MAHATMA GANDHI INSTITUTE OF MEDICAL SCIENCES, SEVAGRAM

E-GOVERNANCE POLICY

The institute had linked the administrative infrastructure to the Hospital Information System (HIS) in 2006. Since then, the institute has expanded the scope of responsibilities done through the e-portal i.e., HIS.

Administration:

The main objectives were to:

- Maintain the relevant personal information of all the staff members on the servers for easy reference and retrieval.
- Maintain the personal information of students.
- Link the system with day-to-day administration and routine activities of the hospital.
- Ease of communication among the authorities and various departments as well as teaching staff and students

HIS Modules

The Hospital Information System (HIS) strives to make the administrative tasks more efficient and transparent by installing 20 different modules, viz. – i) Insurance, ii) Registration, iii) Outpatient Management, iv) Emergency Services, v) Central Admissions, vi) Investigations, vii) Pharmacy, viii) Blood Bank, ix) Central Inquiry, x) Patient Medical Record, xi) OT, xii) Billing, xiii) Inpatient Management, xiv) Transport, xv) Students Management, xvi) General Store, xvii) Diet–Kitchen, xviii) Personnel Information system, xix) Payroll System, xx) Accounts Management System.

Processes

The following processes should be adhered to for the smooth functioning of the administration system:

- Relevant personnel data of all staff and students should be maintained online.
- Communication between and within the administrative department, other institutional departments, teaching faculty and students will be made paperless to the maximum extent possible and done through intramail (mgims.ac.in).
- Biometric attendance will be maintained for all the staff. This system will be linked through HIS and data will be made available to the Dean's office, Secretary office and accounts section

for disbursal of the salaries as per the attendance. The biometric machines will be installed at various places in the institute and the staff members will have to mark their biometric attendance twice daily – once while reporting for duty and second while going off duty. Any lapse on this part may attract disciplinary action.

- All the information related to the leaves availed by the staff members are to be updated on the HIS platform for record. This will also help easy retrieval of the information when needed.
- All employee salary increments will be automated, and a system will be developed to keep a record of promotions, and out of turn increments. Once such decisions are taken in the personal management system, these will automatically be updated in the accounts and payroll services.
- The record of student attendance should be maintained electronically on an offline system. The marks obtained in different subjects as part of internal assessment will be communicated to the university as an electronic file.
- All sections in charges should ensure that the clerical staff and other personnel needing to operate such system should be aware of the technicalities and processes for the same. They may contact the HIS for a demo to any new staff/ student/ personnel.
- All kind of requirements for running the routine services of the department/ section should be requested by indenting through the HIS system. If, needed paper records might be kept on indent books.

Automation of inventory and stock management:

The Hospital Information System (HIS) has specific modules for automating the routine workflow of hospital pharmacy, e-prescriptions, purchase, inventory management and distribution of various drugs, sutures and surgical items to outpatient pharmacy, inpatient pharmacy, wards and operating rooms in the entire hospital. The system ensures that the pharmacies are well-stocked. We have created transparency, better monitoring and complete control over the drug distribution in the hospital.

Academic planning and development:

Departments submit their requirements online. Purchase and stock maintenance is done online.

Finance and accounts:

The finance and accounts department has been linked through the Hospital Information System (HIS) as part of e-governance initiative since 2006. The objectives for this are:
- Minimize human efforts and errors while making computations and managing records.
- Increased transparency in the system.
- Real time updation of the general ledger.
- Easy retrieval of information

The processes through which the activities will be conducted in order to achieve the objectives are described below.

The accounts section is linked through hospital information system. All data is stored online and will be done so in future too.

- Automation in accounts section: The Hospital Information System (HIS) as part of e-governance provides general ledger, accounts payable, accounts receivable, fixed asset, and cash management solutions enabling a current, consolidated, and fast view of the financial status of the organization at any point in time. Payments received from patients, and payments paid to vendors, salaries will be electronically generated. Tuition and hostel fees will now take an electronic route so that all transactions can be tracked and easily posted to the General Ledger system to reflect their effect on accounts and financial reports.

- Enrolment with PFMS: All the payments to and from the Accounts Department will be received and paid through Public Financial Management System (PFMS) which is rolled-out by the Controller General of Accounts (CGA) at the behest of Finance Ministry, Department of Expenditure as a Public Finance Management (PFM) reform. The entire funds received from Govt. is through PFMS under both Plan and non-Plan Schemes. This Web-based online software application developed and implemented by the Office of Controller General of Accounts (CGA) for establishing efficient fund flow system as well as a payment cum accounting network. Through linking with the HIS, the accounts department will be able to provide a real time, reliable and meaningful management information system and an effective decision support system, as part of the Digital India initiative of GoI. The enhanced application will cater to all Plan and Non Plan payments, all tax and non-tax receipts and functions such as a comprehensive HRMIS and self-contained pension as well as GPF modules. PFMS has Core Banking System (CBS) interface to all Public Sector Banks, Regional Rural Banks, major private sector banks, Reserve Bank of India, India post and Cooperative Banks. Due to PFMS there will be transparency in all the transaction made by our accounts department.

Student admission and support

The HIS has a separate module for students' section since 2006. The objectives for this module are:
- Maintaining student's database and relevant personal information.
- Facilitating counselling process and fee collection.
- Facilitating communication between the institute and students.

The following processes should be adhered to for this section:

- Database of all the students (undergraduates as well as postgraduates) should be maintained (such as student enrolment, fee collection, thesis submission etc.)
- Collection of UG/PG fee like enrolment fee, term fee, tuition fee and other fee are to be collected through Net banking only except for genuine reasons.
- Communication between the students and college and vice-versa in relation to academics as well as co-curricular activities should be done by emails only (intramail).
- All the counselling procedure of UG/PG after NEET examination of the candidate is to be done through online process whether through DMER or DGHS.
- All communications with the university (MUHS) are to be done online and facilitated through the HIS system.
- Online submission of information of various information to various agencies like MUHS, MCI, Govt. of India, Govt. of Maharashtra is through sharing of networking.

Examination:

The examination section has been added to the student's module in 2021 itself. The objectives of this are:

- To ensure hassle free and transparent examination process.
- To prepare students for online competitive exams.

The Maharashtra University of Health Sciences, Nashik already has e-governance plans for examination. The institute is striving to comply with all the directives from the university regarding the same. The following processes are to be followed for the same:

- For university exams, the Paper setting is done online.
- Internal assessment and practical exam scores are to be submitted online.
- Thesis of PG students are to be submitted and evaluated online.
- All the examination halls are equipped with HD web cameras for transparency during examination and directly transmitted to MUHS for vigilance. The institute is focussed to strengthen and further improve the process.
- As per the university centralized assessment programme (CAP) for undergraduate and post-graduation examinations, the theory answer scripts are bar coded and the identity of the candidate cannot be ascertained.
- UG examination consists of multiple-choice questions (MCQ) and is assessed and double evaluated by OMR scanning as all the sections are bar coded.
- Double evaluation of the answer book is done in a one strong room fitted with CCTV camera with recording facility.
- Entry of all the evaluated sheets after scanning should be submitted online to university within stipulated time for quick declaration. All the list of examiners should also be sent by the CAP custodian by email to university.
- All the Head of Departments should ensure preparation of a question bank (at least 1000 MCQs plus other theory questions) for students on MGIMS e classroom platform (Moodle) which may be given to students for practicing MCQs periodically. Further the departments should develop strategies to utilize these question banks for setting question papers for internal assessment (along with addition of new questions).

DEAN
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Medical Sciences, SEVAGRAM.