



AMC DENTAL COLLEGE

Khokhra, Ahmedabad 380008

Affiliated to Gujarat University

SELF STUDY REPORT (CYCLE 1) 2022-2023

CRITERIA: 6: Governance, Leadership & Management

KEY INDICATOR: 6.2: Strategy Development and Deployment

METRIC: 6.2.2: Implementation of e-governance in areas of operation.



भारतीय दन्त परिषद
Dental Council of India



Data



Policy Documents



AMC DENTAL COLLEGE
INWARD No.:
OUTWARD No.: 13-237
DATE: 07/09/22

Date: 07-09-2022

E-GOVERNANCE POLICY:

BY AMC DENTAL COLLEGE, AHMEDABAD

Scope:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- E- waste Management
- ICT Infrastructure

Objectives:

Implementation of e-governance in all functions of the institution to provide a simpler and more efficient system of governance within the institution.

- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make the institute Wi-Fi enabled.
- To make our classrooms ICT-enabled by having desktops, laptops, smart boards, projectors, etc.
- To provide easy access to the library.

Policy:

The AMC dental college and hospital will implement e-governance in all aspects of functioning, like the library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each and every function transparent and accountable.

The college decides to make the following policies and procedures:

Website: The website will act as an information centre that will reflect on the college, all its activities, important notices, circulars, courses offered, etc. For this purpose, a separate service provider and web designer will be appointed by the institute. Training will be given to



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AMC DENTAL COLLEGE

the administrative and teaching staff to make important updates on the website. And IT cell is to be formed for the administration of the college website. The IT cell will look after the process of updating, maintaining, and working on the website on a regular basis. The committee will also look for other changes that are required on the website. The college strives to showcase its vibrant self and activeness through its website. All the important notifications must go live on the website as and when they are released.

Hospital management: The AMC Dental College and Hospital utilizes hospital information and management software (HIMS) to enhance efficiency and streamline operations. This software includes OPD registration, reference records access, effective billing, enhanced administration, and minimal documentation, patients record keeping. It also facilitates rapid information sharing across departments and stock information. Additionally, lane-sharing facilities facilitate easy radiograph assessment across departments.

Student Admission: An open and transparent strategy for the admission process is followed, which is further strengthened by the ethical practices and regulations as opined by the Gujarat University. The AMC Dental College and Hospital brings out its brochure, which is displayed on the website and has guidelines for the admission process. An admissions portal is to be used to manage admissions at the college. The number of students applying to each course, withdrawals, and fee submissions are all to be managed through this portal only. Students are required to submit a separate online application form for admission to the college, and for this purpose, an online software will be used by the admissions committee.

Accounts: The office continues to maintain its account on PAYCALCI. The latest versions of the software are used by the college. Advanced features help the staff maintain financial records effectively and efficiently. Profit and loss and balance sheets are generated through this software only. All the analysis reports are also generated through PAYCALCI. Appropriate security measures should be taken to maintain the confidentiality of the transactions. Training of the existing staff and updating of the existing software must be done regularly. The college also uses multiple software programs, like the Public Financial Management System (PFMS), which is used to manage the funds received from the government, and the Payroll Management System, which helps to automatically calculate the salary, generate salary slips, and disburse the salary to the bank accounts. TDS, Provident Fund, allowances, etc. are all managed by this system. Reports can be generated for all staff members. Payments are generally made and received through online modes such as NEFT, RTGS, bank transfers, etc.

Library: The AMC dental college and hospital continues to maintain its academic excellence through a well-stocked library. The college will add more and more e-learning resources for the benefit of the teachers and the students. The college should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books by different authors for the subjects they are teaching to increase the knowledge database.

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- The library should install fully automated ILMS software, which should have an easy-to-use graphic user interface, unicode support, multilingual search, and export facilities for most reports.
- The use of the Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing reminders for outstanding books.
- The database maintenance module should cover all operations of database creation and maintenance.
- To encourage original writing among students and teachers, the library should provide access to fully automated software for plagiarism checking.

Administration:

- Attendance Management Software is to be used by administrative staff and teaching faculty to record and track attendance. Internal Assessment, etc. Monthly Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain an effective database.
- To provide a hassle-free, convenient, and smooth process, the administration of the college should be made paperless.
- Students must be able to obtain maximum services online.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin staff must be provided with adequate training and development to keep them abreast of the new technology.

Examination: The AMC dental college and hospital have adopted an online system where students can view their total internal assessment marks at the end of each term and report discrepancies, if any. The examination process is regulated by the university, and thus the e-governance policy of the university is to be adopted in this regard.

Alumni: In order to strengthen our alumni relationships, a separate alumni page will be created on the website, providing facilities like registration, prominent alumni of the college, feedback, and many other aspects. Alumni associations are to be consulted for regular updates and database management.

E-Waste Management: AMC Dental College and Hospital ensures that its usage of technology and generation of e-waste do not impact the environment.



ICT Tools

Hardware Infrastructure

- The AMC dental college and hospital must ensure that they have an adequate number of desktops and projectors for students and staff.
- Computers and printers are to be made available in the administrative block and each department.
- Projectors and other multimedia devices are to be provided in the auditorium, classrooms, seminar rooms, and laboratories.
- The infrastructure is to be complemented by computer networking devices, scanners, interactive teaching boards, smart boards, etc.

Software Infrastructure

- The college must maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops like Open Office, MS Office, and Antivirus are to be purchased and updated regularly.

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Dean

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