



NIRMALA COLLEGE OF PHARMACY

(A UNIT OF CATECHIST SISTERS OF ST.ANN'S, HYD)

ATMAKURU (Village), Mangalagiri (M), Guntur Dist-522503, A.P, India.

Approved by AICTE & PCI New Delhi & Govt. of A.P, Affiliated to SBTET & A.N University, Guntur

Accredited by NAAC & Approved under UGC 2f & 12b and Approved Institutional Innovation Council by AICTE

Ph: 08645-236255, 236722, 9912342142 E-mail: ncpa_csagp@yahoo.co.in Web site: www.ncpacsag.ac.in

E-GOVERNANCE POLICY

The College has initiated and facilitated the e-governance policy for the transparent and effective running of the organization. In this context Management has planned to implement e-governance policy at important areas of the institution such as Administration, Admission process, Examinations, Finance, Library, conduct of Seminars/ Conferences, etc., The below has provided the e-governance policy particulars.

Scope:

The scope of this policy extends to the following areas:

- ✚ General Administration
- ✚ Student Admission
- ✚ Examination
- ✚ Library
- ✚ Accounts and Finance
- ✚ ICT Infrastructure

Objectives:

1. To implement e-governance policy in various functioning process of the institution.
2. To obtain efficiency in our College functioning.
3. To promote transparency and accountability in accounts and finance.
4. To Achieve paperless administration of the institution
5. To facilitate online internal and external communication between various entities of the institution in examination process.
6. To provide easy access to stakeholders.

Secretary & Correspondent
NIRMALA COLLEGE OF PHARMACY
ATMAKUR VILLAGE - 522 503
Mangalagiri Mandal, Guntur Dist., A.P



SA Rahamul
PRINCIPAL 25/6/18
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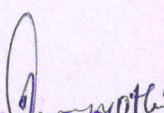
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Policy:

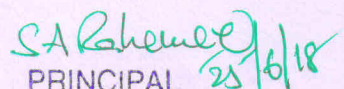
1. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
2. The institution has already started with e-governance in some aspects of functioning like library, accounts, admission process, finance, etc. But, now we have resolved to implement e-governance in many more areas and with this aim in view we have drafted this policy framework.

E-governance in following areas: For convenience purposes, the policy is divided into various areas of operation. These areas of operation are helpful and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

1. **Website:** The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the college website. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website.
2. **Student Admission:** An open and transparent strategy for the admission process is followed which is further strengthened by the regulations of Andhra Pradesh State government authorities. The College brings out its brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal be used to manage the admissions in the College. Number of students applying to each course, withdrawals, fee submission, all is managed through this student Portal.
3. **Accounts:** For ease of maintaining accounts, the society is already using Tally software. But, with new accounting methods and compliances, it has become necessary to procure other software's as well. Accordingly, requirements should be assessed by the Secretary by discussion with accountant and other accounts staff and accordingly new software's


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may be purchased. Profit and loss, Balance Sheet is generated through this software only.

All the analysis reports are also generated through Tally. Security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating of the existing software's must be done on timely basis. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

4. **Library:** The College continues to maintain its academic excellence through maintaining a well-stocked library. Addition of more and more e-learning resources is carried out every year for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.
5. **Administration:** To provide a hassle free, convenient and cheap process, maximum of the administration of the society should be handled with ICT based technology. Facilities should be provided for online leave management of employees, e copy of salary certificates, internal communication between the employee's interest, etc. Students also must be able to obtain maximum services like transfer certificates, bonafide certificates, etc.,
6. **Examination:** As per the directions of the University, it is mandatory to handle examination in online manner. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution. College Exam Chief Superintendent needs to supervise the entire process of examination under the guidance of the Principal of the college.

[Signature]

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