



Late Shri Yashwantrao Chavan Memorial Medical & Rural Development Foundation's,

DENTAL COLLEGE & HOSPITAL

166/1, Vadgaon Gupta, Opp. M.I.D.C., Ahmednagar - 414003. Ph. : (0241) 2779111.



Yash Group

•Web site : www.yashdental.org.in •Email: yash_dental@rediffmail.com, ycdc2305@gmail.com

•Affiliated to Maharashtra University of Health Sciences, Nashik

6.2.2.(QnM): Policy documents

E - GOVERNANCE POLICY DOCUMENT



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❖ What is E - Governance?

E-governance, means 'electronic governance' by using information and communication technologies (ICTs) (such as Wide Area Networks, the Internet, and mobile computing) at various levels of the government and the public sector and beyond, for the purpose of enhancing governance. The application of ICT to transform the efficiency, effectiveness, transparency and accountability of exchange of information and transaction:

- 1.between Governments,
- 2.between Government agencies,
- 3.between Government and Citizens, and
- 4.between Government and businesses

Government Process Re-engineering using IT to simplify and make the government processes more efficient is critical for transformation to make the delivery of government services more effective across various government domains and therefore needs to be implemented by all Ministries/ Departments.

- Benefits of e governance in education sector is better efficiency, faster access, increased transparency, improving administrative efficiency and public services in sector of education.

INTRODUCTION:

Late Shri Yashwantrao Chavan Medical Memorial And Rural development Foundation Dental College & Hospital is born out of foresight, persistence and leadership of Chairman an established businessman, a virtuous social influencer, a versatile scholar and an ardent philanthropist, have been a multifaceted personality much admired in the economic and socio - cultural realms of Maharashtra for decades. The college is situated in Ahmednagar which is a prominent town in Maharashtra. It aims to provide service to society by helping the underprivileged and the needy and also aims at providing quality education to younger generation.



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Technology has been boon to academic institution in field of education, which helps smooth running of all governance systems and maintain a better quality of education. E-Governance policy of an institution is for the purpose of enhancing the system of governance for development of institute through new and advanced technologies. Therefore since establishment of YCDC, e governance is implemented in various sectors.

OBJECTIVES:

- To improve transparency and accountability.
- Implementation of E-governance in effective functioning of the institution. Reduce the usage of paper in administration of the institution.
- Achieving paperless administration of the institution.
- To provide e-facilities to students, teachers, Alumni and Parents in various activities relating to the institution.
- To achieve the aim of being an environmental and user-friendly institution.



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E- governance at YCDC:

a. College Website:

The college website is like core hub of the institution. It act as a mirror of the college and all its activities. All the relevant data is made easily available to the outsiders. Website shows the college activities and information about all activities, important notices etc. A service provider/web designer is appointed for the purpose. Administrative and teaching staff had received training on how to make crucial website upgrades. The website serve as an information hub for the college, including all of its events, major announcements, and course offerings, among other things.

The website of the college is continuously updated taking into account the new changes. For the administration of the college website, a website committee is constituted. On a regular basis, the Committee oversee the process of updating, maintaining, and operating the website. The Committee also examine for any other website updates that are needed. The College strives to showcase its vibrant self and activeness through its website. All the important notifications go live on the website as and when they are released.

b. General Administration:

The college administration is made paperless in order to give a hassle-free and convenient process. To keep administrative staff upgraded with new technologies, proper training and development are offered. To automatically calculate the Internal Assessment marks for attendance, Monthly Reports and Semester End Reports are prepared. Students has access to information such as attendance, results, timetables, assignments, and other study tools. Attendance Management Software is used by Administrative Staff to record and track Attendance, etc.

Administrative Office uses Advanced Excel and File Management System Tools to maintain effective database. The college look into opportunities to automate some of its functions related to administration. Students are provided maximum services on online mode. Administrative Staff is provided with adequate training and development to keep them upgraded with the new technology.

c. Accounts and finance:

The office continues to maintain its accounts through account software. Advanced features help the staff to maintain financial records effectively and efficiently. Balance Sheet are generated through software only. Appropriate security measures are taken for maintaining confidentiality of the transactions. Training to the existing staff and upgradation of the existing software are done regularly. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, Net Banking etc.



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d. Admission:

An Admission Portal is used to manage admissions in the college. Number of students applying to college, withdrawals, fee submission, all to be managed through this Portal only. College has its Brochure which is displayed on the website that has guidelines for the admission process.

Admission process is started after declaration of NEET UG and NEET PG results. Admissions are completed as per merit list.

e. ICT Infrastructure:

For academic purpose smart boards are installed in lecture hall which are linked with wifi, that enables advanced learning to students. All the departments, lab, library are provided by desktop which is linked with wifi. Availability of public address system which enables smooth communication with masses. All systems are protected by antivirus.

f. E - waste management:

The institute has always been making utmost efforts to create a green and healthy environment. Use of technology is the need of the day but keeping a balance between the environment and the modernization is the actual challenge. The institute is trying to ensure that all the usage of its technology and generation of e-waste does not impact the environment.

g. Library:

The College continues to maintain its academic excellence through maintaining a well-stocked library. The College has will add more and more e-learning resources for the benefit of the teachers and the students. The College maintains a frequent subscription to new periodicals and publications. While subscribing to e-resources, teachers and students are asked for recommendations.

h. Examination:

The Examination process is regulated by the University and thus e-governance policy of the University is adopted in this regard. As per the directions of the University, it is mandatory to fill examination applications, revaluation applications, obtaining hall tickets, uploading of marks, etc. everything is in online mode. Utmost secrecy and confidentiality need is maintained while handling examinations and work is done with utmost care and caution. College Examination Officer supervise the entire process of examination under the guidance of the dean of the college.

i. Futuristic outlook:

- For efficient functioning of governance within institution, it is decided to adopt and implement e-governance in maximum activities.
- The future plan of the institute is clear in terms of including leave management of the teachers directly through website.
- To start the administration system for the hostel in fully computerized manner.