



MNR DENTAL COLLEGE AND HOSPITAL

“NAAC ACCREDITED”

(Recognized by MH&FW, Govt. of India & Affiliated to KNR University of Health Sciences)

MNR Nagar, Narsapur Road, Fasalwadi, Sangareddy 502294

MNRDCH E-GOVERNANCE POLICY



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MNR Nagar, Fasalwadi, Sangareddy- 502 294, Telangana State, India

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MNRDCH e-Governance

MNRDCH e-Governance policy extends to the following areas:

- a) General Administration
- b) Hospital Administration
- c) Student Admission
- d) Stakeholder welfare
- e) Examinations and Results
- f) Library Management
- g) Accounts and Finance Management
- h) IT Management
- i) E-waste Management

OBJECTIVE:

1. To manage various activities of institute in a simple and efficient manner using Information Communication Technology (ICT).
2. To provide easy and efficient way of tracking various activities in a user-friendly manner.
3. To provide transparency and accountability in all the functions of the college.
4. To achieve and create an eco-friendly and paperless environment.
5. To provide easy and quick access to information
6. To make campus Wi-Fi enabled for easy communication of all stake holders.
7. To make classrooms ICT enabled having desktops, laptops, smartboards, projectors etc for ease and effective teaching-learning process.
8. To establish automation in Library

POLICY:

1. Web site:

The website acts as a ready source of information reflecting all MNRDCH activities, important notices, courses offered etc. for this purpose an exclusive web designer has been appointed by the MNRDCH. A website committee has been formed for the administration of the college website and updates the website on regular basis including live notifications.

2. Student admission:

College prospectus which is displayed on the website has all guidelines for admission process. An open and transparent strategy for student admission process is in place using admission portal of Campus Medicine software as per KNR UHS regulations. Campus Medicine also displays number of students applying to each course, withdrawals, fee submission.

3. Accounts:

The management of MNRDCH accounts is done by using Tally ERP 9 software which gets frequently updated. Tally software generates balance sheets for every month as well as annually which aids in financial audits. It also has inbuilt security for maintaining confidentiality. Apart from student fee management Tally ERP 9 software is used for managing dispersal of the salary to the bank accounts (via NEFT, RTGS, Bank transfer etc.) based on inputs of work attendance from KEKA Payroll

management systems automatically calculating the salary and generating salary slip. Salary deductions for TDS, PF and other allowances are also managed by this system

4. Library:

MNRDCH maintains a huge well-stocked library with an annex wing. The library inventories including books, journals and their purchases as well as weeding were all managed through SOUL software initially and is being upgraded to fully automated ILM software DELL PLUS from DELL NET. DELL PLUS has an easy-to-use graphical user interface, Unicode support with multilingual search options and export facility for most reports. It also has inbuilt database maintenance module for database creation and maintenance. Library also provides access for plagiarism check to all students and teachers through anti-bureau plagiarism check software.

5. Administration:

Teaching and non-Teaching staff administration is managed through KEKA Attendance management software. It provides record for attendance, and in conjunction with Tally software used for pay roll and Salary disbursement services. It generates monthly and annual reports.

Student academic activities including attendance, class schedules, e-resources and internal assessments marks are managed through Campus Medicine software.

6. Examinations:

Though online exam is not the approved method of evaluation by NMC, it had to allow online exams owing to continued COVID-19 pandemic. In this regard MNRDCH managed online exams through conduct exam software which is based on MCQs. KNRUHS utilizes TCS iON Digital Marking Hub to evaluate candidate responses in university exams using Digital and paper- pen mode of assessment.

7. IT Management:

Hardware Infrastructure:

The college arranges computers, printers, desktops and laptops for staff and also for students. The lecture hall, auditorium, seminar rooms, laboratories and council hall have multimedia devices like projectors. The class rooms have smart boards and other audio-visual aids.

Software Infrastructure:

The college has Wi-Fi and internet facilities to allow fast transmission of data to various computers. Office automation packages for desktops and laptops like open office, MS office and antivirus is updated regularly.


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