POLICY ON E-GOVERNANCE

Good governance involves the processes that address the challenges and needs of the stakeholders of an institution. E-governance policy is essential in disseminating various activities through digitalization. Joginpally B.R. Pharmacy College has implemented e-governance in various operations and services of the institution like administration, Finance & Accounts, student admission, examination and such sections, for better efficiency, transparency and accountability.

Objectives:

- To provide e-facilities to all the stakeholders
- To promote accountability and transparency for effective functioning of the institution
- To accomplish paperless administration in the institution by reducing the usage of paper
- To promote online internal and external communication among the members of the institution
- To providing easy access to the information

Policy:

1. The institution provides easy and efficient system of e-governance and implements it in all the activities using single software called CMS (College Management software) purchased from HirotoInd technologies
2. E-governance is implemented in areas like administration, Finance & Accounts, student admission, examinations and library.

Website:

The college website displays information related to the college, vision & mission, courses offered, aspects related to admission, details of the faculty, facilities available, extension activities, important notifications etc. The website is continuously updated according to the new changes. The college website www.jbrpc.edu.in is maintained by the website development &

maintenance committee, which is headed by the principal and other staff members and is regularly updated and operated with the permission of the principal.

Administration:

The organizational chart is strictly followed by the institution for effective administration with decentralization practices along with efficient faculty and academic counselors. The institution is well supported by Wi-Fi networks and the communication in the administration happens through e-mails which include policies, rules, regulations, committees, issues, circulars etc. are delivered paperless to the staff and stakeholders. All the student and staff details are also included in the e-governance.

Finance and Accounts:

The institution uses Tally 9 software which is the most popular software for accounting. It simplifies the complex day to day activities of the accounts. The advantages of the software include maintenance of records, managing accounts, payables, receivables and cheques. Proper security measures are being taken for maintaining confidentiality of the transactions. The external financial audits are conducted every year which is well maintained by e-accounts with all e-payments and e-collections.

Student Admission and Support:

The college website displays the courses offered by the college. The institution maintains student's admission records, approvals, reservation quotas, fee details, scholarships and registration process. These are made available using e-governance. E-queries and e-suggestions are practiced with the students to collect information for future plans and developments. E-learning facility is made available to students for the academic performances. Students also supported to enroll in NPTEL certification courses.

Library:

The institution has excellent library facility and e-learning resources are added for the benefit of the students and faculty. KOHA and KNIMBUS are the softwares that are being used at present and will be updated timely. E-learning resources like journals, periodicals, etc. are identified and subscribed taking into consideration the recommendations of the library advisory committee, faculty and students.

Examination Cell:

Examination cell is regulated by affiliated University, which mandates to fill the application for examinations, revaluation, recounting and for obtaining provisional and consolidated marks memo, upload of internal marks, practical marks, obtaining hall tickets, etc. in online mode. Maximum secrecy and confidentiality are maintained while handling examinations. The examination cell in-charge of the college supervises the entire process of examination under the guidance of the Principal.

PRINCIPAL
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