



**SHIVTEJ AROGYA SEVA SANSTHA'S
YOGITA DENTAL COLLEGE AND
HOSPITAL, KHED**

Policy Document on e-Governance

SHIVTEJ AROGYA SEVA SANSTHA'S



YOGITA DENTAL COLLEGE AND HOSPITAL

REGD.NO.MAH/F/-1588/RATNAGIRI

(Recognized by Dental Council of India, New Delhi & Affiliated to Maharashtra University of Health Science, Nashik)

VERSION CONTROL

Version	Change Description	Modified By	Year
Version I	None	-	2015
Version II	Inclusion of Facebook and Instagram profile	CDC	2018
Version III	Inclusion of HIMS and MIMS software	CDC	2021
Version IV	Inclusion of JODO app	CDC	2023

DISTRIBUTION AND APPROVALS

Name	Role	Approval	Signature
Mr. Siddhesh Ramdas Kadam	Vice President	Yes	
Dr. Hemangi Pol	Chief Executive Officer	Yes	
Dr. Varsha Jadhav	Principal	Yes	

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OVERVIEW

This document is designed to communicate the e-governance policy of the institute, Shivtej Arogya Seva Sanstha's Yogita Dental College and Hospital, Khed. It encapsulates our understanding of the institute's current and future endeavors. It will form the basis on which the institute shall enforce online and digital platforms for governance and publicity.

PREFACE

Yogita Dental College has proposed a stringent e- policy to govern the administration of the institute. The following are the objectives of the policy document.

1. To implement e-governance in all the possible sectors of the institute.
2. To achieve more efficient functioning and administration in all the sectors.
3. To achieve complete transparency in accountability.
4. To promote the paperless office concept in the institute.
5. To promote online access between internal and external communications within various entities of the institute.
6. To promote the institute on the global platform.

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POLICY

1. In order to provide an efficient, transparent and simple system of governance within the institute, e-governance is implemented in the following entities.

- | | |
|----------------------|---------------------|
| a. Website | e. Administration |
| b. Student Admission | f. Examination |
| c. Accounts | g. Alumni |
| d. Library | h. Patient Filling. |

2. Policy details for each entity is described as follows:

- a. Website: The institute has its own website, hosted under the domain of yogitadentalcollege.com. The website would reflect all the past, ongoing, and future college activities, notices, dates, announcements, staff and department information, Vision and mission statement, help desk, contact information, infrastructural information, facilities provided and careers, etc such that it would be visible for everyone to assess and note. For this purpose, a separate service provider/web design is appointed by the institute who would be receiving all the relevant information and uploading it periodically every two weeks. Along with it, training would be given to the existing staff members, clerks, and office bearers who would undertake the responsibility of website administration and updating at the college level. Frequent updating of the current event on the institute's

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social media platform is also made available on the Instagram page '@yogitadentalcollege', and Facebook page.

- b. Student Admission: The institute should provide a separate Student admission portal which is made available in the college website dashboard. All admission processes, contacts, and notice information shall be processed through this online mode. This will cover both graduate and post-graduate admissions. Through this portal, interested candidates can contact, and approach the help desk, post queries, and pay fees. For this purpose, an arrangement is made with the Bank of Maharashtra, Khed branch with whom the institute maintains all its accounts. The secretary of the institute is given the authority to take appropriate decisions and identify the persons responsible for the implementation of the policy.
- c. Accounts: With the ease of maintaining accounts and mobilization of resources, the institute has implemented an Accounts session portal on the college website. For this purpose, *CellBeans MedSeva* software is used. Requirements for the same are to be annually assessed by the secretary by a discussion with an accountant and other concerned staff. Furthermore, security measures should also be implemented for maintaining the confidentiality of the transactions. Training the existing staff and updating the existing software must be done timely basis.
- d. Library: The library portal is to be made available on the college website. Online access to various e-journals and e-books is to be made available by

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- periodically subscribing to national and international online library portals. Library itself would be using *CellBeans MedSeva Library Management* software for its internal working. Purchase of the profiles, software, and relevant maintenance charges should be assessed by the secretary in discussion with the accountant and other concerned staff. Training for the staff and students should be given, such that they could use the facility in the most efficient manner.
- e. Administration: For convenient, hassle-free and cheap, and paperless processes, the maximum of the administration of the institute is to be implemented through ICT-based technology software. Facilities should be provided for staff and students to fill out examination forms, pay fees, reevaluation forms, hall tickets, uploading of marks, attendance, etc through this software. Utmost confidentiality needs to be maintained in handling such facilities and concern in charge should be appointed. College examination and academic officers should supervise the process under the guidance of the Principal or Dean of the institute.
- f. Alumni: In order to facilitate interaction with the alumni of the institute, the alumni portal has to be included on the college website. Registration forms, information on the college activities, milestone achievement information, and feedback forms should be available in the portal. For this purpose, a separate agreement has to be made with the service provider

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through the secretary and an alumni coordinator at the college level should be appointed to take care of the entire activity.

- g. Patient filling: To reduce patient data losses, maintain records, and ease of administration of each and every patient record, the Patient filling is implemented through *MedSeva™ HIMS* software. Records for every patient would be registered and stored in the college database assessed through a localhost server. The data would be backed up every day and stored via hard discs. Purchase of the software and relevant maintenance and training programs has to be implemented and supervised by the secretary and the concerned appointed staff.