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6.2.2: Implementation of e-Governance in areas of operation

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E Governance: 1. Administration

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E Governance: 2. Finance and Accounts

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E Governance: **3. Student Admission & Support**

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E Governance: 4. Examination (JNTU Hyderabad, Affiliated University)

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Implementation of e-governance in areas of operation

1. **Academic Planning and Development**

Screenshots for Academic Planning and Development - ezschool web page

Screenshot for user interface of Academic calendar - ezschool

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Screenshot for user interface of Admission report – ezschool web page

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Screenshot for user interface of Attendance – ezschool web page

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2. Administration

Screenshots for user interface of Administration – Login page of Sree Dattha web portal

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3. Finance and Accounts

AUDITED STATEMENT

Sree Dattha Institute of Pharmacy Audited Statement of Previous Three Years

- click here

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Screenshots for user interface of Audited statement – Login page of Sree Dattha web portal

Screenshots for user interface of Account summary and Fee summary ezschool web page

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4. Student Admission and Support

Screenshots for user interface of Admission – Login page of Sree Dattha web portal

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Screenshots for user interface of Hostel – Login page of Sree Dattha web portal

5. Examination

Screenshots for user interface of Examination – Login page of Sree Dattha web portal

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Screenshots for user interface of Examination marks – Login page of Sree Dattha web portal

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Screenshots for user interface of Exams – ezschool web page

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ECAP SOFTWARE MANUAL

Introduction to ECAP

Welcome to the presentation of Engineering College Automation Package, designed and developed by Webpros Solutions Pvt Ltd, Visakhapatnam. The software hereinafter referred as ECAP, fulfills all the requirements of Engineering Colleges including integrated campuses offering Undergraduate and Post Graduate Courses. ECAP aims at immediate availability of data in required formats, ease the work of staff and management and increase in transparency and accountability in administration.

Package Highlights

- Internet or Intranet enabled Application.

- User Levels with Access Rights for Data Security.

- Course/Batch/Category/Student Fee Dues Reports.

- Tracks Performance of Scholarship Students.

- Fee/Attendance Reminders and Progress Reports.

- Attendance & Marks Analysis.

- Integration with Attendance Capturing Devices.

- Accounts Module similar to Tally.

- Payroll Integrated Staff Module.

- Barcode Integrated Library Module.

- Login for Students/Parents to access data online.

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MODULES

- Administration

- Academics

- Accounts

- Admissions

- Fee Payments

- Examinations

- Placements

- Correspondence

- Library

- Staff

- Central Stores

- Departmental Stores

- Hostel

- Transport

- Students

ADMINISTRATION

Features

- Creation of Departments, Courses and Branches.

- Fees for courses along with Due Dates & Fines.

- User Levels with Access Rights on modules.

