# MALLA REDDY
## MEDICAL COLLEGE FOR WOMEN

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Recognized by Medical Council of India, Ministry of Health & Family Welfare, Govt. of India
Affiliated to Kaloji Narayanarao University of Health Sciences, Warangal, Telangana.

MRMCW/Policy/JAN-2018/14

# e - Governance Policy

Malla Reddy Medical College (MRMCW) has taken towards implementing e-governance in its various operations.

**Motivation:**

•The college aims to automate its operations to improve transparency, clarity, and efficiency in areas like teaching, administration, exams, finance, and admissions.

**Actions taken:**

- The governing council selected an ERP software after evaluating proposals from vendors.

- Training was provided to both teaching and non-teaching staff to optimize the use of the software.

- The college website was revamped to serve as a central information hub for stakeholders.

- SMS communication system was implemented to stay connected with parents, students, and staff.

**Specific areas addressed:**

The initial implementation of e-governance tools and training, without delving into details of specific areas like finance or examinations.

**The objectives:**

1. **Implementation of e-Governance in various functioning of the Institution:** This broad objective sets the stage for the entire initiative, aiming to integrate technology into various

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aspects of the college's operations. This could lead to streamlined processes, reduced redundancy, and improved resource allocation.

**2. Achieving efficiency in the functioning:** This translates to faster turnaround times, reduced errors, and better utilization of resources. E-governance can automate tasks, facilitate data sharing, and improve communication, ultimately leading to a more efficient institution.

**3. Promoting transparency and accountability:** By making information readily available online and automating processes, e-governance can increase transparency for stakeholders, including students, parents, faculty, and staff. This fosters trust and accountability within the institution.

**4. Achieving paperless administration:** This objective promotes sustainability and environmental consciousness while also reducing physical storage needs and streamlining document management. Additionally, it allows for easier information retrieval and dissemination.

**5. Facilitating online internal external communication between various entities of the institution:** Effective communication is crucial for any organization. E-governance tools like online forums, communication platforms, and collaboration tools can foster smoother communication within the college and with external stakeholders.

**6. Providing easy access to information:** This objective ensures that relevant information is readily available to all stakeholders, improving accessibility and transparency. It can also empower individuals to make informed decisions and actively participate in college activities.

**7. Making the institution visible globally:** By utilizing online platforms and promoting digital initiatives, MRMCW can enhance its global visibility and reach a wider audience. This can attract international students, faculty, and research collaborations, further strengthening the institution's reputation.

Overall, these objectives paint a picture of a progressive institution striving to leverage technology for positive change. The success of such initiatives relies on proper implementation, user adoption, and continuous evaluation to ensure they meet their intended goals.

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**Policy:**

The overall policy emphasizes adopting e-governance in most activities for a simpler and more efficient system.

> ➢ It acknowledges the need for further expansion and establishes a framework for its implementation.
> ➢ Integrated and user-friendly ERP solutions are crucial for automating various modules across the institution.
> ➢ Adequate training for all staff is necessary to ensure effective use of these solutions.

**Standard Operating Procedures (SOPs):**

> ➢ A transparent vendor selection process involving demonstrations, comparisons, and committee recommendations is established.
> ➢ Partnerships with various service providers are formed to cover website development, maintenance, SMS services, digital marketing, and ERP implementation.

**Areas of e-Governance:**

**Website:** Our college website is poised for a transformative journey, mirroring the dynamism of our institution and ensuring seamless access to crucial information. The website will undergo a comprehensive revamp, incorporating the latest developments and showcasing the vibrancy of our college life.

**Student Admission and Support**: Online application system streamlined for management quota admissions across all UG & PG courses.

**Finance & Accounts**: To ensure streamlined accounting, the secretary, in conjunction with the accountant and accounts staff, will meticulously assess departmental needs. This collaborative approach fosters informed resource allocation.. Salaries for all faculty, both teaching and non-teaching, are processed seamlessly through TALLY software. KEKA software attendance data ensures accuracy and transparency. Security measures, staff

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training, and timely software updates are emphasized for maintaining confidentiality and accuracy

**Library:.** Our library stands as one of the nation's finest, a testament to our commitment to knowledge and innovation. To safeguard this legacy and empower both teachers and students, we are embarking on a journey of digital expansion. We have subscribed to cutting-edge platforms such as DELLNET, EBSCO host, and digital libraries, opening doors to a universe of information.

**Administration:** Online services for leave management, internal communication, and student certificates are to be implemented. Employees can easily manage their leave requests and approvals online. KEKA software fosters smooth internal communication among employees.

**Examination and Digital Evaluation:** Digital evaluation system is adopted while maintaining utmost secrecy and caution. TCS ION Digital Evaluation System empowers evaluators to seamlessly mark both scanned scripts and online responses directly on their computers

**Alumni:** A dedicated alumni portal facilitates interaction, registration, information sharing, and feedback.

**Attendance:** Online attendance system for faculty and students is implemented.

**Transport:** Our college fleet of dedicated buses ensures seamless connectivity between various key locations in the city and your campus doorstep. Bus route information and driver contact details are made available online.

Overall, this section provides a detailed roadmap for implementing e-governance at MRMCW, encompassing various aspects of the institution's operations. It highlights the importance of a well-defined policy, transparent procedures, and collaboration with external partners.