MALLA REDDY INSTITUTE OF MEDICAL SCIENCES

(SPONSORED BY : CHANDRAMMA EDUCATIONAL SOCIETY)

Recognized by Medical Council of India, Ministry of Health & Family Welfare, Govt. of India.

Affiliated to Kaloji Narayanarao University of Health Sciences, Warangal, Telangana.

E- GOVERNANCE POLICY

(MRIMS/POLICY/2018-19/EGP/04)

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.

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Student Admission and Support: MRIMS has made significant strides in modernizing its admissions process. Streamlining all admissions for undergraduate and postgraduate programs through an online application system is a great step towards efficiency and accessibility. Having an open and transparent strategy for the admission process, backed by ethical practices and regulations, not only builds trust but also ensures fairness for all applicants. Displaying well-defined guidelines on the website further enhances transparency and helps applicants understand the process better.

Managing the number of students applying to each course, withdrawals, and fee submissions through an e-governance system not only simplifies administrative tasks but also reduces the likelihood of errors and enhances accountability. Overall, MRIMS is committed to providing a smooth and transparent admissions experience for prospective students while leveraging technology to streamline processes.

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 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.

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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.

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

PRINCIPAL/DEAN

Principal / Dean
Malla Reddy Institute of Medical Sciences