



Estd.: 1991

SOMANATH EDUCATIONAL TRUST'S
S. B. PATIL INSTITUTE FOR DENTAL SCIENCES & RESEARCH
BIDAR – 585 402 (KARNATAKA)

(Affiliated to Rajiv Gandhi University of Health Sciences & Recognised by Dental Council of India)

Email: principalsbpdch@yahoo.co.in www.sbpatildentalcollege.in

Ph.: 08482 232101-232588 Fax.: 08482-232101



POLICY FOR E-GOVERNANCE

S. B. PATIL INSTITUTE FOR DENTAL SCIENCES & RESEARCH BIDAR

SBPDCH | e-governance | 2017-2022



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Introduction

S. B. Patil institute for dental sciences & research, Bidar aims to encourage the technology enhanced governance and management practices. It is trying to facilitate the all administrative and academic facilities through the e-portal of the college. This will help for greater transparency and availability of information for effective decision making.

PURPOSE

This document is designed to provide guidelines all academic and administrative heads, teaching, non-teaching staff and students.

SCOPE

This policy document applies to both students and staff of the dental and allied health sciences departments of S. B. Patil institute for dental sciences & research, Bidar.

OBJECTIVES

- Maintain and strengthen the leadership through e-governance
- Availing the various services online
- Functioning of Administrative Office more Effectively

AREA OF IMPLEMENTATION

- College Website
- Student Admission
- Academics and Administration
- Internal & External Examinations
- Internet Based Communication System
- Finance & Accounts
- Library
- Payment Gateway

PROCEDURES:

- College Website: College website will serve as single point for information to be displayed publicly about the college and its functioning. The details about important notices, events, committees, cells and departments, Research Publications, Policy Documents etc. will be displayed on the website. The web development service will be outsourced by the management.

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PRINCIPAL
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Dental Science & Research
NAUBAD, BIDAR-585402
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- **Student Admission and Support:** First year student admissions are carried out through the KEA portal and for subsequent years students will be admitted through college website or school beep app. ARDCH Learning Management System Portal will serve as dedicated point of contact for academic course content access.
- **Academics and Administration:** School Beep and Edu-wise software were installed for administration purpose these avails the various facilities for the staff management.
- **Internal & External Examinations:** For the purpose of examination management institute uses the RGUHS examination software. All examination related activities to be carried out using the RGUHS examination portal.
- **Internet Based Communication System:** College have created institutional outlook configuration for easy and effective online communication through the email. All official communications are to be carried out through official email ids provided by the institutions
- **Finance & Accounts:** The advanced version of the Tally software is used by the office for the account maintenance. Advanced features of tally software help to maintain the financial records effectively and efficiently, Profit and loss, receipt and expenditure and all other reports are generated automatically with the use of Tally for effective resource mobilization and utilization.
- **Library:** Library is automated with e-lib LMS software. All library related information to be maintained throughout this cloud-based system. The Biblio software is used manage the library date.

POLICY VERSION 1.0 10.8.2017

REVISED VERSION 2.0 10.8.2021

Drafted by:

Dr Sharashchandra, IQAC Coordinator

Approved by:

Dr Shailendra Mashalka, Principal

Shailendra Mashalka
PRINCIPAL
S.B. Patil Institute for
Dental Science & Research
NAUBAD, BIDAR-585402
(Karnataka)