



## PATNA WOMEN'S COLLEGE

Autonomous

PATNA UNIVERSITY

3<sup>rd</sup> Cycle NAAC Accredited at 'A' Grade with CGPA 3.58/4

*'College with Potential for Excellence' (CPE) status accorded by UGC*

### E-GOVERNANCE AND INFORMATION TECHNOLOGY POLICY

#### 1. Preamble

Information Technology (IT) is an essential part of the learning and teaching process. Every student deserves the right for digital accessibility. Therefore, the College strives towards establishing a platform to fully realize the potential of Information Technology that will help the teaching-learning process as well as the management of the institution. The College has an E-Governance and Information Technology Policy covering Wi-Fi, cyber security, etc., and allocated budget for updating its IT facilities. The E-Governance and Information Technology Policy aims at offering guiding principles within which the institution may expand and upgrade IT infrastructure and facilities to meet the growing needs of Patna Women's College as a premier educational institution and key player in the IT industry.

#### 2. Scope

It shall cover the following areas of infrastructure development/improvement;

- Articulating a vision on IT infrastructural development
- Purchase of new software and hardware.
- Give adequate training for the best use of the above facilities to all the stakeholders.
- Conduct periodical performance audit of Software systems and hardware
- Equip in-house software development team in the campus.
- Exploring the possibilities of Software Consultancy and Development
- Green Computing Practices
- CCTV Surveillance System
- Smart Classroom systems

- Learning-resource storage and delivery system
- LAN and WiFi Connectivity and Broadband Connectivity
- Website – Secure Hosting
- Use of Secure Protocols (HTTPS, SSH)
- Use of Official Email Address for all communications
- Secure Database for Exam Purposes
- Secure login portal for ERP Software
- Individual Login Credentials for Staff and Students

### 3. **E-Governance and Information Technology Committee (EITC)**

The College has constituted an E-Governance and Information Technology Committee to ensure the realization of the various objectives of College E-Governance and Information Technology Policy. Members of the committee are as follows:

<b>Sl. No.</b>	<b>Name</b>	<b>Category</b>
1.	<b>Dr. Sister M. Rashmi A.C.</b> Principal, Patna Women's College	Chairperson
2.	<b>Sister M. Jincy A.C.</b> Assistant Professor, Department of Sociology	Member
3.	<b>Ms. Manisha Prasad</b> Head, Department of Computer Applications (BCA)	Member
4.	<b>Mr. Alok John</b> Assistant Professor, Department of AMM	Member
5.	<b>Dr. Prabhas Ranjan</b> Assistant Professor, Department of Education	Member
6.	<b>Mr. Praveen Kumar</b> Assistant Professor, Department of Computer Applications (MCA)	Member
7.	<b>Ms. Deepa Sonal</b> Assistant Professor, Department of Computer Applications (BCA)	Member
8.	<b>Mr. Bhupendra Kumar</b> Office Assistant, Examination Cell	Member
9.	<b>Mr. A. K. Sinha</b> Section Officer, Examination Cell	Member
10.	<b>Mr. Manoranjan Prasad</b> Technical Assistant, IT	Member
11.	<b>Dr. Bhawna Sinha</b> Head, Department of Computer Applications (MCA)	Member Secretary

## 5. Functions of E-Governance and Information Technology Committee

The E-Governance and Information Technology Committee (EITC) has only recommendatory authority. The recommendations made by the Committee shall be presented to the Governing Board for its approval.

The EITC shall review and plan the implementation of proposals for infrastructure development in accordance with the master plan of the College.

The following are the special tasks assigned to the EITC;

- i. Study and prepare a master plan for the implementation of ICT infrastructure at Patna Women's College and submit the same before the governing board for its approval.
- ii. Study the budget allocation for IT infrastructure development and make suggestions for the optimal use of the same.
- iii. Reviewing the report of the IT infrastructure and Software Audit and suggesting further measures necessary for the purpose of optimal use of resources.
- iv. Reviewing the IT maintenance mechanism and suggesting modifications if any.
- v. Recommending proposals for new software developments and purchases
- vi. Obtaining feedback on IT facilities.
- vii. Optimise the use of ICT facilities in the campus by implementing best strategies.
- viii. Equip and empower faculty and students through adequate training programs, technical know-how of the same in the campus on a periodical basis.
- ix. Make available the latest technologies in the campus and encourage the use of Open Source Softwares wherever required.

The E-Governance and Information Technology Policy of the college covers relevant ethical aspects of internet use on the campus and instructs all stakeholders on how the network facilities of the college may be used in accordance with the existing laws and regulations of the nation. The policy is regularly revised and the latest version is available on the college website.

Date: 01.07.2019

  
(Sister M. Tanisha A.C.)

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(Dr. Sister M. Rashmi A.C.)

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