



# Policy for e-Governance

AL BADAR RURAL DENTAL COLLEGE AND HOSPITAL,  
KALABURAGI

ARDCH | e-governance | 2016-2021



## Introduction

Al Badar Rural Dental College and Hospital (ARDCH), Kalaburagi aims to encourage the technology enhanced governance and management practices. It is trying to facilitate the all administrative and academic facilities through the e-portal of the college. This will help for greater transparency and availability of information for effective decision making.

## PURPOSE

This document is designed to provide guidelines all academic and administrative heads, teaching, non-teaching staff and students of the ARDCH.

## SCOPE

This policy document applies to both students and staff of the dental and allied health sciences departments of Al Badar Rural Dental College and Hospital, Kalaburagi.

## OBJECTIVES

- Maintain and strengthen the leadership through e-governance
- Availing the various services online
- Functioning of Administrative Office more Effectively



## AREA OF IMPLEMENTATION

- College Website
- Student Admission
- Academics and Administration
- Internal & External Examinations
- Internet Based Communication System
- Finance & Accounts
- Library
- Payment Gateway

## PROCEDURES:

- **College Website:** College website will serve as single point for information to be displayed publicly about the college and its functioning. The details about important notices, events, committees, cells and departments, Research Publications, Policy Documents etc. will be displayed on the website. The web development service will be outsourced by the management.
- **Student Admission and Support:** First year student admissions are carried out through the KEA portal and for subsequent years students will be admitted through college website or school beep app. ARDCH Learning Management System Portal will serve as dedicated point of contact for academic course content access.



- **Academics and Administration:** School Beep and Edu-wise software were installed for administration purpose these avails the various facilities for the staff management.
- **Internal & External Examinations:** For the purpose of examination management institute uses the RGUHS examination software. All examination related activities to be carried out using the RGUHS examination portal.
- **Internet Based Communication System:** College have created institutional outlook configuration for easy and effective online communication through the email. All official communications are to be carried out through official email ids provided by the institutions.
- **Finance & Accounts:** The advanced version of the Tally software is used by the office for the account maintenance. Advanced features of tally software help to maintain the financial records effectively and efficiently. Profit and loss, receipt and expenditure and all other reports are generated automatically with the use of Tally for effective resource mobilization and utilization.
- **Library:** Library is automated with e-lib ILMS software. All library related information to be maintained throughout this cloud-based system. The online OPAC system to be used for information searching and retrieval related to books availability.



- **Payment Gateway:** All fees payment to be done through the Institutional payment gateway SBI Collect.

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### **Drafted By :**

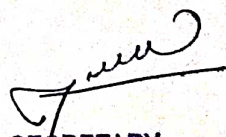
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### **Approved by**

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