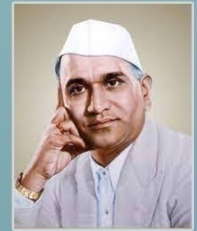




Mahatma Gandhi Vidyamandir's  
**Karmaveer Bhausaheb Hiray Dental College & Hospital**  
Panchavati Nashik, 422003



## SELF STUDY REPORT CYCLE - 1



### **Criterion 6 - Governance, Leadership and Management**

#### **Key Indicator – 6.2 Strategy Development and Deployment**

##### **6.2.2. Implementation of e-governance in areas of operation**

**Q<sub>n</sub>M**



Mahatma Gandhi Vidyamandir's  
**Karmaveer Bhausahab Hiray Dental College & Hospital**  
Panchavati, Nashik-422003

MGV/KBHDC/IQAC/ 08 / 22-23

DATE: 07/08/2022

**E GOVERNANCE POLICY DOCUMENT**

Mahatma Gandhi Vidyamandir's Karmaveer Bhausahab Hiray Dental College E-governance ideates with the vision of enhancing the system of governance for development of the institute by leveraging new and cutting-edge technologies.

We have initiated implementation of e-governance in the area of academic planning & development, administration, student admission & support, examinations and inclusion of stake holder in a staged manner.

**Aim:**

E- Governance in our institute aims at planning and facilitating necessary infrastructure for the deployment of cutting-edge applications and deployment of solutions for seamless administration of the institute.

**Objectives:**

1. To implement E-governance in various functioning of the institution
2. To achieve efficiency in our functioning
3. To promote transparency and accountability
4. To achieve paperless administration of the institution
5. To facilitate online communication between various entities of the institution
6. To provide easy access to information
7. To maintain the data on a secure environment
8. To be cost and time effective

**Policy:**

1. In order to provide simple and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.

2. Institution to embrace e-governance for the seamless access of data for better decision making at various levels of the organization.

### **Implementation of E-governance in areas of operations:**

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

### **Academic planning and development:**

- All academic activities are integrated through the Academic planning, Time table, Attendance modules of CAMPUS 360.
- Study materials are made available online to all students through LMS module in CAMPUS 360.
- There is separate module in CAMPUS 360 for managing the library services online.
- All Lecture halls/Classrooms are enabled with LCD projectors, Sound System and CCTV surveillance cameras.
- Smart Board is provided in all Lecture Halls and seminar rooms.
- Yearly subscription of AURA IMPEX (research database) provides free access to e books and e journals.
- Also, video conferencing services such as Google classroom, Google meet and Zoom applications have been used efficiently for distance teaching & learning during COVID pandemic.

Also, when it's not possible physically, conducting online webinars, CDE programs, practical demonstrations etc. through Google meet & Zoom applications.

- Online workshops are conducted for teachers for development and use of E content for teaching learning purpose. Also, faculties are encouraged to complete courses on E content development offered by SWAYAM.
- Proper training for working on different user interfaces CAMPUS 360 is organized by IT-Cell through software developer team.
- Workshops are conducted for students on applying for research grants. Proposals are communicated for research grant to ICMR, government authorities by mail.
- A dedicated WhatsApp Group has been created at institution level and also in each academic department for sharing timetable, information and discussion on a common platform.

## **Administration**

- Campus 360 office software helps in maintaining Employee data.
- Mahatma Gandhi Vidyamandir's Karmaveer Bhausaheb Hiray Dental College, has a dedicated and freely accessible website which is a good example of educational website made by keeping in mind user first.
- On Our website, visitors can get a feel of the college campus, explore educational opportunities, and know about rich history; including achievements by students, faculty, alumni and much more.
- Important information related to admission process, vacant seats, fee structure etc. and events such as cultural activities, CDE programs conducted in the institute are also updated on Website.
- Institute has started using Google facilities like forms, docs, drive, sheets etc. to make IQAC paperless.

Google Forms: To prepare Feedback forms and get online feedbacks of Faculty, Students, Parents.

