Mar Baselios Dental College

Kothamangalam

E-GOVERNANCE
POLICY

VISION

To become an institute of excellence in imparting quality dental education, fostering innovative research, and facilitating equitable state-of-the-art dental care to promote optimal oral health in society.

MISSION

1. Establishing standards of dental education through didactic and experiential learning.
2. Achieving proficiency in procedural skills related to clinical and preclinical aspects of dental surgery.
3. Imparting quality dental education through advanced clinical exposure.
4. Encouraging evidence-based practices and research to improve general and oral health.
5. Inculcating ethical values, a sense of effective patient care, scientific temper, and life-long learning skills.

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E-Governance Policy for Mar Baselios Dental College

Preamble

In the era of technological advancements, Mar Baselios Dental College recognizes the importance of adopting e-governance to enhance efficiency, transparency, and accessibility across various functions. E-governance involves the use of digital technology to streamline processes, reduce paperwork, and provide seamless services to stakeholders. This policy manual outlines the framework for implementing e-governance in admissions, administration, academics, library, and patient management at Mar Baselios Dental College.

Aims and Objectives

1. Improved Efficiency: The primary goal of implementing e-governance is to improve the efficiency of various departments and sections. By digitizing processes, the college aims to reduce manual efforts, minimize errors, and expedite decision-making.

2. Transparency and Accountability: E-governance envisages transparency by making information easily accessible to authorized users. The policy emphasizes the importance of maintaining accountability in all digital transactions, ensuring that actions and decisions can be traced and audited.

3. Improved Accessibility: The institution intends to make its services more accessible to all internal and external stakeholders, including students, faculty, administrative staff, parents and patients. E-governance initiatives shall facilitate seamless interactions and transactions through user-friendly digital interfaces.

4. Data Security and Privacy: Ensuring the security and privacy of sensitive data is critical. The policy establishes concrete measures to safeguard information from unauthorized access, disclosure, alteration, and destruction, complying with current data protection guidelines and regulations.

Standard Operating Procedures:

I. Admissions

- Information: Divulge relevant information pertaining to undergraduate and post-graduate admissions through its website www.mbdc.edu.in for aspirants seeking admissions.
- Online Application Process: Implement a user-friendly online application system for prospective students.
- Document Verification: Utilize digital verification methods to authenticate academic credentials.
- Merit List Publication: Digitize the process of generating and publishing merit lists to ensure transparency.

II. Administration:

- Paperless Office: Promote a paperless administrative environment by digitizing documentation and communication.
- Workflow Automation: Implement workflow automation tools to streamline administrative processes, curtailing delays.
- Electronic Correspondence: Encourage the use of official college email for all communication to ensure traceability.
- Digital archiving: Online repository for easy retrievability of all administrative documents
- Surveillance: Biometric recording of entry and exit at various points on the campus and CCTV surveillance of campus activities to ensure safety.

III. Academics:

- Online Scheduling: Schedules of theory classes, practical hours, and clinical postings are made available online in the academic software
- Biometric attendance: Ensures accuracy, credibility, and assessment of real-time attendance of students for documentation and communication
- E-learning Platforms: Integrate e-learning platforms for lectures, assignments, and videos to facilitate remote learning.

- Examinations: Digitalize examination-related activities like announcements, publication of syllabi, declaration of results, and uploading to repository

IV. **Library**:

- Biometric attendance: Ensure proper library utilization by biometric recording.
- Digital Cataloging: Implement a digital cataloging system for library resources, enabling easy search and retrieval of information.
- E-books and Online Journals: Provide access to a wide range of digital resources, including e-books and online journals, to enhance research capabilities.

V. **Patient Management**

- Electronic Health Records (EHR): Implement clinical software for efficient management of patient records pertaining to consultation, treatment, billing, and appointment.
- Appointment Scheduling: Introduce an online appointment scheduling system to improve patient experience.

Code of Conduct for Users:

1. User Authentication: Users require authentication using valid credentials to access various platforms.

2. Data Integrity and Confidentiality: Users are responsible for maintaining the integrity and confidentiality of the accessed data. Unauthorized access to sensitive information is strictly prohibited.

3. Ethical Use: All users must adhere to ethical standards when using digital platforms. Any misuse, including unauthorized access, data manipulation, or cyber threats, will be subject to disciplinary action.

4. Compliance: Users are expected to comply with all relevant laws, regulations, and college policies related to e-governance and data protection.

5. Training and Awareness: The institution will provide periodic training sessions and updates to users on the proper use of e-governance systems and create awareness about potential risks and security measures.

Conclusion

The implementation of e-governance at Mar Baselios Dental College is a significant step toward optimizing various processes. This policy establishes a framework to achieve the aims of enhanced efficiency, transparency, accessibility, and data security across admissions, administration, academics, library, and patient management. By adhering to the code of conduct outlined in this policy, users can contribute to the successful integration and sustained effectiveness of e-governance practices at the college. The continual review and improvement of these initiatives will ensure that Mar Baselios Dental College remains at the forefront of technological advancements in the field of education and healthcare.