



**EDUCARE
INSTITUTE OF
DENTAL SCIENCES**

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An ISO 9001:2015 certified institution

E-GOVERNANCE POLICY

POLICY NO.	ISSUE/REVISION NO.	DATE OF REVISION	NEXT REVISION
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PREPARED BY	VERIFIED BY	APPROVED BY
		
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e-GOVERNANCE POLICY

E-governance has been implemented in all aspects of the institution's functioning in order to establish a transparent and efficient system of governance.

E-governance is implemented in the following areas:

1. **Administration:** Administrators use ICT-based e-administration to process information and make decisions. For more effective services, each department installed a sufficient number of computer systems and connected them to LAN and wireless internet facilities. All administrative information is disseminated via institutional emails that have been generated for each division of the institute.
2. **Finance and Accounting:** Accounting software has been implemented to give transparency and ensure efficient functioning.
3. **Student Admission and Support:** The Institution has given the necessary technologies to handle admissions, and the admissions process will be conducted through the KUHS university's centrally managed admission portal.
4. **Examination:** According to the University's mandates, all examination-related requirements will be completed through the KUHS university site in order for an external examination to be conducted smoothly. Internal examinations would be managed through the Institute site to ensure transparency, with the capability to create internal exam reports in university format.
5. **Library:** To improve the effectiveness of library services, the library has been connected to a LAN network, and an Ebcohost data access service has been introduced in the Internet facility for the benefit of stakeholders, as well as additional e-learning materials added to the library.
6. **Attendance:** A biometric attendance system has been installed, and plans have been made to provide monthly reports.

