



CHILDREN'S EDUCATION SOCIETY (Regd.)

THE OXFORD DENTAL COLLEGE


(Recognized by the Govt. of Karnataka, Affiliated to Rajiv Gandhi University of Health Sciences, Karnataka & Recognised by Dental Council of India, New Delhi)

Bommanahalli, Hosur Road, Bangalore – 560 068.

Ph: 080-61754680 Fax : 080 – 61754693E-mail:deandirectortodc@gmail.com

Website: www.theoxford.edu

Policy Document on e- governance



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Administrative Office:
1st Phase, J.P. Nagar, Bangalore-560 078.
Ph : 080-26659532, 30410501/02 Fax : 080 – 26548658

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Implementation of e-governance in areas of operation

Policy:

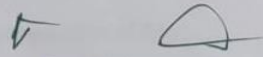
1. In order to provide simpler and efficient system of governance, it is necessary and important to adopt and implement e-governance in all areas of activities of the institution.
2. This policy is drafted to cover E-governance in all the areas of functioning of the Institution.

Objectives:

1. Implementation of E-governance in various functioning of the institution
2. Achieving efficiency in functioning of the institution.
3. Promoting transparency and accountability.
4. Achieving paperless administration of the institution.
5. Facilitating online internal and external communication between various entities of the institution.
6. Providing easy access to information.
7. Making the institution visible globally.

The institution has already started with e-governance in some aspects of functioning like library, accounts, etc. now it is decided to implement e-governance in many more areas and with this aim drafted this policy have been drafted.

For convenience purposes, the policy is split into various areas of operation. These areas of operation are illustrative and therefore the Institution reserves the proper to implement e-governance even within the areas not enlisted herewith.



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1. Website:


- The website of the college needs to be changed as and when new Development takes place.
- The website should act as a mirror of the college activities and information about all activities, important notices, etc. should be made easily available to all stakeholders.
- For this purpose, a separate service provider/web designer can be appointed by Head of the Institution.
- Provide Training to the existing staff and persons should be identified who will undertake the responsibility of website administration and updation at the college level.

2. Student Admission:

- A newer version of Tally Business Solutions is updated in the college for the students admission records and for accounting
- Process all admissions in online mode to cover admissions to all courses whether graduate, post graduate, Ph.D.
- For this purpose enter to an agreement with a reputed **depository financial institution** preferably **depository financial institution** of India with whom the Institution maintains all its accounts.
- Head of the institution is authorized to **take** appropriate decisions and identify the persons **liable** for implementation of this aspect of the policy.

3. Accounts:

- To comply with new accounting methods the institution shall procure necessary software for the purpose of accounting.
- Head of institution is authorized to take necessary steps to procure software by discussing with accounts staff.
- Appropriate security measures should be taken for maintaining confidentiality of the transactions.
- Provide Training to the existing staff and updation of the existing software's must be done on timely basis.


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4. Library:

- The institution is privileged of having one of the best library.
- To continue with this legacy, the institution needs to add more and more e-learning resources for the benefit of the teachers and students.
- Presently used software in the library **HELINET** for its internal working.
- HELINET Consortium provides core international e-journals, e-books and databases.
- ICT needs to be updated timely.
- The OPAC system should be converted into a web based service for others to utilize the library resources effectively.
- Newer e-learning resources like journals, etc should be identified and subscribed taking into account on the recommendations of the library advisory committee.
- Recommendations of the teachers and students also **got to taken under consideration** while subscribing to those resources.
- Appropriate training to the staff and the students for using the e-learning resources should be provided.

5. Administration:

- To provide an hassle free, convenient and cheap process, maximum of the administration of the Institution should be handled with ICT based technology.
- Facilities to be provided for online leave management of employees, e copy of salary certificates, internal communication between the employee's interest, etc.
- Students also must be ready to obtain maximum services like transfer certificates, bonafide certificates, etc. in online mode.

6. Examination:

- As per the directions of the University, it is mandatory to handle examination in online manner - Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc.
- Necessary software to be procured/ updated as and when required.
- Utmost secrecy and confidentiality needs to be maintained in handling examinations.
- College Examination in charge **must supervise the whole process of examination under the guidance of the Principal of the Institution.**

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7. Alumni:

- In order to strengthen alumni interaction, a separate alumni portal to be started with facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects.
- For this purpose a separate agreement to be entered into with suitable service providers by the Head of the Institution.
- Separate alumni coordinator at the college level be appointed to take care of the entire activity.


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