



SRI SIVANI COLLEGE OF PHARMACY

(Under the Management of Sri Sivani Educational Society, Srikakulam)
(Approved by PCI-New Delhi and Affiliated to JNTU – Gurajada, Vizianagaram)
(Email: sivanisscp@gmail.com, College code – DA, Ph No: 7382651422)
N.H-16, Chilakapalem Jn., Etcherla Mandal, Srikakulam Dist - 532 402.

POLICY ON E-GOVERNANCE

Good governance can be termed as the ability to address the challenges and need of the current situation of an institution. E-Governance policy of an institution is for the purpose of enhancing the system of governance for development of institute through new and advanced technologies. To ensure clean and green campus Sri Sivani Collage of pharmacy implemented the E-Governance in various operations, transactions and service of the institution for better efficiency, transparency and accountability. This policy shall apply to the administration, finance and account, student admission, examination and many such sections of the institute. Utilization of E-Governance will make the integration of stakeholders of the institution and automation of all functions in the institution.

Objectives;

- ❖ To provide e-facilities to the students, parents and alumni in various activities of the institution.
- ❖ Achieving paperless administration of the institution by reducing the paper usage in all the activities of the institution.
- ❖ Effective functioning of the institution with transparency and accountability.
- ❖ Facilitate easy access to the information and to maintain the data on a secure environment.
- ❖ Providing online internal and external communication between various executive bodies of the institution.

Administration:

The institution makes the automation process in all the administrative duties for convenient and smooth process. All the students and staff details are included in the e-governance. The staff members update the student's attendance regularly, which helps in automatically calculating the internal assessment for attendance. Academic department can check the student's minimum attendance requirement for promotion list and marks

scored. Monthly and end semester reports generated automatically. Staff can avail and calculate any type of leaves and also staff related activities are also maintained.

Website:

The collage website is the heart of the institution. It should act as a mirror of the collage by showing all its activities, information, and important notice etc, made easily available to the outsiders. The website of the college to be continuously updated taking into account the new changes. Website shall be hosted and deployed by a third party on a secure platform. The college website www.srisivanisscp.com is maintained by the committee which includes principal, examination and academic in- charge and it will be regularly updating, maintaining and operating with the permission of the principal. The committee will also examine for any other website updates that are needed. The institute website displays the information related to the college, vision and mission, courses offered, admission related details, department wise details, infrastructure and facilities available, academic calendars, time tables etc.

Student admission and support:

The courses offered by the college are displayed in the college website. Admission enquiry can also be made through the link provided in the college website. The institution maintains the student's registration process, admission records, approvals, reservation quota details, fee and scholarship details etc., these are made available for the students to collect information for future plans and developments. E-learning facility is also made available for students' academic performance.

Finance and accounts:

Very popular accounting software tally used for the finance part of the institution. It is used to simplify the complex day to day account activities it provides many advantages like maintain records, managing accounts, payables, receivables etc., proper security measures are being taken for maintaining confidentially of all the transactions.


Library:

The college continues to maintain its academic excellence through maintaining well-stocked library. The college will add more and more e-learning resources for the benefit of the teachers and the students. The college should maintain a frequent subscription to

new periodicals and publications. While subscribing to e-resources, teachers and students are asked for recommendations. Teachers can apply to get books by various authors for the subjects they teach in order to expand their knowledge base. The library to install automated software which should cover all operations of database creation and maintenance. the library shall create a separate section in college website where students and teachers can easily go through all the services by the library.

Examination cell:

The examination cell is regulated by the affiliated university. As per the directions of the university it is mandatory to fill the application for examinations, revaluation, recounting and for obtaining provisional and consolidated marks memo, upload of internal marks, practical award list, obtaining hall tickets etc., everything in online mode. Regular updates of students internal performance to be maintained and communicated to the parents. Utmost secret and confidentiality need to be maintained while handling examinations and work needs to be done with utmost care and caution. College examination section in-charge needs to supervise the entire process of examination under the guidance under the guidance of the principal/chief superintendent of the college.


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