



Dr. K.V. Subba Reddy Institute of Pharmacy

(Approved by AICTE, P.C.I. New Delhi & Permanently Affiliated to JNTUA Anantapuramu,
MOU with Government General Hospital & KMC, Kurnool)
Recognized Under Section 2(f) and 12(B) of UGC Act 1956
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E-GOVERNANCE POLICY

Scope:

This policy's scope includes the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Finance s and Accounts
- Information Technology Infrastructure
- E-waste Management

Objectives:

- The incorporation of e-governance into all aspects of the institution's operations in order to establish a more simple and efficient system of governance inside the institution.
- To encourage openness and accountability in all aspects of the college's operations.
- Achieving and establishing a paperless environment at the college.
- To make information available in a convenient and timely manner.
- Enabling Wi-Fi on campus.
- Having Desktops, Smart boards, Projectors, and other ICT-enabled devices in our classrooms.
- To create a completely automated library.



Policy:

The institution will use e-governance in all parts of its operations, including the library, accounting, admissions, administration, and teaching.

The policy is created and constructed in such a way that each function is transparent and responsible.

The following policies and procedures are adopted by the College:

College Website:

The college website will serve as an information hub, reflecting information about the institution, all of its activities, relevant bulletins, courses offered, and so on. The college will choose a different service provider/web designer for this reason. Administrative and instructional personnel will be trained to make critical website modifications. A Website Committee will be constituted to manage the college website. The Committee will oversee the frequent update, maintenance, and operation of the website. The Committee will also examine for any other adjustments that need to be made to the website. Through its website, the College tries to demonstrate its vivid self and activeness. All critical announcements must be made available on the website as soon as they are made available.

Student Admission:

The admission process is conducted in an open and transparent manner, which is reinforced by the UGC and JNTU Ananthapur. The College publishes its Brochure, which is available on the internet and contains admissions standards. An Admission Portal will be used to handle college admissions.

Accounts:

The college is using WS Webpros ERP software which assists accounts team in keeping financial records in an effective and efficient manner. Profit and loss statements and balance sheets are prepared only by this programme. It is also used to create all of the analysis reports. The present workforce must be trained on a regular basis, and the existing software must be updated.



Library:

The College maintains its academic success by keeping a well-stocked library. The College will continue to introduce e-learning materials for the benefit of faculty and students. The College should keep subscribing to new publications and books on a regular basis. While subscribing to e-resources, teachers and students make recommendations. Teachers may apply to get books by various authors for the topics they teach in order to expand their knowledge bank.

The Library will install fully automated LMS software with an easy-to-use graphical user interface, Unicode compatibility and export capability for most reports.

- The Database Maintenance module should include all database construction and maintenance processes.
- To offer a hassle-free, comfortable, and seamless procedure, the college administration will become paperless.
- Adequate training and development for administrative staff to keep them up to date with new technologies.

Examination:

The institution has implemented an online system via which students may examine their total internal evaluation marks at the conclusion of each semester and report any inconsistencies.

Alumni:

A dedicated alumni page will be built on the website to provide facilities such as registration, renowned alumni of the institution, comments, and many other features in order to improve our alumni connections. The alumni association will be contacted on a regular basis for upgrades and database maintenance.

ICT TOOLS

Hardware Infrastructure

- The College must guarantee that it has a suitable quantity of desktop computers and laptop computers for students and employees.




- Computers and printers will be installed in the administration block.
- The auditorium, classrooms, lecture rooms, will all have projectors and other multimedia equipment.
- Computer networking devices, scanners, and smart boards, among other things, will supplement the infrastructure.

Software Infrastructure

- The College must have appropriate configuration servers in place to provide for quick data transfer to the different systems.
- Office automation packages for desktops and laptops, including as Open Office, MS Office, and antivirus software, must be acquired and updated on a regular basis.




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