

e- GovernancePolicy



NARAYANA
DENTAL COLLEGE AND HOSPITAL

1. Policy statement:

- 1.1 In order to develop an efficient governance with minimum interference, the Institute adopted the e-governance policy in all possible areas and is not limited to, maintenance, finance, student life cycle and patient management.
- 1.2 The policy framework was drafted with an aim to promote a work culture of accountability in all areas of functioning and ensure full compliance.

2. Objectives

- 2.1 To implement a digital system of governance in functioning of the Institute
- 2.2 To achieve efficiency and to promote transparency and accountability
- 2.3 To develop a paperless environment and also create a electronic / digital, Dental Record in the Hospital
- 2.4 To facilitate and record all inter & intra departmental communication.
- 2.5 To provide easy yet secure access to College information
- 2.6 To increase the footfall, thereby increasing global visibility

The institute will consider the policy statement as a whole which includes General Administration, Faculty management system, Student Information System, e-MRD, Library management system, Feedback Mechanism.

3. General Administration:

3.1 *Web Information*:- The web site will be maintained by the tech division of Inspira Management Services, which should regularly update academic, administrative, co curricular and extra curricular information, after obtaining specific inputs from the college administration.

3.1.1 The website will offer the parent updates with regard to the academic performance of their child and will also provide a fee portal for ease of payment using various modes.

3.2 Inventory Management System:- For requirement of any material, Medical, non medical, consumables, the individual Departments will use the inventory management system to indent to the stores.

3.2.1 In turn after administrative approval the same will be forwarded to the store for issue to the concerned department.

3.2.2 All consumption's have to be entered at regular intervals.

3.2.3 All equipment will be audited on a yearly basis by external members and the same will be updated.

3.2.4 All equipments will be tagged using bar code for ease of identification and retrieval.

3.2.5 Any instrument or equipment that is no longer usable will be returned to the store after verification by the bio medical department in writing.

3.2.6 The condemnation committee will address such issues once a year and will be disposed with the assistance of the site incharge.

3.3 Repair and Maintenance:- Other than general maintenance any specific repairs of equipment will have to be brought to the notice of the concerned department using the online ticketing system.

3.3.1 The concerned department incharge will send the appropriate personnel to verify and rectify as early as possible.

4. Faculty Management System:-

4.1 All academic data pertaining to individual staff has to be entered into the data base (using ones own login) as and when they attend or conduct a program.

4.2 All data entered has to be supported with documentation, which has to be uploaded.

5. Student Information System:-

5.1 Once allotted to the institute the admission process has to be done online in the student information system adding all personal and past academic data of individual students.

5.2 The life cycle of the student has to be maintained, which includes attendance, marks obtained in formative and summative assessments

through out the course.

5.3 In addition hostel and fee payment data is also to be available online.

6. Learning Management System:-

6.1 The R&D division of the IT Dept, will maintain the Learning Management System with specific inputs from the academic and exam section of the Institute.

7. e-MRD:-

7.1 All demographic, Medical and Dental records of the registered patients has to entered and maintained in digital format using the existing Dental Management software.

7.2 Patients records are not to be copied or stored in personal files, unless it is used for study or research purpose, in which case prior consent from the patient and approval from the Head of the Department.

8. Library Management System:-

8.1 The library will run a software that helps the user to track books, journals or any study material, also place requests and for issues.

9. Feed Back Mechanism:-

9.1 Feed back from all stake holders is an integral part of the development of the institution.

9.2 Frequent and continuous feedback needs to be taken from patients and students to modify, correct and or upgrade teaching, learning and evaluation methods and also if any issues exist in the process.

9.3 The administration will allot the specific duties to those concerned as and when required.