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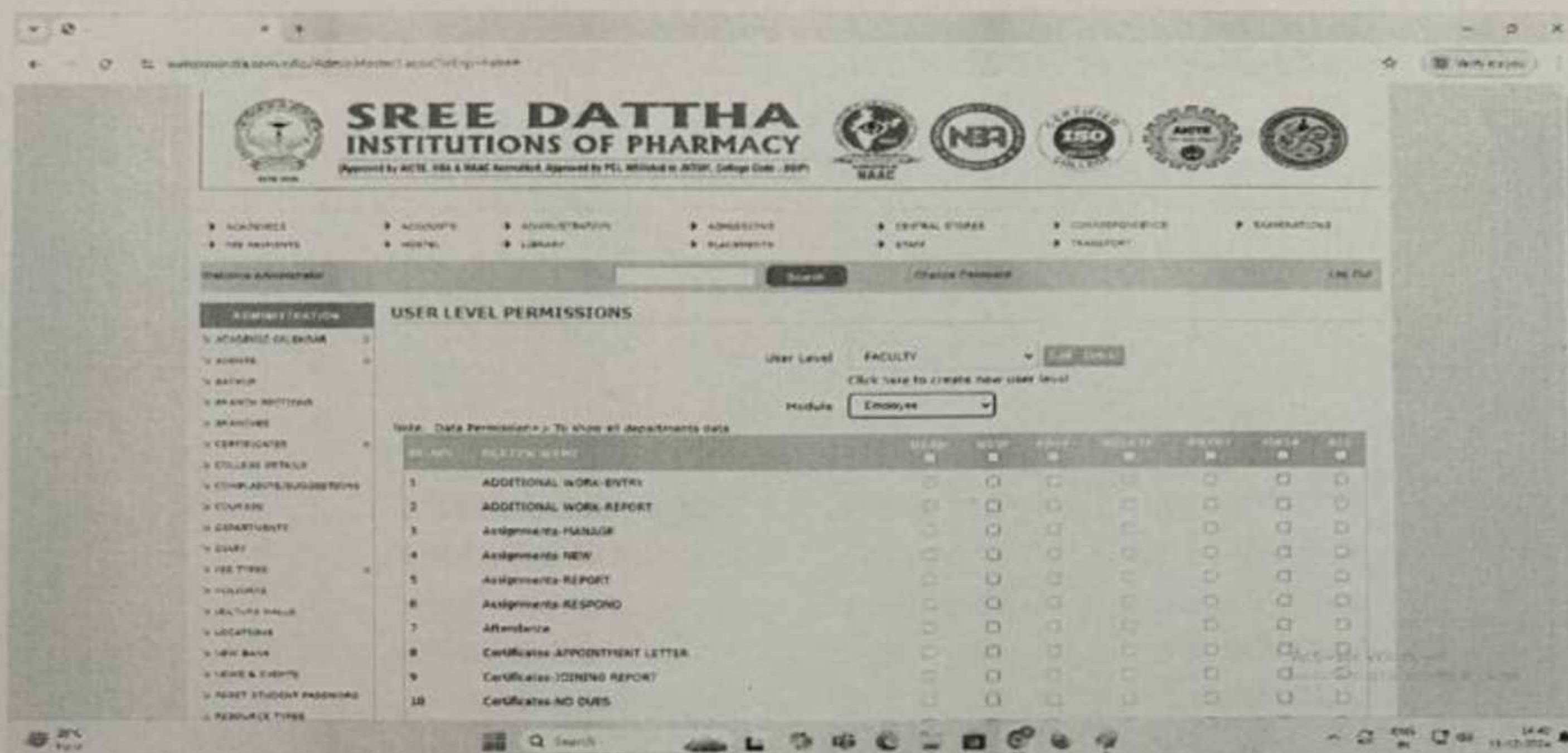JNTUH COLLEGE CODE: U2   EAMCET CODE: SDIP
