alumni interaction, a separate page in the University website shall be provided for Alumni registration, information on alumni activities, prominent alumni, milestones achieved by alumni, feedback and other aspects as applicable.


5.6. Responsibility :

The Registrar will be responsible for implementation of the e-Governance Policy.

NOTE: To achieve above all targets, CSU successfully deployed the e-Gov project initiated by Ministry of Education, Govt. of India i.e. SAMARTH and in the process of procuring and implementing e-Office (NIC) also.



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