



ANNAMACHARYA COLLEGE OF PHARMACY

New Boyanapalli, Rajampet - 516126, Y.S.R. Kadapa District. A.P., India

E-Governance Policy

1. Preamble:

1.1. An educational institution must have a Good E-Governance Policy, Good Governance Document, and Good Governance Initiatives to get recognized nationally and internationally. For a professional Pharmacy Institution like Annamacharya College of Pharmacy, it is made an essential component for its comprehensive growth and progress. To sustain and to make its mark as one of the Institutes of Excellence among the HEIs of the country, the institute has developed a good E-Governance Document and has been implementing many good E-Governance initiatives. Governance is made inclusive, participatory, accountable and transparent for the smooth functioning of the system. E-governance facilitates transparency, participation, provides speedy information, propagation, improves administrative efficiency and public services in all aspects of education.

2. Scope: The scope of this policy extends to the following areas:

- 2.1. General Administration
- 2.2. Student Admission
- 2.3. Examination
- 2.4. Library
- 2.5. Accounts and Finance
- 2.6. ICT Infrastructure
- 2.7. E-waste Management

3. Objectives:

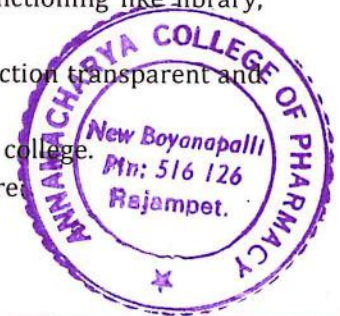
- 3.1. Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- 3.2. To promote transparency and accountability in all the functions of the college.
- 3.3. To achieve and create a paperless environment in the college.
- 3.4. To provide easy and quick access to information.
- 3.5. To make campus Wi-Fi enabled.
- 3.6. To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- 3.7. To establish automated Library.

4. Policy:

- 4.1. The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.
- 4.2. The policy is designed and framed to make each and every function transparent and accountable.
- 4.3. Latest versions of the software to be purchased and used by the college.
- 4.4. The College decides to make the following policies and procedures

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5. Website:

- 5.1. The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc.
- 5.2. 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.
- 5.3. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website.
- 5.4. The College strives to showcase its vibrant self and activeness through its website.
- 5.5. All the important notifications have to go live on the website as and when they are released.

6. Student Admission:

- 6.1. An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the State Govt. of Andhra Pradesh.
- 6.2. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process.
- 6.3. An Admission Portal, managed by EMCET/EAPCET Board, APSCHE, is used to manage the admissions in the college. Number of students applying to each course, withdrawals, etc, all to be managed through this Portal only.
- 6.4. Students are required to submit a separate Application Form for taking admission to the college.

7. Accounts:

- 7.1. The office continues to maintain its account on Tally. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally.
- 7.2. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly.
- 7.3. Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all staff members.
- 7.4. Payments are also made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

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8. Library:

- 8.1. The College continues to maintain its academic excellence through maintaining a well-stocked library.
- 8.2. The College will add more and more e-learning resources for the benefit of the teachers and the students.
- 8.3. The College should continue to subscribe to journals and books regularly.
- 8.4. Recommendations are taken from the teachers and students while subscribing to the e-resources.
- 8.5. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.
- 8.6. The Library to install automated TLSS software which should have an easy to use-Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.
- 8.7. The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- 8.8. The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- 8.9. The Database Maintenance module should cover all operations of database creation and maintenance.

9. Administration:

- 9.1. Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- 9.2. To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- 9.3. Students must be able to obtain maximum services in online mode.
- 9.4. The college will look into opportunities to automate some of its functions related to administration.
- 9.5. Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.
- 9.6. Internal communication to the students is to be done through WhatsApp Student Groups.
- 9.7. Internal communication to the faculty is to be done through WhatsApp Group and faculty are to be sent important information through e- mails.

10. Examination:

- 10.1. The college has adopted an online system. The Examination process is regulated by the JNTUniversity Anantapur and thus e-governance policy of the University to be adopted in this regard.
- 10.2. The institution as per JNTUA, the affiliating University sees to it that all examination procedures are conducted in an online format.




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- 10.3. Filling out application forms, revaluation forms, obtaining hall tickets, uploading scores shall all be done online.
- 10.4. Under the supervision of the Principal, the College Examination Officer is responsible for overseeing the entire examination process and while handling examinations, utmost secrecy and confidentiality shall be upheld, and work must be performed with great care and attentiveness.
- 11. Alumni:**
- 11.1. In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects.
- 11.2. Alumni association to be consulted for regular updates and database management.
- 12. E-Waste Management:**
- 12.1. ANCP ensures that its usage of technology and generation of e-waste does not impact the environment.
- 13. ICT Tools**
- 13.1. Hardware Infrastructure
- 13.1.1. The College to ensure that it has adequate number of desktops and laptops for students and staff.
- 13.1.2. Computers and printers to be made available in the administrative block.
- 13.1.3. Projectors and other multimedia devices to be provided in the classrooms, seminar rooms, etc.
- 13.1.4. The infrastructure to be complemented by high-speed printing & photocopying machine, computer networking devices, scanners and interactive teaching board/smart board etc.
- 13.2. Software Infrastructure
- 13.2.1. The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- 13.2.2. Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- 13.2.3. The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.
14. The Principal has the right to make reasonable decisions and designate individuals to put the policy into action.



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