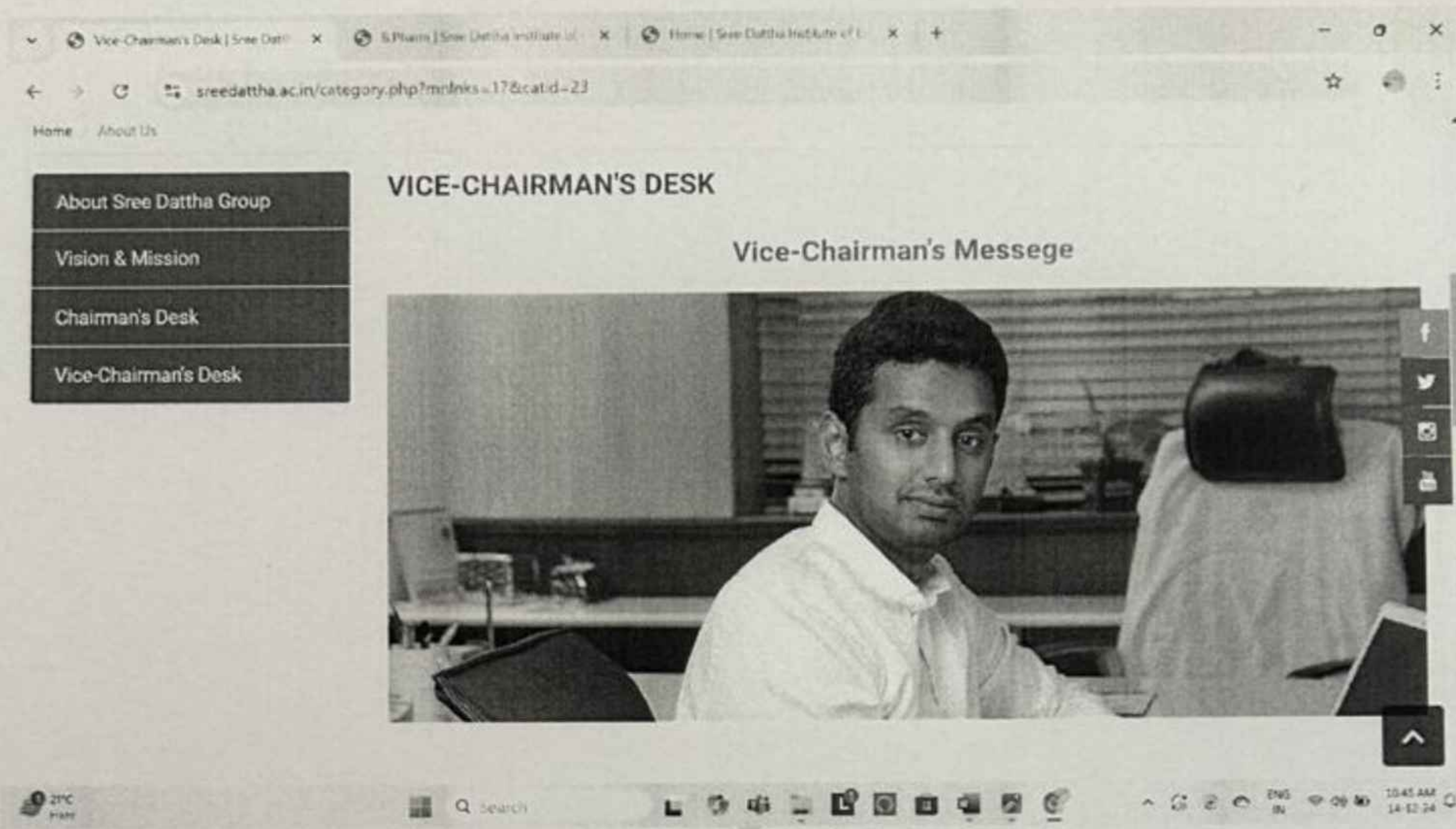
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- Mapping Users to User Levels.

