



दून विश्वविद्यालय

DOON UNIVERSITY

मोथरोवाला रोड, केदारपुर, पो०ओ० डिफेन्स कालोनी,
देहरादून-248012 (उत्तराखण्ड) भारत

Mothrowala Road Kedarpur, P.O. Defence Colony,
Dehradun-248012 (Uttarakhand) INDIA.

Doon University, Dehradun E-Governance Policy

Introduction

In this era characterized by rapid technological advancements, Doon University recognizes the significance of embracing e-governance to enhance administrative efficiency, transparency, and stakeholder engagement. This E-Governance Policy outlines the framework and principles guiding the university's transition towards a digitally facilitated governance system. By leveraging the latest digital tools and practices, the University aims to streamline processes, optimize resource utilization, and provide a seamless experience for all stakeholders.

Doon University is committed to harnessing technology responsibly, ensuring data security, and effectively reducing the duration of administrative processes. Through the effective implementation of e-governance, the university aims to establish a dynamic and responsive governance model that aligns with the institution's vision of excellence in education, research and social upliftment.

Objectives

The E-governance policy of Doon University strives for the strategic implementation of digital solutions, promoting a collaborative and inclusive environment that complements the university's mission in the digital age. It aims to utilise the tools and services of Information and Communication Technology (ICT) to:

1. Enhance administrative efficiency
2. Ensure transparent, streamlined and accountable governance
3. Facilitate seamless engagement for stakeholders
4. Promote data security and privacy

Policy

1. Doon University shall set up a robust e-governance framework that will provide smooth and seamless e-access to its academic and administrative services to its stakeholders by utilizing efficient and up-to-date ICT technologies.
2. Doon University shall ensure compliance with the relevant laws and regulations on digital management, data privacy and security.



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3. Doon University shall promote digital awareness, e-services training and adequate ICT support to its staff, faculty, students and the wider University community.

Procedure

1. The university shall create clear guidelines (SOPs) for introducing, implementing and maintaining digital governance systems and the related ICT technology.
2. The university shall regularly review and update these guidelines as required.
3. The university shall appoint an ICT team that shall be tasked with ensuring the smooth functioning and effective upkeep of its e-governance system.

University Website

Doon University's website, <https://www.doonuniversity.ac.in/>, shall serve as a user-friendly, one-stop source for all its services. It shall host information on all its Schools and Departments, administrative committees and contacts, academic programmes, courses, syllabi, e-prospectus, etc. It shall offer access to the online admission process, applications for recruitment, e-tender applications, digital library services, and other useful links. Information about upcoming events, news, notices and announcements shall be regularly posted on the university website.

Admissions

1. The university shall host an online admission system which shall include an online application portal and, a fee-payment system.
2. E-prospectus, information and updates regarding the Schools and Departments of the university, the programmes and courses on offer, details of the examinations/interview, eligibility and required documents, the procedure of admission, etc., shall be displayed online.
3. The admission system shall be reliable, accessible, inclusive and user-friendly.

Accounting

1. The university shall maintain a secure and user-friendly online accounting system that will ensure efficient and transparent processing and record-keeping of financial transactions.
2. The accounting system shall be digitally integrated with the college's administrative system to ensure quick, secure and traceable processing of financial transactions.

REGISTRAR

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3. The university shall ensure that the relevant digital modes of payment are available for fees and other payments to the university.

Administration

1. The university shall ensure the digital framework necessary for effective, accessible and user-friendly e-administration.
2. ICT services such as Campus Automation System, Biometric attendance for faculty and staff, and LMS systems shall be introduced and maintained.
3. The university shall provide an e-tender facility.
4. All third-party software will be duly accounted for and audited internally.

Academic Management

1. The university shall automate the process of enrolment and registration.
2. The university shall establish a fully automated examination system.
3. The university shall provide relevant ICT infrastructure for research and laboratory work to its students and faculty.

Library

1. The university shall provide its students and faculty remote-access digital library services, offering e-access to digital journals, e-books, e-magazines, e-theses and other audio-video learning resources.
2. Library Management Software shall be used for cataloguing, circulation, serial control, report generation, etc.
3. The library OPAC shall be accessible online.
4. The library shall strive to adopt the latest technology such as RFID for tracking, managing and issuing books.
5. The library shall provide access to anti-plagiarism software to its students and faculty.

Digital Security

1. The university shall ensure that it has cybersecurity systems and procedures in place.
2. The university shall use effective and updated firewalls and antivirus software to ensure digital security and data protection.

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3. The university shall have guidelines for data privacy.
4. The university shall have a mechanism for redressal of grievances related to digital services.

E-Waste Management

1. The university shall prioritise repair, re-use and responsible recycling of electronic devices, wires, cables, etc.
2. The university shall ensure the safe disposal of hazardous electronic waste.
3. The university shall ensure compliance with laws and regulations regarding e-waste disposal.

ICT Hardware and Software Management

1. The university shall ensure that it provides its students, staff and faculty with the relevant ICT hardware and software for online teaching, learning and administration purposes.
2. The university shall maintain standard operating procedures (SOPs) for the introduction, management, updation and maintenance of its ICT infrastructure.
3. The university shall keep a professional and competent ICT management team to ensure effective and timely troubleshooting and repair service to the users of its digital infrastructure.

Conclusion

In keeping with the advances in digital technology, this E-Governance Policy aims to enhance e-accessibility to university services, boost administrative efficiency, and supplement teaching and learning, while ensuring transparent governance and data security. With a focus on a secure digital infrastructure, Doon University. This policy shall be regularly reviewed and revised routinely so that it stays relevant and contributes to secure and holistic e-governance in the university.


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