LENORA INSTITUTE OF DENTAL SCIENCES

(Recognised by GOI/ Dental Council of India & Affiliated to Dr. NTR UHS-BZA)
Accredited with NAAC "A" Grade
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Policy for e-Governance

LIDS has implemented e-governance to improve good governance through stakeholder transparency, participation, and accountability. LIDS offers a variety of benefits to its stakeholders. e-administration makes use of information and communication technology (ICT) to help administrators process information and make decisions. e-services offer a variety of service options. For the system to function properly, governance must be participatory, accountable, and transparent. e-governance can facilitate in improving transparency, participation providing speedy information, dissemination, improving administrative efficiency and public services in all the aspects of education.

OBJECTIVITY:

1. Implementing e-governance in various aspects of the institution

2. Improving the efficiency of our operations

3. Promoting transparency and accountability

4. Achieving paperless institution administration

5. Facilitating online internal and external communication among the institution's various entities.

6. Making information readily available

7. Making the institution visible globally

POLICY:

e-Governance is utilised in the following areas to provide a simple and efficient governance structure within the institution: For the convenience of usage, the approach is separated into distinct service areas. These operating areas are illustrative, and the organisation reserves the ability to implement e-governance in areas not specifically mentioned here.

WEBSITE:

The college's website should be updated with the most recent information. The website will act as a reflection of the college's operations, informing visitors about all activities, important updates, and other pertinent information. This will be handled by a different service provider/web designer, as determined by the chairman. Furthermore, existing employees should be trained, and college-level personnel in charge of website management and upkeep should be identified.

STUDENT ADMISSIONS:

As The College has made the decision to conduct admissions online. The website includes admission and online transaction interfaces. This will apply to all courses, whether graduate, postgraduate, diploma. Fee collection and other payments are handled

online (Digital transaction). The principal is given the authority to make reasonable decisions and appoint the people in charge of putting the policy into action.

ACCOUNTS:

The Institution already uses software to keep track of its finances. For transaction confidentiality, appropriate security measures should be taken. Current personnel must be qualified and existing software must be upgraded on a regular basis.

ADMINISTRATION:

The Administration communicates with Governing Body members as well as the teaching and non-teaching staff through email. To provide a hassle-free, convenient, and low-cost process, the majority of the institution's administration should be handled using existing ICT-based technology. WhatsApp Group helps to provide the brief notices of any event to be happened on college. WhatsApp Groups are also used for awareness and of smooth functioning of the same. Employees should, among other things, be able to manage their leaves remotely, receive e-copies of their pay stubs, and communicate with one another internally. Students must also be able to access as many online resources as possible, such as transfer certificates, bonafide certificates, and so on.

LIBRARY:

We are fortunate to have one of the country's best libraries. To continue this tradition, we must provide more and more e-learning opportunities for teachers and students. The library must be regularly updated. Similarly, newer e-learning materials, such as journals, should be listed and subscribed to base on the recommendations of the library advisory committee. Teachers' and students' recommendations must be considered when subscribing to these services.

EXAMINATION:

Exams must be administered online in accordance with the University's guidelines. Filling out examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving examination papers, uploading grades, and so on must all be done online. When handling examinations, absolute secrecy and confidentiality must be maintained, and work must be completed with extreme care and caution. Under the supervision of the college's principal, the College Examination Officer is responsible for overseeing the entire examination process

E-GOVERNANCE IN ACADEMIC PLANNING & DEVELOPMENT:

- Our Institution, Lenora institute of Dental Science and Research, has a dedicated and freely accessible website which is a prime example of an educational website that puts the user first.

- On our website, visitors can get a feel of campus life, explore education opportunities, learn about our rich history including stories of students, faculty and alumni and much more.

- All the contents on the website are timely updated with regards to online application processes, latest news and events including pictures and brochures of events like Webinars and CDE programs.

- All in-house data are stored in an internal file server for which a back-up server is also provided.

E-GOVERNANCE IN ADMINISTRATION:

- Attendance is being monitored by means of Biometric Sensors/Devices at the designated location in the Institute.

- All Office equipment like desktops, laptops and servers are licensed with original Microsoft Licenses and are protected by Updated Antivirus System.

- For centralized monitoring CCTV cameras are used.

- Daily attendance of all staffs (Teaching and Non-teaching, post-graduate students and interns) are monitored through software.

E GOVERNANCE IN FINANCE & ACCOUNTS:

- All the activities related to Fees are automated and online via Tally prime software.

- For catering the requirements of Accounts and Finances, Tally prime is in place and updated to its latest version.

- All online payments are governed by means of payment gateway of Canara Bank,SBI online modes like NEFT, RTGS etc.
- All the online payments are integrated through software.

E GOVERNANCE IN STUDENT ADMISSION & SUPPORT:

- All Student Admissions are done through National Entrance Examination Test (NEET), whose details are then integrated into DR.NTRUHS after completion of admission process.
- Student login portal available in DR.NTRUHS for easy access to all.
- Online study materials are available to all students through DR.NTRUHS e-library.
- All classrooms are enabled with LCD projectors, Wi-Fi facility.
- Smart Board is provided in the Main Lecture Hall.

E GOVERNANCE IN EXAMINATION:

- All the University Exams are conducted through DR. NTRUHS exam portal and the data are stored in the University in-house server.
- University exam details are accessed and registered through NTRUHS Website drntruhs.in
- All the Examination Halls are equipped with CCTV surveillance cameras.
- Students can access College website and DR. NTRUHS website for Examination details.

- Exam notifications, tentative timetable, Rules and Regulations, previous question papers and Examination results are often displayed in the electronic display in the DR. NTRUHS website.

- CCTV footage of all the University examinations conducted in the Exam Hall are copied in a CD and sent to the University.

- A Remote Digital Evaluation Centre is provided for both University and Internal Exam valuation.

- Results are available in DR. NTRUHS website.

- List of Rank holders will be displayed in both the College and DR. NTRUHS website.

PRINCIPAL
Lenora Institute of Dental Sciences
RAJANAGARAM