- Backup and Restore Data.

- Track staff Logins and Resetting Passwords.

- Complaints/Suggestions Received from Students/Staff

- Setting Academic Calendar.

- Posting News/Events for notice by Users.

- Uploading Students Data to College Website.

- Maintaining College Diary.

- Device IDs to students for capturing attendance.

- Data Backup & Restore.

Links

S.No	Link Name	Description
1.	Academic Calendar	To set Academic Calendar for all courses.
2.	Backup & restore	To take database backup and restore manually
3.	Branches	To create branches for various courses.
4.	College Details	To enter college details. These details will be shown all reports.
5.	Complaints	To view complaints/suggestions posted by staff and students.
6.	Courses	To create Courses. B. Tech, MBA, MCA and M. Tech courses can be added.
7.	Credits	To set credits required to promote students from one semester to next semester for any course.

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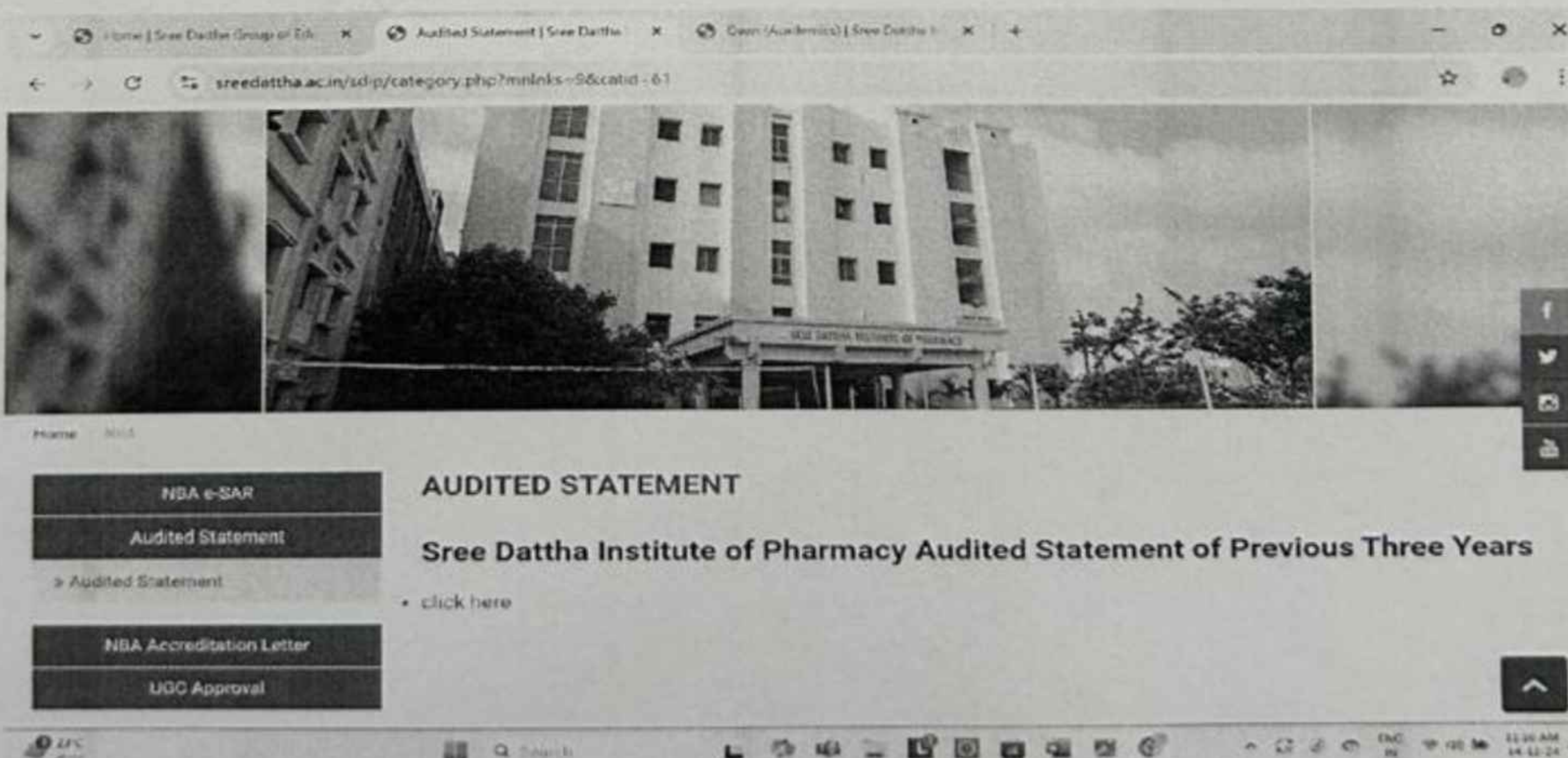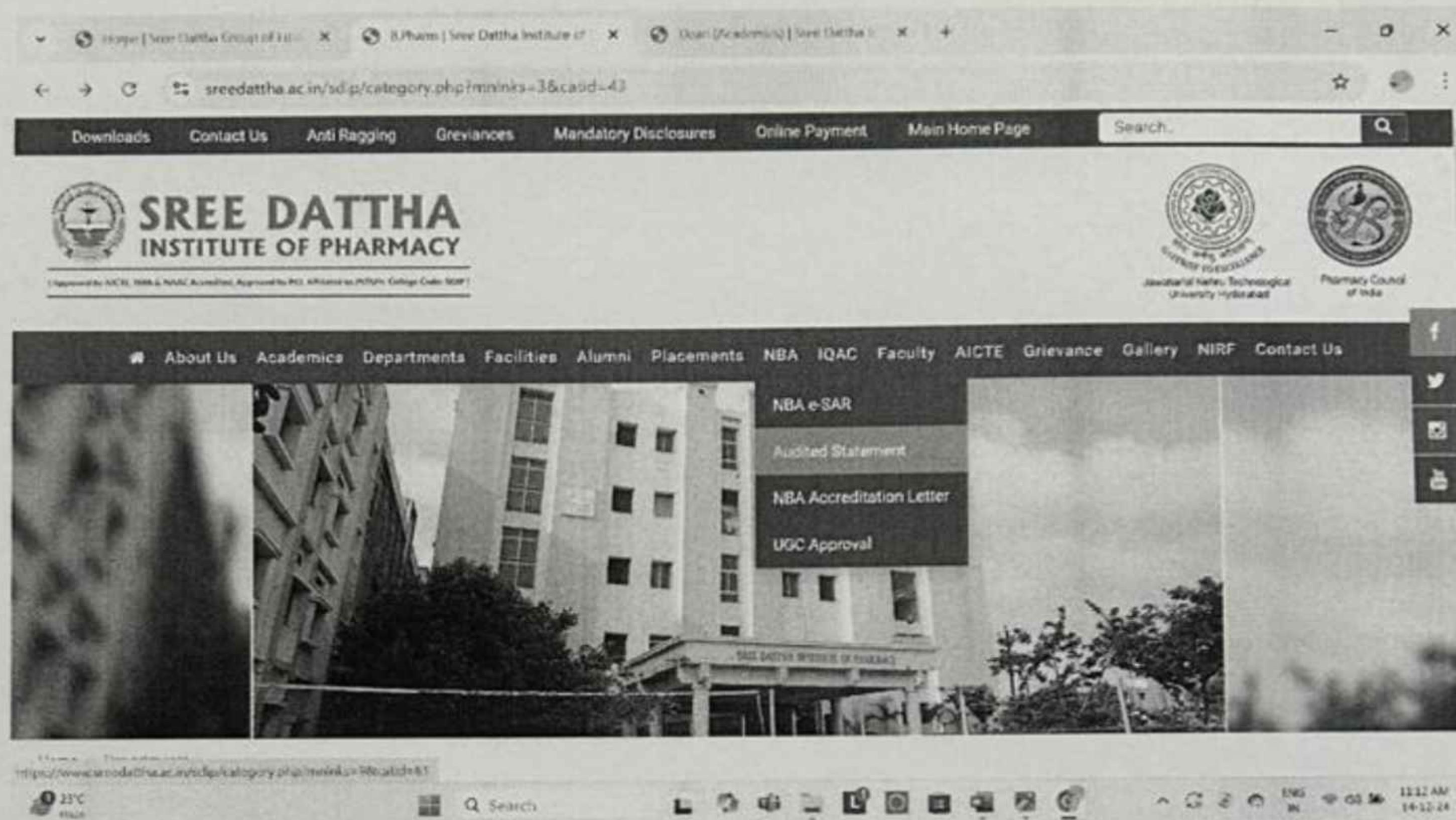
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8.	Departments	To create departments. These departments offer courses.
9.	Dairy	To note important events for future. This reminds day's events when logged in.
10.	Fee Types	To set fee types for various courses along with due dates and fines.
11.	Grading Subjects	To give grading to subjects to decide ranks in case if two or more students get same total marks
12.	Holidays	To set Holidays during academic year.
13.	New Bank	To add Bank names so that they appear in Bank Drop Down in receipts/payments screens
