



TAGORE MEDICAL COLLEGE & HOSPITAL

(Approved by M.C.I and Govt. of India and affiliated to the Tamil Nadu Dr.MGR Medical University)

Rathinamangalam, Melakottaiyur Post, Chennai - 600 127.

Ph. : 044 - 3010 1111, Fax No. : 044 - 3010 1100, E-mail : tagoremch@gmail.com

E-Governance Implementation

Standard Operating Procedure (SOP)

Effective From:11/12/2019

Year:2019

Duration:3 years

Introduction

This SOP outlines the procedures and guidelines for the effective implementation of e-governance in various functional areas of Tagore Medical College and Hospital. The objective is to enhance efficiency, transparency and accountability across the institution through the integration of technology.

Scope

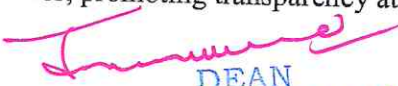
This SOP applies to diverse functional areas within the institution, encompassing General Administration, Student Admission, Examination, Library, Accounts and Finance, ICT Infrastructure, and E-Waste Management. The scope is designed to foster a seamless transition towards a more technologically-driven and accountable governance structure.

Website Management

The institution will engage a dedicated service provider or web designer to develop and maintain an informative website. Staff members will undergo training to facilitate regular updates. A Website Committee will oversee the website's functioning, ensuring it serves as a comprehensive information hub for college activities, notices, and course details. Notably, important notifications must be promptly uploaded to the website.

Student Admission

A transparent strategy, aligned with NEET and Tamilnadu Dr. MGR University regulations, will govern the student admission process. Admission guidelines will be clearly outlined in the college brochure, which will be made available on the website. The institution commits to maintaining an open and ethical admission process, promoting transparency at all stages.


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Accounts and Finance

The institution will leverage Tally for financial record maintenance, consistently updating to the latest software versions. Advanced features will be implemented for effective financial reporting. A Payroll Management System will be integrated for automated salary calculations, disbursement, and related transactions. Secure online payment methods such as NEFT, RTGS, and bank transfers will be employed.

Library

The library will uphold academic excellence by maintaining a well-stocked collection, with a focus on adding e-learning resources. New journals and books will be regularly subscribed to based on recommendations from teachers and students. The institution will adopt a fully automated Integrated Library Management System (ILMS) to streamline operations, including an online catalog for easy resource retrieval.

Administration

Attendance Management Software will be implemented for both administrative staff and teaching faculty. Advanced Excel and File Management System Tools will be utilized for efficient database maintenance. Striving for a paperless administrative process, the institution aims to provide a hassle-free, convenient, and smooth experience for students. Adequate training will be provided to administrative staff to ensure competency in utilizing new technologies.

Examination

The institution will adhere to examination regulations set by the university, aligning examination processes with the e-governance policy of the university to ensure consistency and compliance.

Alumni Management

To strengthen alumni relationships, a dedicated alumni page will be created on the website. This page will facilitate registration, provide information about prominent alumni, and encourage feedback. The Alumni association will be consulted for regular updates and database management.

E-Waste Management

Tagore Medical College and Hospital will proactively manage its technology usage and e-waste generation to minimize environmental impact, aligning with responsible e-waste management practices.


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ICT Tools and Infrastructure

The institution will maintain an adequate number of desktops, laptops, printers, and multimedia devices for students and staff. Necessary hardware infrastructure will be provided in administrative blocks, classrooms, auditoriums, and laboratories. Configuration servers will facilitate fast data transmission. Regular purchases and updates of office automation packages and antivirus software will be conducted to ensure security and efficiency.

Review and Audit

Periodic reviews will be conducted to assess the effectiveness of e-governance implementation, accompanied by regular audits to ensure compliance with the SOP.

This SOP is effective upon approval and is subject to periodic review and updates, with all stakeholders expected to adhere to the outlined guidelines for the successful implementation of e-governance at Tagore Medical College and Hospital.

Prepared by	Approved by
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