MADHA DENTAL COLLEGE & HOSPITAL
(A Christian Minority Institution)

(Recognised by the Dental Council of India, New Delhi (F.No.v.12017/75/2006-DE dt.01.11.2011) and affiliated to the Tamil Nadu Dr. M.G.R.Medical University, Chennai

Madha Nagar, Kundrathur, Chennai - 600 069. Ph.: 72739 01234, 72749 01234, Fax : 2478 0798
E-Mail : info@madhadentalcollege.com   Website : www.madhadentalcollege.com

Admin. Office : 1A, Chari Street, North Usman Road, T.Nagar, Chennai - 17. Ph : 2814 0212, Tele fax : 044-2814 0213

POLICY FOR E-GOVERNANCE	**Policy No: MDC/EG/2022/06** **Date: 01/06/2022** **Issue: 00** **Pages: 1-3**

Policy:

To utilise e-resources for enhancing campus e-learning environment to benefit all users, especially students, faculty and healthcare professionals including patient care and all support services.

Procedure:

a. Prepare e-governance architecture document with consultation.

b. Identification and enhance capability of the existing systems and infrastructure resources. To replace or upgrade the matching resources to be on par with the contemporary governance tools

c. Identification of the right development strategy, implementation, review and continuous improvement thereof.

To embrace digital medical education by focusing on

1. Academic planning development through extensive use of curriculum interiors that can be adopted for e-learning.

2. Adopt digital library both online and subscription vast high quality internet libraries

3. Develop customised and adoptable hospital information system including electronic medical record and promote complete e-solutions for better Medical College Hospital requirements.

4. Campus vide wireless networking including college, hospital and hostels.

5. Adopt all IT facility such as systems, laptops, tablets, projectors, video- audio system and all such hardware infrastructures support.

Implementation in Madha Dental College and Hospitals

Academic Planning and development

Learning Management System, a cloud-based ERP developed by ipalpap Software Pvt. Ltd. is used for display of teaching schedules, lesson plans and students' attendance. Theory and Practical classes to be conducted using Power point slide presentation. Video animations in IT enabled classrooms.

- Hospital management System named TFC solutions i-Health dbs is used for maintaining medical

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records and laboratory reporting

- ERP-9 (ipalpap software pvt ltd) software to be used to access library information

Administration

Faculty profile, details on participation in FDP CME, Workshops and Conferences, projects undertaken and publications, significant achievements if any, are to be uploaded periodically on ERP-9 (ipalpap software pvt ltd) software.

Annual performance appraisal of teaching and non-teaching faculty is to be conducted through this software system

Leave applications of all staff, recommendations and approval to be done through this software system. Student feedback on faculty also to use the same platform.

Written communication to all teaching staff will be through –ERP-9 (ipalpap software Pvt ltd) software using their Institutional email IDs.

Finance and Accounts

- Fee collection will be through cheques DD. NEFT or RTGS.
- Tally prime version 9 software is used for accounting all financial transactions
- Bulk transactions and instructions to the Bank to use ICT in the form of emails.
- Payment of statutory dues such as EPF, Professional tax and IT is done using the portals provided by the Government.

Student admission and support

- UG and PG admissions abide by the regulations stipulated by DME during online counselling.
- After admission, the basic personal information and admission details of the students will be uploaded ERP-9 (ipalpap software Pvt. Ltd.) software, through which the parents and students can keep in touch with The Institution.

Examinations

For formative assessments, the internal assessment exam marks and eligibility to appear for university examinations is uploaded in the institutional portal of the affiliating university.

The summative assessments abide by the policy adopted by TNMGR UNIVERSITY- online transmission of the QP half an hour before the start of the exams, QP download using the TNMGR UNIVERSITY

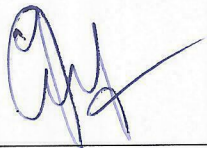# MADHA DENTAL COLLEGE & HOSPITAL

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website www.tnmgrmu.ac.in that is secure and password protected.

Results are made available online through the website.

Prepared by	Verified by	Approved by
IQAC Co-Ordinator	IQAC Director	Principal
		PRINCIPAL MADHA DENTAL COLLEGE & HOSPITAL KUNDRATHUR, CHENNAI - 600069.