

# **E-GOVERNANCE & IT POLICY**



Lakireddy Bali Reddy College of Engineering  
(Autonomous)  
Mylavaram – 521230

## **1. Preamble**

This policy establishes a unified framework for digital governance and IT management to ensure efficiency, transparency, security, and reliability of institutional operations. It aligns with the guidelines of the University Grants Commission and national digital initiatives.

## **2. Vision**

To build a secure, intelligent, and fully digital campus ecosystem that enhances teaching, learning, research, and administration.

## **3. Objectives**

- Enable paperless and efficient governance
- Ensure secure IT infrastructure and data protection
- Provide seamless digital services
- Support innovation and research through ICT
- Ensure compliance with regulatory frameworks

## **4. Scope**

Covers:

- Academic processes
- Administrative operations
- IT infrastructure and services
- Data management and cybersecurity
- Users: students, faculty, staff, and stakeholders

## **PART A: E-GOVERNANCE FRAMEWORK**

### **5. Key Areas of E-Governance**

#### **5.1 Administration**

- ERP-based administration system
- Online admission process
- Digital document management
- E-office and file tracking

#### **5.2 Finance & Accounts**

- Online fee payment system
- Digital accounting and auditing
- Scholarship management systems
- E-billing and receipts

#### **5.3 Student Support**

- Student portal (attendance, results, feedback)
- Learning Management System (LMS)
- Online grievance redressal system
- Digital mentoring system

#### **5.4 Examination System**

- Online exam registration
- Hall ticket generation
- Digital evaluation and result processing
- Transparency in post-evaluation

#### **5.5 Library Services**

- Integrated Library Management System (ILMS)
- OPAC (Online Public Access Catalogue)
- Access to National Digital Library of India and INFLIBNET Centre
- Digital repository

#### **5.6. Human Resource Management**

- Biometric attendance and leave management systems.
- Online faculty appraisal (PBAS/APAR).
- Digital service records and workload allocation.

## **PART B: IT POLICY PARAMETERS**

### **6. IT Infrastructure Management**

- Campus-wide high-speed internet and Wi-Fi
- Secure data centers / cloud infrastructure
- Network segmentation (academic/admin)
- Redundant power supply (UPS, generators)

### **7. Hardware & Software Policy**

- Standardized procurement procedures
- Use of licensed software only
- Periodic upgrades and maintenance
- Asset lifecycle management

### **8. Network & Cybersecurity**

- Firewall and intrusion detection systems
- Antivirus and endpoint protection
- Secure VPN access for remote users
- Regular vulnerability assessment & penetration testing

### **9. Data Management & Privacy**

- Role-based access control (RBAC)
- Data classification (sensitive, internal, public)
- Regular backups (onsite/offsite/cloud)
- Compliance with data protection norms

### **10. User Access & Acceptable Use Policy**

- Unique user credentials for all users
- Prohibition of unauthorized access
- Responsible use of internet and IT resources
- Disciplinary action for misuse

## **11. Email & Communication Policy**

- Official email IDs for staff and students
- Restrictions on misuse/spam
- Secure communication protocols

## **12. IT Service Management**

- Helpdesk support system
- Ticket-based issue tracking
- Defined Service Level Agreements (SLAs)

## **13. Backup & Disaster Recovery**

- Daily/weekly automated backups
- Disaster Recovery Plan (DRP)
- Business Continuity Plan (BCP)

## **14. Green IT Practices**

- Energy-efficient servers and devices
- Virtualization and cloud computing
- E-waste management

## **15. IT Audit & Compliance**

- Periodic IT audits
- Software license audits
- Security compliance reviews

## **PART C: GOVERNANCE & IMPLEMENTATION**

### **16. Institutional Mechanism**

#### **E-Governance & IT Committee**

- Principal – Chairperson
- IT Coordinator / System Administrator
- Faculty Representatives
- Administrative Officer
- External IT Expert (if required)

### **17. Implementation Strategy**

- Phase-wise ERP and IT deployment
- Integration of all modules
- Continuous upgrades and monitoring
- Capacity building for users

### **18. Training & Awareness**

- ICT training for staff and students
- Cybersecurity awareness programs
- User manuals and SOPs

### **19. Monitoring & Evaluation**

- System usage analytics
- Downtime tracking
- User feedback
- IQAC review and reporting

The Institute shall continuously review and update the approved policy and is committed to its implementation.

**Policy History:**

<b>Version</b>	<b>Approved by</b>	<b>Implementation and Monitoring by</b>
V2.0(Revised)	20 <sup>th</sup> Meeting of GB held on 31-01-2026	Vice Principal
V1.0(Original)	9 <sup>th</sup> meeting of GB held on 24-11-2018	