

# E- Governance Policy



  
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**POLICY COVER PAGE**

<b>1</b>	<b>Name of Policy</b>	E – Governance Policy
<b>2</b>	<b>Brief Description of the Policy</b>	The E-Governance Policy of ATLAS SkillTech University outlines the strategic approach and framework for leveraging digital technologies to enhance operational efficiency, transparency, and service delivery across the institution. The policy aims to streamline processes, improve accessibility, and ensure the secure and effective use of information and communication technologies.
<b>3</b>	<b>Approved by</b>	Board of Management
<b>4</b>	<b>References for the policy</b>	<ol style="list-style-type: none"> <li>1. ATLAS SKILLTECH University, Mumbai Act, 2021 (Mah. Act No. XV of 2021)</li> <li>2. First Statue of ATLAS SkillTech University</li> <li>3. FIRST ORDINANCES 2022 - Under the Act of ATLAS SkillTech University Act, 2021 (Maharashtra Act No. XV of 2021)</li> <li>4. First Academic Regulations of ATLAS SkillTech University , 2021</li> <li>5. Government of India IT information Act 2000</li> </ol>



  
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## E-Governance Policy for ATLAS SkillTech University

### Preamble:

The E-Governance Policy of ATLAS SkillTech University outlines the principles, practices, and guidelines for leveraging technology to enhance transparency, efficiency, and accountability in the management of the university's resources and processes. This policy aims to integrate digital tools in Administration, Academics, Research, And Community Engagement, ensuring the university remains competitive, accessible, and responsive to the needs of all stakeholders.

### 1. Vision and Objectives:

**1.1 Vision:** To establish ATLAS SkillTech University as a leading institution in digital governance, promoting a culture of transparency, inclusiveness, and innovation.

#### 1.2 Objectives:

- Enhance administrative efficiency through the use of ICT (Information and Communication Technology).
- Foster a culture of transparency and accountability in all university operations.
- Improve the quality of education and research through digital tools.
- Ensure secure and seamless access to information for all stakeholders.
- Promote sustainable practices by reducing the university's reliance on paper-based processes.

### 2. Scope:

This policy applies to all departments, faculties, administrative units, and finance and accounts of ATLAS SkillTech University. It encompasses the use of ICT in administration, academic delivery, student admissions and support, research management, financial operations, student services, and community outreach.

### 3. Governance Structure:

**3.1 Registrar's Office:** Registrar of the university to oversee the implementation of this policy. The committee will be responsible for:

- Developing and revising the E-Governance roadmap.
- Ensuring compliance with national and international standards.
- Monitoring and evaluating the effectiveness of e-governance initiatives.



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**3.2 IT Department:** The IT Department will play a central role in implementing the e-governance initiatives. It will be responsible for:

- Developing and maintaining the university's IT infrastructure.
- Providing technical support and training to all users.
- Ensuring data security and privacy.

**3.3 Data Management Team:** A dedicated Data Management Team will be responsible for ensuring data integrity, accuracy, and security. This team will:

- Manage and safeguard all digital records.
- Ensure compliance with data protection laws and regulations.

#### **4. Key Components:**

##### **4.1 Digital Administration:**

**Online Portals:** To ensure the development and maintenance of online portals for faculty, students, and administrative staff to access and manage academic and administrative functions.

**E-Procurement:** The IT team will be responsible for implementation of an e-procurement system for transparent and efficient procurement processes.

**HR Management:** The Registrar and the Head of Human Resource department will be responsible for adoption of digital tools for recruitment, payroll, and performance management.

##### **4.2 Academic Management:**

**Learning Management System (LMS):** The University will deploy an LMS (identified/developed by the IT Team) to facilitate online learning, course management, and student assessments.

**Online Admissions:** The Admissions Committee will be responsible to streamline the admission process through a fully automated online system.

**Digital Libraries:** The University Librarian will oversee the development of digital library and repositories to support research and learning.

  
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#### 4.3 Financial Management:

**E-Finance:** The Chief Finance Officer will ensure that there is an implementation of an e-finance system for budget management, accounting, and auditing.

**Online Payment Systems:** Facilitate online fee payments and financial transactions for students and staff.

#### 4.4 Research Management:

**Research Portals:** The University Research Committee will be responsible for monitoring the creation of digital platforms for managing research projects, funding, and publications.

**Data Repositories:** The IT Team will establish secure digital repositories for research data and publications.

#### 4.5 Communication and Outreach:

**University Website:** It will be the responsibility of the IT Team to maintain a user-friendly and informative website that serves as the primary communication tool with the public.

**Social Media:** The IT Team will drive the use of social media platforms for community engagement and dissemination of information.

### 5. Security and Data Privacy:

#### 5.1 Data Protection:

The University will be required to ensure compliance with the Information Technology Act, 2000, and other relevant data protection regulations at all times. In accordance with the Information Technology Act, 2000, the university must:

- Implement robust measures to protect sensitive personal data and information from unauthorized access, misuse, or breaches.
- Ensure encryption of data, regular security audits, and strict access control mechanisms.
- Additionally, the university will comply with all applicable national and international data protection laws, such as the General Data Protection Regulation (GDPR) where applicable, ensuring adherence to the highest standards of confidentiality and integrity.
- Conduct training programs to educate staff and students on data protection policies,

#### 5.2 User Access Control:

- All measures to be taken to establish user access controls to ensure that only authorized individuals can access sensitive information and regularly audit access controls to maintain data security.



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### 5.3 Backup and Recovery:

- Schedule data backup process to ensure the continuity of operations in case of data loss or system failure. Regularly test these systems to verify their effectiveness.

## 6. Implementation and Training:

**6.1 Implementation Phases:** The e-governance initiatives will be implemented in phases:

**Phase 1:** Assessment and planning, including infrastructure development and policy formulation.

**Phase 2:** Development and deployment of key e-governance systems.

**Phase 3:** Training and capacity building for all stakeholders.

**Phase 4:** Continuous monitoring, evaluation, and refinement of e-governance processes.

### 6.2 Training and Capacity Building:

To ensure effective implementation of the policy and effective use of e-governance tools, the IT Team will conduct regular training sessions for faculty, staff, and students. IT and data management personnel will provide specialized training to handle advanced systems and cybersecurity threats.

## 7. Monitoring and Evaluation:

Regular feedback from all stakeholders to identify areas for improvement will be taken to implement a continuous improvement process and ensure that the e-governance system evolves with changing needs and technologies.

## 8. Compliance and Legal Framework:

**8.1 Legal Compliance:** University will ensure that all e-governance practices comply with relevant national and international laws, including the Information Technology Act, 2000, and the Digital India initiative.

**8.2 Ethical Standards:** All initiatives towards e-governance will promote ethical standards in the use of digital technologies, ensuring respect for privacy, intellectual property, and academic integrity.

  
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#### **9. Review and Revision:**

This policy will be reviewed annually by Registrar's Office to incorporate new developments in technology and governance. Any revisions will be approved by the University's Board of Management

#### **10. Conclusion:**

The E-Governance Policy of ATLAS SkillTech University represents a commitment to leveraging digital technologies to improve efficiency, transparency, and service delivery. Through this policy, the university aims to create a robust, secure, and user-friendly digital ecosystem that enhances the educational experience and operational effectiveness for all stakeholders.

  
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