

MAHER/ADMIN-05/2021-R1

MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH

MAHER

(Deemed to be University)

(Established under Section 3 of the UGC Act, 1956 vide Notification N0.F.9-5/2002-U.3,dt 31.03.2004)



E-GOVERNANCE POLICY

DATE	REVISION
30.07.2021	1

No.12, Vembuliamman Koil Street, West K. K. Nagar, Chennai-600 078.

Tamil Nadu, India.

Heavenly

VICE CHANCELLOR
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Revision details

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Institutional Vision statement

To build a world-class institution, transforming society through value-based programs and healthcare advancements, leading to the all-around development of human resources, knowledge, innovation, entrepreneurship and research.

Institutional Mission statement

- To become an institute of eminence by developing world-class professionals in the field of healthcare, science, liberal arts, technology and research with a focus on the societal good.
- To create an enabling state-of-the-art infrastructure, and intellectual capital and provide a best-in-class learning experience with a freedom to innovate and invent.
- To foster values and ethics so as to develop students and learners into responsible citizens of the nation and the world.
- To collaborate with national and international institutes of eminence and industry.
- To advance the global cause and develop consciousness for environment conservation, low carbon footprint and sustainable development.

1. PRELIMINARY INFORMATION

1.1. Short Title, Applicability and Commencement

- a. This Policy may be called, “**MAHER (Deemed to be University) E-GOVERNANCE POLICY**”
- b. The Policy shall apply across MAHER and all its constituent colleges.
- c. The Policy shall come into force from the date of approval of the document by the Board of Management of MAHER on 31.07.2021.

2. PREAMBLE

Electronic- governance, commonly referred to as e-governance, is the amalgamation of Information and Communication Technology (ICT) in various aspects of administration with the aim of strengthening the governing abilities of the management for the benefit of all the stakeholders of the institution. The purpose of implementing e-governance is to simplify and quicken the working process, to maintain a proper & systematic record of every aspect of the institution and improve the overall efficiency and effectiveness of the entire organization. It is not only advantageous to the faculty members and students but also to the Institution at large. It aims at the promotion of good governance and entails the easy access and delivery of the administrative services of the institution besides prompt communication and dissemination of information in a simple, quick and efficient manner.

Meenakshi Academy of Higher Education and Research (MAHER) recognizes the importance of keeping up with the technological advances and akin to most reputed institutions globally, MAHER has been in the forefront of the implementation of information and communication technology in several areas of its operation to cater to four main target groups namely, management, faculty members, non-teaching staff and students.

3. PURPOSE

The purpose of this E-governance Policy is to provide guidance for the design and development of automated systems and ensure the highest efficiency of governance of

MAHER and its constituent colleges. This policy shall provide the scope, overall framework, rules and regulations within which the e-governance policy activities shall be undertaken in this institution.

4. SCOPE

This is a MAHER-wide policy and implementable across all departments of MAHER and its constituent colleges.

5. OBJECTIVES

- 5.1. The foremost objective is to provide all the services of the Institution through various e-governance modules that enable users to access these services through various online devices like laptops, desktops, mobiles etc at a time and place of their convenience.
- 5.2. Provision of the necessary resources for the effective implementation of e-governance.
- 5.3. Preparation of e-governance architecture document in line with the guidelines laid down by the statutory bodies.
- 5.4. Identification of the existing systems and infrastructure resources and enhancing their functioning efficacy.
- 5.5. Replacement and upgradation of the resources to be on par with the contemporary e-governance tools.
- 5.6. Monitoring of the functioning of the ICT tools to ensure effective outcomes with regards to management, patient care, teaching learning processes and other support services for the health professionals, faculty members, administrative staff and students.
- 5.7. Adoption of easy data storage, analysis and retrieval systems.
- 5.8. Revenue enhancement by eliminating corrupt practices and mismanagement by creating transparent and effective governance at all levels of the Institution.
- 5.9. Gradual elimination of paper-based services over a period of five years and adoption of electronic systems to move towards creating a paperless organisation contributing to environmental health.

6. CUSTODIAN OF POLICY

This E-governance Policy shall be implemented by the Board of Management, MAHER. The Vice-Chancellor of MAHER shall guide and supervise matters related to the design, the implementation, the monitoring and the periodical review of the e-governance initiative, within MAHER and its constituent colleges.