14.	Lecture Halls	To add Lecture Halls details along with number of benches (No of rows and columns). This data is used while generating Seating Arrangement during external examinations.
15.	News & Events	To add news or events for attention of all users. They scroll on top bar and catch attention of users when they login.
16.	Students Passwords	To reset password for any student.
17.	Seats	To enter convener and management quota seats under Direct and Later categories for courses.
18.	Settings	To configure GPRS modem, set Attendance fine payable per day by students, set Admission Number and Receipt Number to start with, set batch wise regulations for selected course.
19.	Staff Logins	To track application login and logout timings of staff members.
20.	Staff Working Hours	To set working hours for staff.
21.	Student Bio-ID	To assign Numbers to students. These numbers will be assigned to
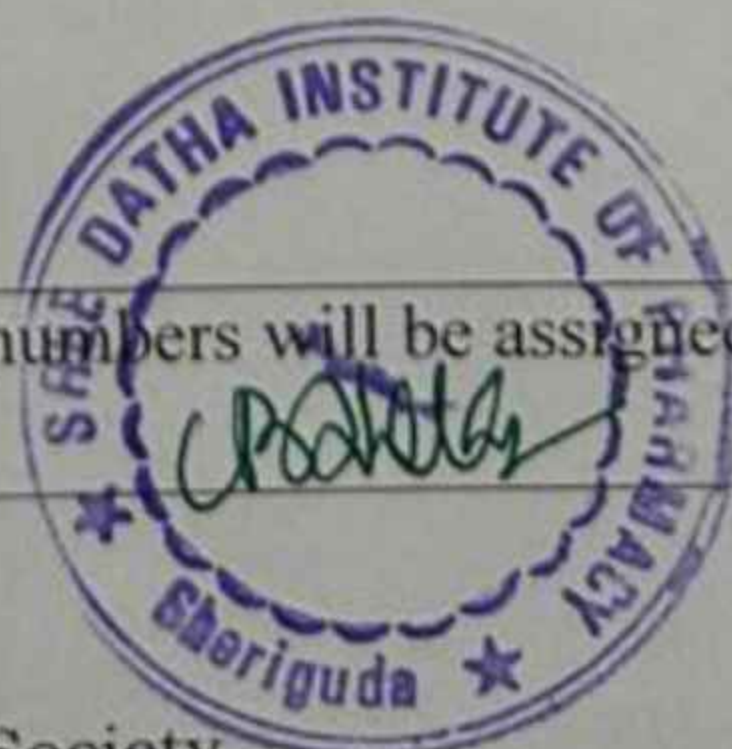
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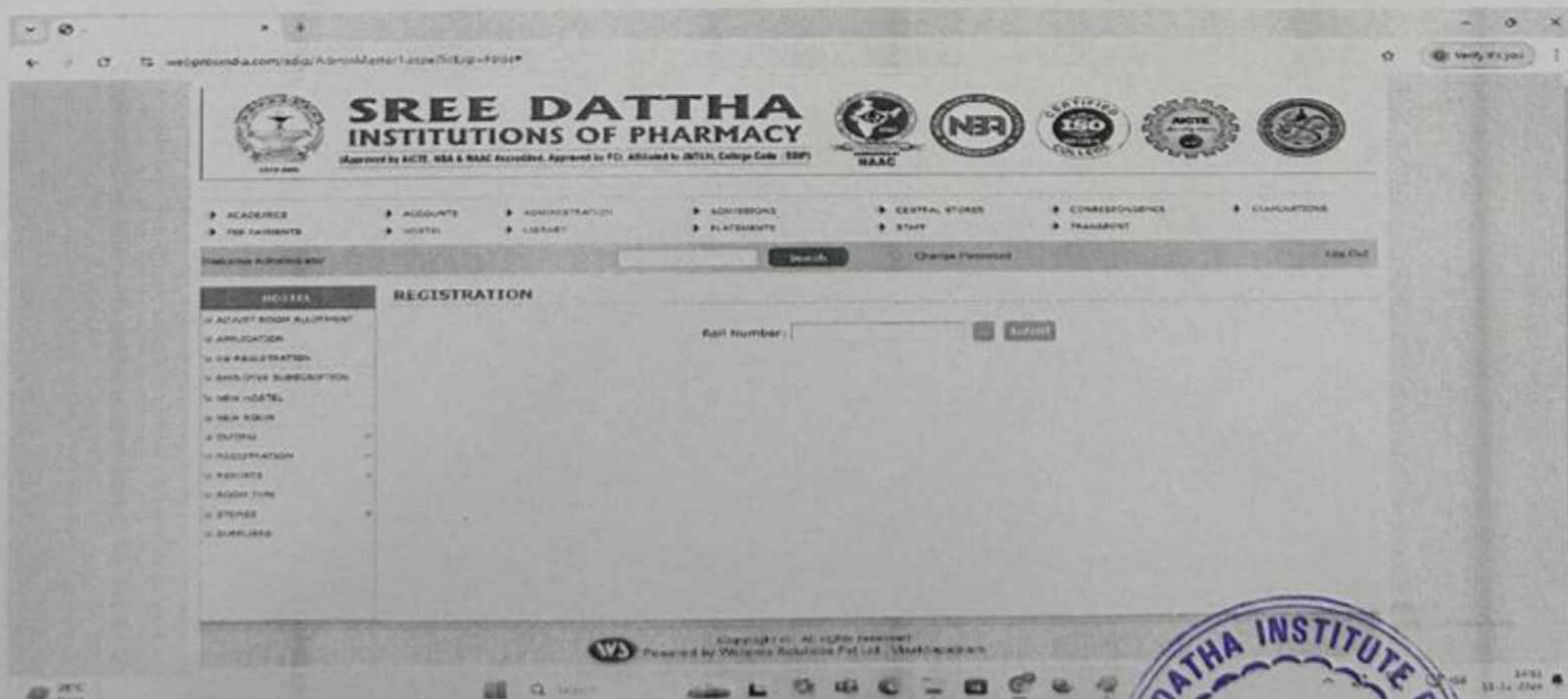
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		students while enrolling fingerprints in fingerprint devices to capture attendance.
22.	Subjects	To add subjects for courses.
23.	User Levels	To create user levels and set page level access rights on individual modules for selected user level.
24.	Users	To assign User Level, Login ID and Password to staff members.
25.	Web Upload	To upload student profiles, Attendance and Marks data to college website.
26.	Set Maximum Marks	To set batch wise maximum and pass marks for theory, lab and project for all courses.

