PRIYADARSHINI DENTAL COLLEGE & HOSPITAL

E-GOVERNANCE POLICY

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1.0 Introduction and Purpose

Information and Communication Technology (ICT) enabled technology can transform Governance in a significant way by adopting best practices in institutions across the world. PDCH has a vision to provide its services to all the stake holders through good and effective e-Governance. PDCH E-Governance is the process by which traditional governance is modernized to facilitate all stakeholders with improved services and also to ensure smooth governance.

2.0 Scope

The policy covers

1. Students

2. Faculty

3. Parents.

4. Alumni

5. Management

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3.0 Areas of e-governance

I. Academics:

1. Efficient and Transparent examination process.

2. Faculty / Staff Training.

3. Faculty Appraisal by the students.

II. Library:

It includes online catalogues, automated record keeping of books and journals and so on.

III. Examination:

Developing the e-governance system in the examination system includes following contexts:

- Filling of regular/re-appear examination forms, revaluation forms.

- Receiving/submission of examination papers, uploading of marks

- Maintaining of confidentiality.

- Issuing of online admit cards to students.

- Continuous Internal Examination under supervision of Office of Controller of Examination of the institution.

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IV. Finance & Accounts System:

- Appropriate security measures are taken for maintaining of confidentiality with reference to payment, monetary transactions, billing process and the like Fee payments and receipts generation system regarding Academic, Examination, Transport, Hostel, and Dues etc.

V. Administration:

- To improve the delivery of services to students by providing interactive services like requests for documents and certificates, issuing ID cards and many more
- Visitors record management.
- Admission process.
- Activities, notifications, alerts, circulars, announcements, advisories for students' and faculty/staff.

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Students will be able to obtain maximum services in online mode in the areas of:

- Admissions and registrations.

- Gate pass.

- Transfer certificates.

- Bonafide certificates.

- Transcripts.

- Hostel and Logistics Management System.

VI. Purchase and Store

Processes like indentation, purchase orders, bill entries, issue & returns, maintenance of inventory and stock, provision of regular updates are done through e-services.

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VII. Support and Maintenance services:

Information to users and concerned support from department can be managed through message/e-mail, reminders, job open / close status, remarks, reports and many more.

VIII. Alumni|:

In order to strengthen alumni interaction, a separate alumni portal is started providing facilities like registration, information of Department activities, prominent alumni, milestones achieved by alumni and other aspects

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