E GOVERNANCE DOCUMENT

Areas of E governance

- 1. Academic planning and Development
- 2. Administration
- 3. Finance and Accounts
- 4. Student admission and support
- 5. Examination

<u>Campus medicine software</u> is a portal for the faculty to Monitor the attendance of students (ERP): The faculty members are given responsibility of monitoring the attendance of undergraduate students after taking each lecture with the help of generating an ERP report and submitting it to the Academic Program Officer.

The same can be monitored by the students via the user interface

All students and faculty are provided with their user names and passwords to access the software

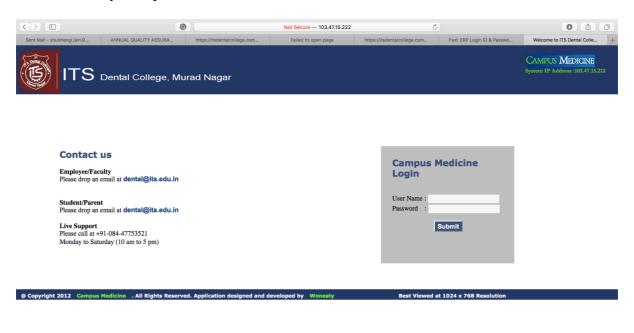
Student profiles and information are also stored and available to view.

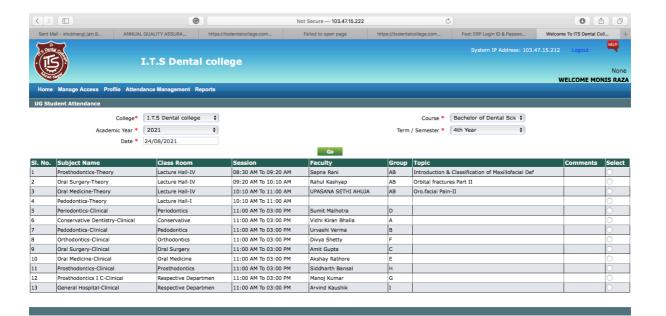
The students can monitor and maintain their attendance via this interface.

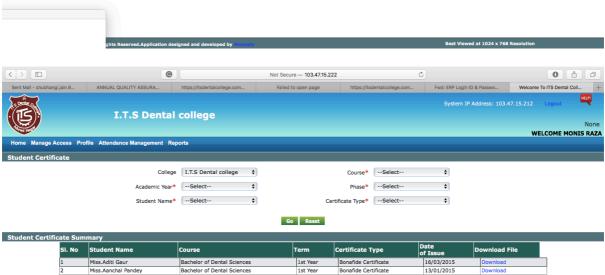
The result of internal examinations is also uploaded and available to view.

Student certificates are uploaded and available for download.

The software makes the attendance monitoring, result declaration and distribution of documents very transparent and convenient for the students.







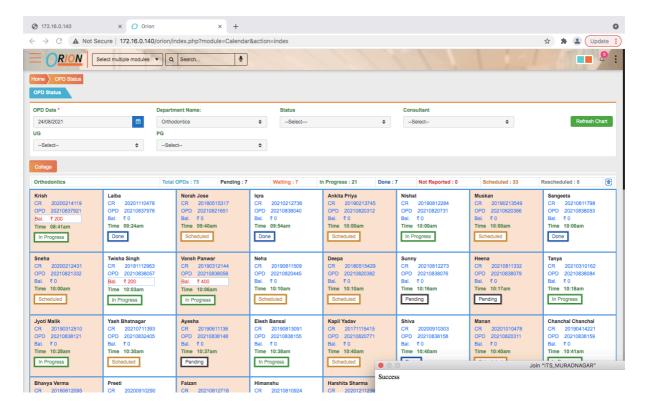
ORION SOFWARE

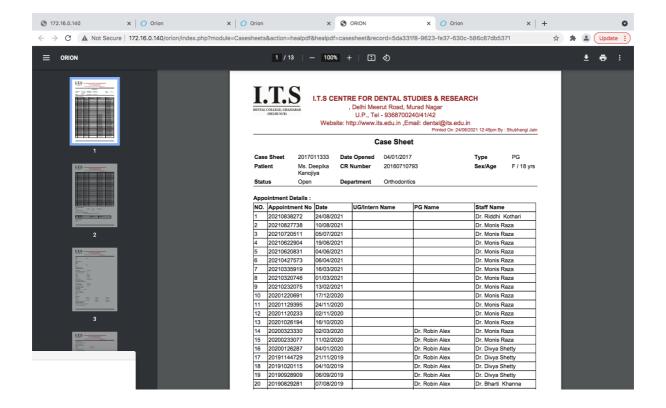
All the patients reporting to the hospital and dental clinical block are registered into the software. The patient has a unique CR number via which all information of patient movement, procedures done, payments, billing in all departments can be monitored. Radiographs can be uploaded on to the software which ensures that all patient records are in one place.

