



D Y PATIL DENTAL SCHOOL

Dr. D Y Patil Knowledge City, Charholi Bk, Via Lohegaon, Pune 412105

Affiliated to Maharashtra University of Health Sciences, Nashik

Recognized by Dental Council of India



SELF STUDY REPORT (CYCLE 1) 2018-2023

Criteria 6: Governance, Leadership and Management

Key Indicator: 6.2 Internal Quality Assurance System

Metric: 6.2.2: Implementation of e-governance in areas of operation.

E-GOVERNANCE POLICY
DOCUMENT



D Y PATIL GROUP

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Ref No: DYPDS/0836

Date: 24/04/2019

E-Governance Policy Document

This e-governance policy ensures that all aspects of the dental institution – D Y Patil Dental School operate smoothly, transparently, and efficiently, fostering an environment conducive to academic excellence and patient care.

****1. Accounts****

****1.1 Overview****

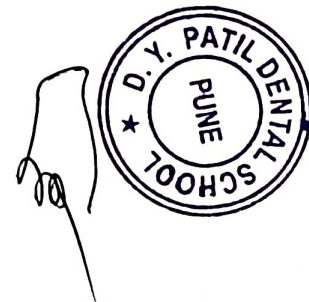
The Accounts module manages all financial transactions and records for the dental institution, including student fees, faculty salaries, procurement, and other economic activities.

****1.2 Key Features****

- ****Fee Management****: Automates the collection of tuition fees, processing of scholarships, and fee payment tracking.
- ****Payroll System****: Manages salary payments for faculty and staff, including deductions and benefits.
- ****Expense Tracking****: Monitors and records all institutional expenses at DYPDS.
- ****Financial Reporting****: Generates financial statements and reports for analysis.

****1.3 Role of Stakeholders****

- ****Director****: Oversees overall financial strategy and ensures compliance with regulations.
- ****Dean****: Collaborates with the Director to allocate budgets and manage departmental finances.
- ****Faculty****: Submits expense reports.
- ****Administrators****: Handle day-to-day financial transactions, maintain records, and prepare financial reports.



****2. Library****

****2.1 Overview****

The Library module provides access to academic resources, including books, journals, and digital content, supporting educational and research needs.

****2.2 Key Features****

- ****Catalogue Management****: Organizes and maintains the library's collection.
- ****Digital Library****: Offers e-books, online journals, and other digital resources.
- ****Borrowing System****: Manages the lending and returning of physical and digital materials.
- ****Research Support****: Provides tools and resources for academic research.

****2.3 Role of Stakeholders****

- ****Director****: Sets policies for library operations and resource acquisition.
- ****Dean****: Works with the library to ensure resources align with educational goals.
- ****Faculty****: Recommends new acquisitions and integrates library resources into coursework.
- ****Administrators****: Manage the daily operations of the library, including user assistance and catalogue maintenance.

****3. Patient Software and Access****

****3.1 Overview****

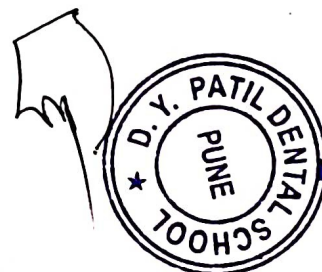
The Patient Software module manages patient records, appointments, and treatments, ensuring efficient and secure access to patient data for dental care.

****3.2 Key Features****

- ****Electronic Health Records (EHR)****: Maintains patient records.
- ****Appointment Scheduling****: Facilitates the booking and management of patient appointments.
- ****Treatment Plans****: Records and tracks patient treatment plans and progress.
- ****Patient Access****: Allows patients to access their records, schedule appointments, and communicate with the undergraduates, postgraduates and faculties.

****3.3 Role of Stakeholders****

- ****Director****: Ensures patient software meets regulatory standards and data security requirements.
- ****Dean****: Coordinates with clinical departments to ensure effective use of the software.



- **Faculty**: Uses the software to update patient records and monitor treatment outcomes.
- **Administrators**: Manage patient data entry, appointment scheduling, and system maintenance.

4. Student Support

4.1 Overview

The Student Support module provides resources and services to assist students in their academic and personal development.

4.2 Key Features

- **Counseling Services**: Provides mental health and wellness support.
- **Career Services**: Assists with job placement, internships, and career counseling.
- **Financial Aid**: Manages scholarships, grants, and other financial support options.
- **Academic Advising**: Offers guidance on postgraduate course selection or career planning after completing the mandatory rotatory internship.
- **Website**: provides resources and services to assist students and keeps them updated, www.dypds.com

4.3 Role of Stakeholders

- **Director**: Develops policies for student support services and allocates resources.
- **Dean**: Ensures student support aligns with academic objectives and oversees service delivery.
- **Faculty**: Advises and mentors students, providing academic and career guidance.
- **Administrators**: Implement and manage student support programs and services.

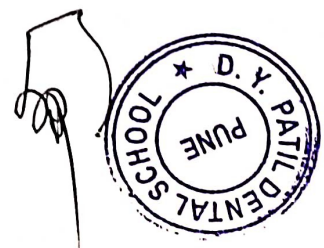
5. Administration

5.1 Overview

The Administration module handles the overall management and operations of the institution, including human resources, facilities, and communications.

5.2 Key Features

- **Human Resources**: Manages employee records, recruitment, and professional development.
- **Facilities Management**: Oversees the maintenance and utilisation of physical infrastructure.



- **Communication Systems**: Facilitates internal and external communication channels.
- **Compliance and Reporting**: Ensures adherence to institutional policies and regulatory requirements.

5.3 Role of Stakeholders

- **Director**: Provides strategic leadership and ensures effective governance.
- **Dean**: Supports the Director in implementing administrative policies and managing academic affairs.
- **Faculty**: Participates in institutional governance and policy development.
- **Administrators**: Conduct day-to-day administrative operations, ensuring smooth and efficient institutional functioning.

