



# INSTITUTE OF HEALTH SCIENCES

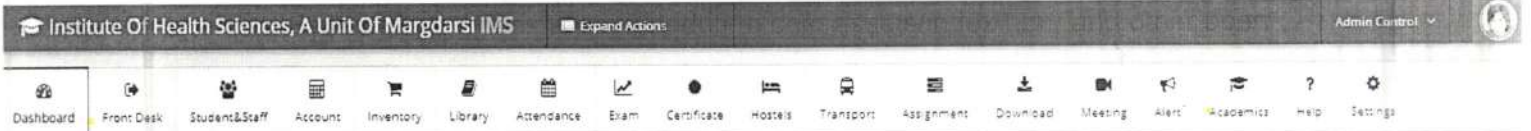
(A Unit of Margdarsi)

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Campus : Chandaka, Bhubaneswar, Khordha, Odisha - 754005, E-mail : ihsbbsr@margdarsi.org, Web : www.ihsindia.org

## E-GOVERNANCE POLICY AND IMPLEMENTATION

E-governance is the integration of Information and Communication Technology (ICT) in all the working processes of the system. It aims to minimize the manual efforts and improve the communication, create transparent system, and to be cost and time effective. E – Governance is in place through ERP package provided by Unlimited Edu Firm School & College Information Management System (<http://docs.unlimitededufirm.com/assets/index.htm>) and other open source tools. The ERP package has 9 modules such as

1. Admin Setup
2. Student & Staff
3. Accounting
4. Book Library
5. Attendance
6. Examination
7. Hostel
8. Transport
9. Alert Center



### 1. Planning and Development

The institute uses ICT in the process the planning of college-events, activities and academics through personal e-mails and Whatsapp. The college uses ERP software for planning and developing Lesson plan, Individual student performance and students feedback. Important notices, reports and communication are also circulated via e-mails and Whatsapp to the faculty as well as students. To achieve the target of paperless communication and processes, it has started using Google facilities like Google Form, Google Sheet and Google Drive. All 9 Modules of EPR are coming under Planning and Development.

  
Director  
Institute of Health Sciences  
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## 2. Administration

The Administration of the College functions with E-governance system at College level. The college uses the modules like student attendance, library, transport, hostel and stock & inventory of ERP software for administrative purposes. The college campus is equipped with CCTV Cameras installed at various places of need. College staff members use smartphones with inbuilt social app like Whatsapp and Gmail to communicate. WhatsApp Group helps to provide brief notices of any event to be happened in college.

## 2. Finance and Accounts

The college uses the **Tally ERP 9 Gold** software along with Finance module for E-governance of transparent functioning of Finance and Accounts department of the college. This helps to increase the efficiency of staff towards the accuracy in financial transactions. The administrative office maintains the reports and books of accounts generated from the software which helps in auditing procedure.

## 3. Student Admission and Support

Students Module and sub modules like Student Detail, Registration, Transfer Student, Document Upload, Create Notes are used for students admission and progression monitoring. Student support system is monitored by modules and sub modules like Academics, Library, Attendance, Hostel, Transport, Certificates etc.

## 4. Examination

The College has the separate Examination cell equipped with ICT tools necessary for examination purpose. As per the requirement of Examination cell, all the necessary equipment are provided by the college such as separate desktop, internet facility various activities of exam purpose. The Internal examination and assessment is controlled and monitored by Examination Module of the ERP package with sub modules like Schedule Exam, Mark Ledger, Exam Head, Print Reports etc.

  
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