

Chettinad

Dental College & Research Institute

E – GOVERNANCE POLICY DOCUMENT

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RESEARCH INSTITUTE
RAJIV GANDHI SALAI
KELAMBAKKAM - 603 103.**


Title of the Policy: E-Governance policy

Electronic Governance or E Governance is the application of information and communication technology for delivering services, exchange of information, communication transactions and integration of stand-alone systems to be convenient, efficient and transparent manner.

In view of E Governance Institution has initiated and drafted a policy framework in areas of hospital management, library, student engagement and admissions, administration, Finance and Accounts and Examination.

Objective:

1. Implementation of E-governance in various functioning of the institution
2. Achieving efficiency in our functioning
3. Promoting transparency and accountability
4. Achieving paperless administration of the institution
5. Facilitating online internal and external communication between various entities of the institution
6. Providing easy access to information
7. Making the institution visible globally


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E-governance in following areas:

E-governance in following areas: For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.


CAMPUS MANAGEMENT SYSTEM:

A campus management system (CMS), student management system, college administration software or student administration system is a management information system for managing student data. CMS provide capabilities for registering students in courses; documenting grading, transcripts, results of student tests and other assessment scores; building student schedules; tracking student attendance; and managing many other student-related data needs in a college.

Features

It is a comprehensive student information management system developed from the ground up to fulfill the needs of independent Colleges as they guide their students to success. The Education Edge integrated information management system connects daily operations in the College environment ranging from Admissions and Registration to Finance, Faculty, Medical and Business Development. This reduces data error and ensures that information is always up-to-date throughout the College.

- It provides a single source of data repository for streamlining business processes and reporting purposes.



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- Efficient security features provide data privacy and maintains data integrity.
- You can send email messages and notices to an individual or department.
- Enables easy modifications, easy collaboration over the internet and offers complete life-cycle management.
- Supports institution's daily operations by eliminating duplicate data entry, sharing the most up-to-date information, maintaining a detailed history of essential records

Each module has been categorized by user type. Nobody can access every module. There are six types of users like System Administrator, Student, Staff, Accountant and Librarian. System Administrator can access all module and he has authority to editing of all module. Rest users can access only their own module and are not authorized to edit data.

ACCOUNTS AND FINANCE:

Chettinad Dental College and Research Institute uses Accpac ERP for Healthcare is a customized billing and collections system designed to integrate with patient management and provide comprehensive business intelligence. Modern medical practices today provide high quality efficient services to patients but the high volume environment lends itself to problems with cash collection and debtor management. The Accpac ERP for Healthcare solution solves this critical issue with a robust, world class solution based on leading technology and award winning architecture supported worldwide.


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Price Control Process

The management of the tariff codes in accordance with legislation is essential for the accuracy of billing and resultant payment from the medical aid or patient. This is managed in Accpac ERP for Healthcare using our standard stock and price management modules. Updates of these codes may be provided on a subscription basis. The presentation of ICD10 codes per line item per invoice is provided automatically from the patient management system.

Stock Control

A key advantage of Accpac ERP for Healthcare is the recording and management of stock usage providing the ability to control shrinkage and accurate billing of stock consumed. A standard feature includes stock take and variance reporting as well as real time costing of procedures performed. With stock being integrated throughout the system,

Purchasing and replenishment of stock levels becomes a simple routine. This, in turn, provides for the management of stock holding costs, particularly on high value medication and consumables with expiry dates.

Debt Collection and Bad Debt Management

The management of the collection of debtors is key to the success of any practice. Automated processes such as email notifications, SMS prompts, standard letters and final demands are generated according to customizable business rules.

The interactions between the patient and the debtor's controller are recorded to ensure all information is known about the expected payments. There is an escalation engine constantly

running enabling management to oversee the debt collection process by exception. Once a debt exceeds the debtor's days or a patient is untraceable as defined in the business rules, the system automatically writes off the revenues, thereby reclaiming the GST previously paid. The system then begins tracking the transaction through external collection agencies and legal practices.

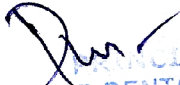
Integration

Accpac ERP for Healthcare offers a totally integrated solution from billings through Debtors to cash collections and the General Ledger, thereby eliminating duplication, improving accuracy, saving time and money. This means that transactional reporting is available throughout the system the moment the consultation is complete in real-time. Multiple branches share a common database with user level security throughout. Patients are recorded once, and keep their record for life, with each visit adding a transaction line, irrespective of which branch they visit. Patient information is therefore centralized, and the collection history is available at every branch, potentially reducing the risk of granting further credit to a patient where the practice is already at risk.

Business Intelligence

Accpac ERP for Healthcare makes use of the latest business intelligence technology to provide real information as it happens via the web. Information is delivered in a friendly and easily understandable manner in the form of on-screen dash boards and charts, while the detailed information is available by drilling-down into the elements.

This means that the number of patients per day or per machine is monitored and reported on via the web. Thus essential operational information is made available to users in real-time



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which will enable better day to day management of the practice, as well as providing reliable information to assist in the making of investment decisions for assets and equipment.

LIBRARY:

It is essential in any Library Automation System that Circulation control is clear and provides all the important information at the press of a key. If a queue of borrowers begins to build at the issue desk it can be very frustrating to have to plough through numerous menus to get to where the issuer needs to be. With this in mind we have concentrated on making everything required available from one screen and logically arranged.

- Library staff can see all the items on pending to a student, with those overdue clearly indicated. Other information such as the students reservation details, students history, is all available by clicking the appropriate links.
- Detailed student information can be held in librarian to assist library staff in both the general circulation of items and the production of reports and statistics.
- It is sometimes useful for library staff to be able to check the identities of potential users before issuing items, one method of doing this is to issue cards with photographs pasted onto it.


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ADMINISTRATION:

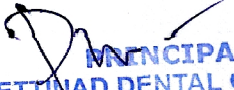
Administration department play a crucial role in managing college, list of policies maintained by administrators is as follows

- ✓ Administrative support to a team of lecturers, tutors or teachers
- ✓ Manage the student life cycle from registration/admission to graduation/leaving
- ✓ Work with academic boards, governing bodies and task groups
- ✓ Assist with recruitment, public or alumni relations and marketing activities
- ✓ Draft and interpret regulations
- ✓ Deal with queries and complaints procedures
- ✓ Coordinate examination and assessment processes
- ✓ Maintain high levels of quality assurance, including course evaluation and course approval procedures
- ✓ Use information systems and prepare reports and statistics for both internal and external use
- ✓ Participate in the development of future information systems
- ✓ Contribute to policy and planning
- ✓ Manage budgets and ensure financial systems are followed

- ✓ Purchase goods and equipment, and process invoices
- ✓ Supervise other administrative staff
- ✓ Communicate with partner institutions, other institutions, external agencies, government departments and prospective students
- ✓ Organise and facilitate a variety of educational or social activities.
- ✓ Online leave management of all employees
- ✓ Internal communication between the employees
- ✓ Transfer certificates, bonafide certificates

EXAMINATION

As per the directions of the University, it is mandatory to handle examination in online manner. Utmost secrecy and confidentiality is maintained while handling examinations and the College Examination Officer supervises the entire process of examination under the guidance of the Principal of the college. The examination section of the website "<https://www.tnmgrmu.ac.in/index.php/results/results-dental.html>" of "The TamilNadu Dr.MGR Medical University" - handles all the examination related queries such as filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers and uploading of marks .


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