The system makes the record keeping truly paperless.

Storage of patient data through the ORION software: Two faculty members of the institute have been given charge of the ORION software, who regularly monitor the patient data as well treatment rendered on a routine basis.

All data of the materials consumed by the departments can be recorded and updated in the software. New requests for materials can also be raised through the software. Storage of data is pertaining to the store (management of consumable/non-consumable items), accounts section and hospital management.





EMPLOYEE MANAGEMENT SYSTEM:

This portal allows for

- faculty attendance management,
- leave application
- employee salary records and salary slips.

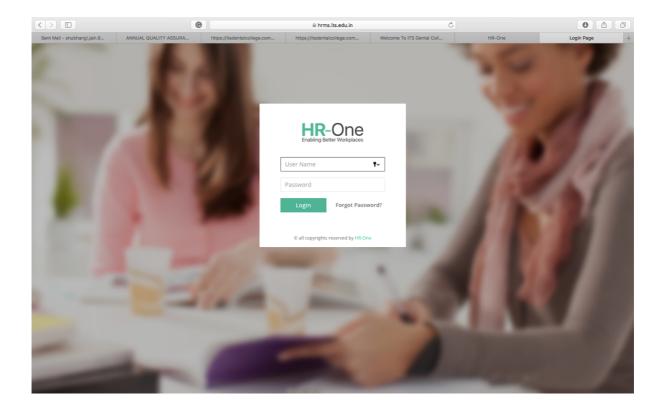
The software is used to manage salary and leaves of employees. Login ID is generated for each employee through which they can access their leave records, apply for leaves and check the status of approval of the leaves by higher authorities. This software also generates e-salary slips for the benefit of the employees. Form -16 and other tax related information is also available on the platform.

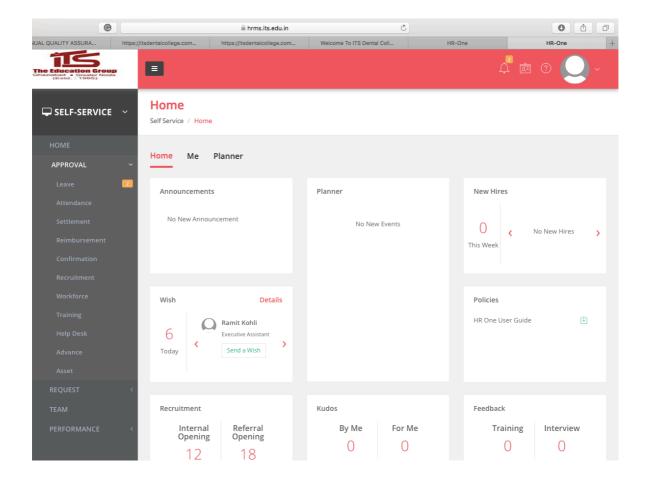
The leave requests are escalated to the director and principal level. The process ensures smooth processing of leave requests.

It is monitored by the human resources department.

Information reaches the employees via automatically generated mails with streamlines the process.

Application for reimbursement, advance salary are also done via HR-one software

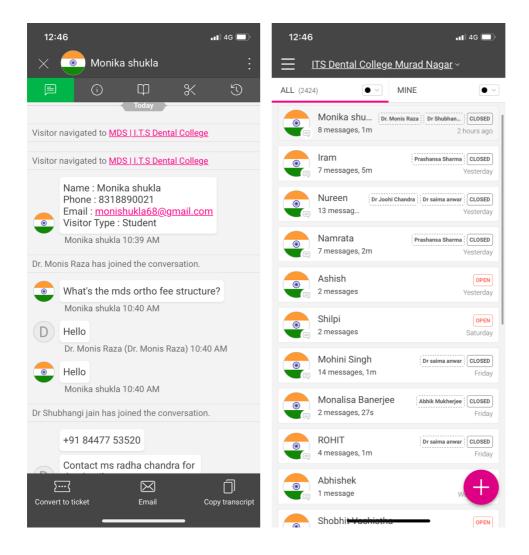




TWAK.TO STUDENT ADMISSION AND SUPPORT SOFTWARE.

