RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

INFORMATION TECHNOLOGY POLICY

RTM Nagpur University is a State University and is governed by Maharashtra Public University Act, 2016. In this act, there is a provision of Board of Information Technology under section 49 and section 50 which state that:

Section 49

(1) There shall be a Board of Information Technology to create an umbrella structure to professionally manage the selection, deployment and use of application software and technology in Academics, Finances and Administration, address the issues relating to use of the right kind of technology, software, hardware and connectivity to deploy technology in all domains of activities and associated tasks of the university and to project the funds required for that purpose.

(2) The Board of Information Technology shall meet at least three times in a year.

(3) The Board of Information Technology shall consist of the following members, namely:—

(a) The Vice-Chancellor - Chairperson;

(b) The Pro-Vice-Chancellor;

(c) The Deans of faculties and Associate Deans, if any;

(d) The Director of Board of Examinations and Evaluation;

(e) The Finance and Accounts Officer;

(f) One professor from university departments having knowledge and expertise in the domain of software and hardware, nominated by the Vice-Chancellor;

(g) Two experts in the field of information and communication technology, nominated by the Vice-Chancellor, one of whom shall be an expert in software and the other in the field of hardware;

(h) The Registrar;

(i) The Dean of Faculty of Science and Technology shall act as a Member Secretary.

Section 50
The Board of Information Technology shall have the following powers and duties, namely: —
(a) To plan information technology services through information technology infrastructure;

(b) To decide the annual budget of the University for creating technology related infrastructure;

(c) To devise strategy for creation of virtual classrooms and laboratory infrastructure;

(d) To lay down the policy for networking in the various campuses of the university; Board of Information Technology. Powers and duties of Board of Information Technology.

(e) To lay down the policy for generating financial resources in the field of higher education, research and development and allied projects or programmes;

(f) To advise and assist the university to create inter-university and intra-university networks for connecting university administration, departments and colleges;

(g) To assist the university to be part of the national knowledge grid;

(h) To assist the university network, for connecting it with other universities in the State; (i) To ensure quality and efficiency in the various levels of information technology infrastructure and services within parameters defined by the university;

(j) To devise a policy and strategy plan for use of technology in all aspects connected with academics, evaluation, finances and administration;

(k) To monitor use of technology in administration, finances and evaluation activities of the university;

(l) To devise strategy and technology, financial requirement and operative level mechanism for use of information-flow-line for integrating face-to-face and e-learning objects and also for creation of virtual lecture and laboratory infrastructure;

(m) To work out an approach and operating plan for creation of a repository of data on students, teachers, technical and other staff and other relevant information;

(n) To advise on purchase of software, hardware and networking for university departments and university system as a whole;

(o) To assist and advise the use of technology in blended learning, making of e-learning objects, and teachers training in use of multi-media;

(p) To work out appropriate policy and procedure for creation of a Data Repository Cell for creation, up-gradation and maintenance of data on students, teachers as well as other staff members in the institutions and give a Unique Identification Number;

(q) To undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of Information Technology.

Therefore, to ensure that the role of Board of IT is implemented in its true spirit, the university has formed its IT Policy and subsequent action plan which is mentioned below:

I. **Procurement of IT Infrastructure**

The university constitutes various committees having specific terms of reference which look into various aspects of:

    a. Planning IT based services in the university

    b. Suggesting/proposing IT services enabled through IT infrastructure

    c. Propose specific budgetary requirements for deployment of IT in academic and administrative endeavors

    d. Allocation of funds to various teaching departments for creating virtual classrooms, computer and Internet labs

II. **Campus Networks**

    a. Campus networking is done by Implementation of Government schemes related to ICT infrastructure introduced from time to time – like NMEICT and NKN

    b. Full utilization of Government Funds provided under these schemes

    c. Utilization of Government tools like BSNL and NIC for developing network based academic services wherever possible

    d. University to provide budgetary allocation to all the teaching departments for Wi-Fi

III. **Automation**

    a. University to provide funds for automation, networking and development of web portals of various Academic and Administrative activities such as- College Affiliation, Teacher Approval, Ph.D. Registration.

    b. Complete Automation of Examination work using Web based portals and Mobile Apps which will provide all student based information online right from Student Admission to Migration, Digital Degree, etc.

    c. University shall have a web based portal for Finance Management and Control. It should include Online process related with Income,

Expenditure, Salary and Budgeting. The payments to be made through Net banking, RTGS, NEFT.

d. All e-Tenders through Maha-Online, university portal.

e. All Employment, Appointments through university website

f. Provision in Annual Budget for purchase of Computers, laptops, networking accessories, etc. for all teaching departments and administrative sections.

IV. **Institutional Website**

a. University to have its website which may be multi lingual

b. Regular updations

c. All other university portals to be linked with university website

V. **Development of e-Learning Environment in the University**

a. Enabling of e-library

b. All teachers and university officers to have their institutional e-mail Ids

c. All teachers and students to be given "Remote Login" to access **e-Library** any time anywhere

d. Development of Institutional e-learning Portal {RTMNU-eShiksha}

e. Enabling of MOOC/SWAYAM courses in the university

f. Use of Mobile Apps {like- RTMNU e-Notice Board} for student communication

g. Conducting live lectures/ sessions Online

h. Enabling Video-Conferencing meetings, Webinars, Webcasts

VI. **ICT Facilities Management**

Considering installation, execution and deployment of all the above IT based infrastructure and IT based services developed thereon viz. Computers, Printers, Scanner, network cabling, network accessories like- Routers, Switches, Convertors, CCTV Camera, RFID equipment, Biometric equipment, Internet leased line, Wi-Fi equipment, Access Points, RF Modem, Laptops, Palmtops, LCD Projectors, Video Conferencing and several other IT gadgets, to ensure smooth functioning of all the academic and administrative activities that depend heavily on these equipment, following steps shall be taken by the university on regular basis:

1) **Maintenance**

a) To have maintenance contract with IT Service providers regarding maintenance of IT equipment

b) To have service agreements with outsource agencies, if any

c) To have confidentiality, security clause mandatorily in all agreements

2) IT Staff/ qualified Manpower Appointment

As the smooth running of activities said above need qualified IT staff, the university shall:

a) Appoint adequate number of IT staff on regular basis, contract basis, as applicable.

b) The staff shall include Database Administrators, Network Administrator, Website/Social Media Manager, System Analysts, Network Engineers, Software Support staff, Web Programmers, Technical Assistants, Information Assistants, etc.

c) The above said staff when appointed shall be responsible for looking after smooth functioning of all the IT based services.

VII.   **ICT Cell**

There shall be an IT Cell in the university. It will be equipped with servers, Web Servers, Backup Servers, other backup devices, Network control and management systems like- UTM, firewall, Antivirus, UPS for power backup, Air Conditioners and other necessary equipment. This cell shall work 24X7 throughout the year. All the above said IT staff shall be working through this IT Cell.

University website/ Social Media Accounts shall be managed by Website/ Social Media Manager through this IT Cell. The IT Cell shall ensure that all the guidelines issued by various Government agencies regarding standards of IT web content, security, etc. are followed. The IT Cell shall impart training to the teachers and students in the use of IT tools/services as and when required.

Approved by Hon'ble Vice Chancellor