Google Docs: To prepare activity reports such as weekly report

Google Drive: To store the information like reports, feedback etc. and keeps them as proof.

Google Sheet: For data collection from Various Departments.

- Gmail is used by staff for communication.
- Daily attendance of all staffs (Teaching and Non-teaching, post-graduate students and interns) is registered by means of Biometric Sensors/Devices at the designated location in the Institute and is being monitored with ESSL software.
- For centralized monitoring of college campus, HIKVISION software is used for all IP enabled CCTV cameras.

## **Finance & Accounts**

- Financial work related to student fees and generation of various receipts in account department is executed through campus 360 office software.
- To promote cashless payment, most of financial transactions of the government and other organizations done online.
- All online payments are governed by means of NEFT, RTGS etc. through NASHIK JILLAH MAHILA VIKAS SAHAKARI Bank.

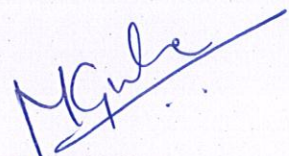
- Payments like salary of employee, including remuneration is generated electronically.

### **Student Admission & Support**

- All Student Admissions are done as per Admission Regulation Authority, Directorate of Medical Education & Research & CET CELL rules & regulations; whose details are then integrated into CAMPUS 360 software after completion of admission process.
- Student login module available in CAMPUS 360 for easy access to the information regarding academics.
- Students are able to apply for bonafide certificates, transfer certificates etc. online through CAMPUS 360.

### **Examination**

- Result module is available in CAMPUS 360 to maintain internal exam related data.
- Students can access MUHS website (muhs.ac.in) for Examination details.
- Exam notifications, tentative timetable, Rules & Regulations and Examination results are often displayed on the electronic display in the MUHS website.
- All the Examination Halls are equipped with CCTV surveillance cameras, which use HIKVISION software.
- Live steaming of the University examinations conducted in the Examination halls can be monitored by the MUHS University.
- As per the directions of the University, internal assessment examination marks are uploaded online on university website. Utmost secrecy and confidentiality are maintained while uploading university examination marks on university website.



Principal

**Dr. Meenal Gulve**  
**PRINCIPAL**  
MGV's KBH Dental College & Hospital  
Panchavati, Nashik-422 003



Mahatma Gandhi Vidyamandir's  
**Karmaveer Bhausaheb Hiray Dental College & Hospital**  
Panchavati, Nashik-422003

MGV/KBHDC/IQAC/ 22 / 19-20

DATE: 23/09/2019

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6. To provide easy access to information
7. To maintain the data on a secure environment
8. To be cost and time effective

**Policy:**

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2. Institution to embrace e-governance for the seamless access of data for better decision making at various levels of the organization.

### **Implementation of E-governance in areas of operations:**

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

### **Academic planning and development:**

- Study materials are made available online to all students through yearly subscription of AURA IMPEX (research database), which provides free access to e books and e journals.
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### **Administration**

- Mahatma Gandhi Vidyamandir's Karmaveer Bhausaheb Hiray Dental College, has a dedicated and freely accessible website which is a good example of educational website made by keeping in mind user first.

- On Our website, visitors can get a feel of the college campus, explore educational opportunities, and know about rich history; including achievements by students, faculty, alumni and much more.
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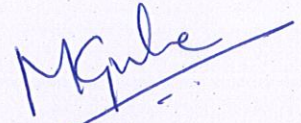
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Principal

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Parchavati, Nashik-422 003



Mahatma Gandhi Vidyamandir's  
**Karmaveer Bhausaheb Hiray Dental College & Hospital**  
Panchavati, Nashik-422003

MGV/KBHDC/IQAC/ 008 / 18-19

DATE: 08/08 /2018

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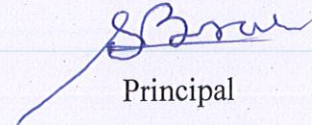
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**Dr. Sanjay Bhawsar**  
**PRINCIPAL**

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**Panchavati, Nashik-422 003**