7. E-GOVERNANCE POLICY PROCEDURE/GUIDELINES

MAHER shall implement E-governance in all its areas of operation including planning and development, administration including hospital administration and medical record maintenance, financial transactions, teaching methodology, examination processes, and student support. Earlier, MAHER used to employ individual software for specific areas of operation; however, with the advent of the cloud-based Enterprise Resource Planning (ERP) software, MAHER shall actively work towards including all the operations of the institute under the umbrella of a unified comprehensive software program.

MAHER shall be the sole and the overall data owner of all the institutional data generated in the Institution and its constituent colleges. In addition to this, every set of data shall have a Data Owner and the quality, integrity and security of the data is the sole responsibility of the data owner.

7.1. Planning and development

- 7.1.1. E-Governance shall be deployed to plan and formulate strategies for the development of infrastructure of the Institution and its constituent colleges.
- 7.1.2. ICT infrastructure including Institutional Data centre shall be put in place with adequate internet connectivity. Local area networks (LAN) shall also be made operable at MAHER and in all the constituent colleges. Back up internet connectivity shall be established from different service providers.
- 7.1.3. The framing of new institutional policies, inclusion of new teaching and learning resources, operation of educational data systems and optimal utilization of human resources shall be done by the use of e-governance.

- 7.1.4. Every effort must be made to ensure that the application is user friendly and easily accessible to everyone including the differently abled. The applications must also be made mobile compatible.

7.2. Administration

- 7.2.1. The faculty profile, attendance and leave records shall be managed by the ERP software.
- 7.2.2. Participation in CMEs, CDEs, conferences, seminars and workshops are to be uploaded periodically on the ERP software. Any significant achievements by the faculty members shall also be uploaded on the software.
- 7.2.3. Staff recommendations and approval shall also be done through the software.
- 7.2.4. All staff members are provided with institutional email ids with password protection. The software shall be used to organize official correspondence to the teaching staff members via their institutional mail ids.
- 7.2.5. Health Information Systems including Laboratory Information system and Pharmacy Information System shall be implemented for provision of optimal services in addition to maintenance of all relevant records.
- 7.2.6. Hospital administration and management of patient care shall be done via ERP software customised to provide complete e-solutions for the medical/dental college as well as hospital requirements.
- 7.2.7. Student feedback on faculty members shall be registered using the same platform.
- 7.2.8. The libraries at Meenakshi Medical College and Hospital, Meenakshi Ammal Dental College, Faculty of Nursing and Meenakshi Academy of Higher Education and Research shall be made fully automated, facilitating hassle-free governance of the library-related activities.

7.3. Finance and Accounts

- 7.3.1. All financial receipts shall be done through DD, NEFT or RTGS.
- 7.3.2. ERP software shall be used to organize and maintain the salary accounts of the employees, tax deductions etc.
- 7.3.3. Bulk transactions and correspondence to banks are to be made via ERP and official emails.

- 7.3.4. Payment of statutory dues such as PF, EPF and IT are to be done through the Government portals.

7.4. Student support

- 7.4.1. ERP at MAHER shall support all student-related activities including admissions and record keeping.
- 7.4.2. UG and PG admissions shall be done via online counselling in accordance with the guidelines of NEET.
- 7.4.3. The personal information and admission details of the students are managed via the ERP software which promotes ease of communication between students, parents and the institution.
- 7.4.4. Learning management software (LMS) shall be used for all teaching learning processes, to live stream online classes and to post the lectures in the form of videos or PPTs for anytime access as per convenience of the students. Assignments and tests shall also be conducted using the same platform. Student attendance shall also be monitored via the Learning Management Software.
- 7.4.5. Alumni support, engagement, and regular interactions shall be done using a dedicated software.

7.5. Examinations

- 7.5.1. Automation of the examination process right from student registration, maintenance of internal assessment marks, issue of hall tickets to eligible candidates, tabulation of examination scheme, question paper setting and moderation, practical or clinical examination schedule etc., shall be done via the ERP software.
- 7.5.2. Online evaluation shall be undertaken and results generated and published online with the adoption of ERP software for the ease of the students and parents.

8.0 POLICY GOVERNANCE

The policy shall be updated and revised from time to time by the Board of Management of MAHER.