The chat software accessed through the I.T.S dental college, Muradnagar official website streamlines the admission process. The interested candidate, their parents or aspirants looking to join the institute as a teaching faculty may contact to get relevant information.

The software is a chat portal through which online chatting is done to provide college information to the students as well as their parents. It has dedicated portal for interaction between student teacher, teacher parent and patient doctor platforms. The software is designated to solve the problems of students, related to both academics and as well as hostels. Parents are endowed with the information of the activities of their wards and equally about their progress. Patients can communicate with the doctor also via this software and solve their queries pertaining to dental treatment.



Almighty Help Desk:

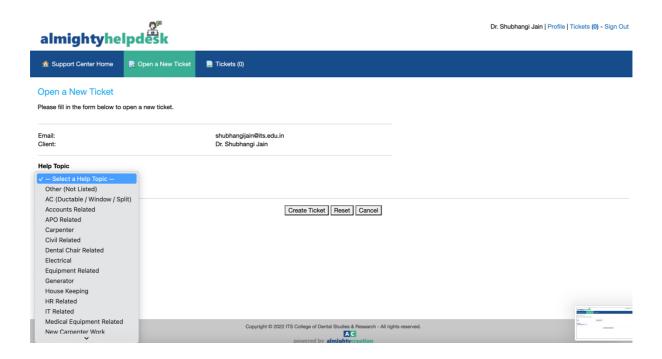
All complaints regarding maintenance matters of the institution are lodged through this software. The software has a time bound escalation system for unresolved complaints which ascend up to the highest levels of management in case of complex issues.

A ticket is generated when a complaint is raised and the needful action is taken

The ticket is closed when and only if after satisfactory resolution .All issues related to equipment and supporting administrative departments such as accounts, IT, HR or the principal office can be resolved.

All employees of all levels are provided with the aa user ID and password to access their accounts.

This facility allows all complaints to be addressed in a systematic fashion and no complaints are lost during processing.



Feedback Software For students:

This software is used to obtain feedback by the students. Students are instructed to give feedbacks regarding the faculty and also about the problems they are facing, so that necessary action can be taken to resolve the problem in an appropriate manner.

The identity of the individual raising the concern is kept hidden.

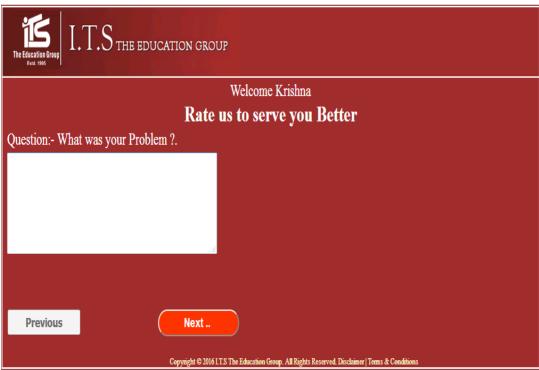
The feedback and query can be raised in relation to the hostel mess facilities, academics, other infrastructure, OPD related and supportive administrative departments.

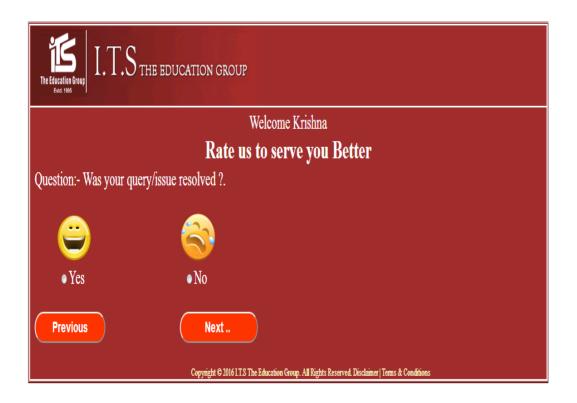
Once the complaints is received the complaint is sent to the relevant department or facility incharge. In case of non-resolution of the complaint, it is escalated to higher authorities. The escalation is continued till the matter is resolved to satisfaction. It ensures that the students concerns are addressed in an efficient manner. No complaints go unnoticed.

The students can raise their issues in a systematic manner without any hesitation.

This ensures smooth functioning of the institution.







EXAMINATION

All university results examination date sheets, forms and results are available on the university website. Result announcements and admit forms are made available via website as well. They are accessible by students and faculty alike. Students can view their individual results by entering their roll numbers.

