



M.C.E. Society's

# M. A. RANGOONWALA COLLEGE OF DENTAL SCIENCES AND RESEARCH CENTRE, PUNE

Recognized by Government of India &  
Affiliated to Maharashtra University of Health Sciences, Nashik

2390-B, K. B. Hidayatullah Road, Azam Campus, Camp, Pune - 411 001. Maharashtra, India

Tel.: 91-20-26430959, 26430960, 26430961, Fax: 91-20-26430962

E-mail :- dean-mardental@azamcampus.org Website :- www.mardentalcollege.org

Ref. No. : MARDC /

Date :

## POLICY DOCUMENT FOR E-GOVERNANCE





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### Introduction-

M. A. Rangoonwala College of Dental Sciences and Research Centre, Pune implements electronic governance to utilize information and communication technologies (ICTs) such as Wide Area Networks, the Internet, and mobile computing, in various aspects of college administration and beyond.

### Policy Statement-

Our college aims at the use of Information and communication technology tools (ICT) wherever possible.

### Objectives and Principles of the Policy-

#### 1) Planning and development-

- All teaching staff should have MSCIT or CCC+ certification, they should be proficient in usage of online teaching platforms.
- All non-teaching staff including clerks should be trained in basic computer knowledge with proficiency in Microsoft- Word, Excel, etc.
- Whatsapp groups should be created for interdepartmental and intradepartmental communications between staff and students.

#### 2) Administration-

- Electronic record keeping.
- Internet access to be password protected for safety.
- Each department should be provided with computers for record keeping in order to minimize paper waste.
- Attendance of teaching, non-teaching staff and PG students should be electronically enabled through biometric machines.
- CCTV surveillance of campus to be implemented for security purposes.





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### 3) Finance and Accounts-

- The accounts of the college should be maintained through Tally software.

### 4) Student Admission and Support-

- Students should find all relevant information about the admission process on college website.
- The DCI student database portal should be easily accessible to all students

### 5) Teaching learning tools-

- A high speed Wi-Fi and internet access should be provided in every classroom and department, free of cost.
- Library must focus on E-journals and E-books.
- Focus on high end classrooms well equipped with smart boards, LCD projectors audio-visual aids with computers provided in each classroom.
- We also look forward to have preclinical laboratory equipped with smart boards.

### 6) Examination-

- To have provisions for live telecasting of the theory examination to the MUHS for transparency purposes.
- Being a theory center for MUHS examinations, our examination section should confine to all the requirements which are laid down by MUHS, Nashik, which should include computers, scanners, printers, CCTV cameras and a high speed internet facility.



  
PRINCIPAL

M. A. RANGOONWALA COLLEGE OF DENTAL  
SCIENCES & RESEARCH CENTRE, PUNE