ACADEMICS

Features

- Attendance & Marks Entry by Faculty.

- Students' Attendance Analysis.

- Student's Complete Profile in one single screen.

- Analysis of Teaching Plan and Topics Covered.

- Upload of Resources like notes etc for students.

- Integration with Attendance Capturing devices.

- Messages/Assignments by Faculty to Students

- Students Feedback Against Faculty.

- Attendance Shortage Notices to Parents.

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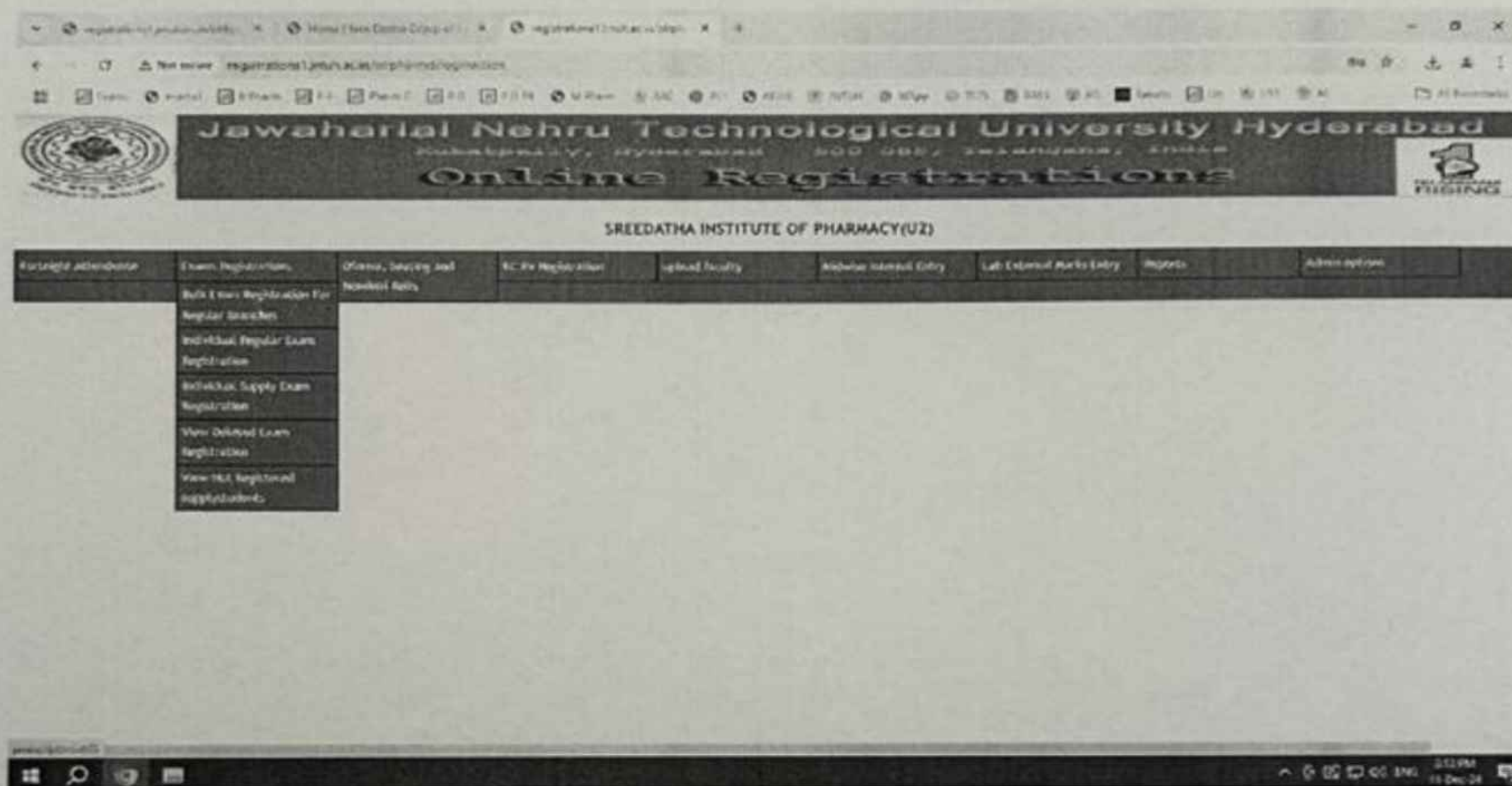JNTUH COLLEGE CODE: U2   EAMCET CODE: SDIP

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- Time Table & Faculty Teaching Assignments.

- Academic Projects.

- Faculty Academic Register

- Faculty Workload

- Faculty Adjustments

- Circulars

- Disciplinary Actions.

- Faculty Performance.

- Certificates

- Extra Classes

- Students Promotion & Detention.

Links

| S.NO	Link Name	Description
1.	Absentees Report	To view absentees' day wise or continuously for selected number of days for all courses.
2.	Academic Register	To generate register containing day wise attendance and exam wise marks of all students for a selected subject.
3.	Attendance	To enter period wise or cumulative attendance or upload cumulative attendance for certain number of days from excel sheet.
4.	Attendance Reports	To view Class wise, Day wise, Monthly Attendance reports. Attendance register, student wise and subject wise attendance

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		reports can also be viewed.
5.	Batches	Attendance shortage report also can be seen. To divide students of selected semester into batches for attending labs simultaneously.
6.	Certificates	To issue Study, Conduct and TC certificates in standard formats to students and to track certificates issued to students.
7.	Circular	To issue circulars meant for students or staff or for both by principal or secretary of the institution.
8.	Current Time Table	To view which faculty shall be in which class room as per time table at any point of time.
9.	Disciplinary Action	To initiate disciplinary action against students and staff and track disciplinary actions taken.
10.	Extra Classes	To assign extra classes to faculty in addition to regular classes.
11.	Faculty	To view faculty performance i.e class taken, marks obtained etc, faculty work load, feedback given by students against a faculty, faculty leisure time, faculty work schedule and set special assignments to faculty,
12.	Faculty Adjustments	To substitute a faculty with another faculty to take classes if former goes on leave or not able to take classes on certain day(s).
13.	Feedback Questions	To add feedback questions which need to be answered by students while giving feedback against faculty.
14.	Internal Marks	To enter internal marks by faculty.
15.	Lab Batches	To enter number of batches into which students need to be divided to attend labs.
16.	MBA	To enter specializations for MBA course and select electives.

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		chosen by students.
17.	Projects	To assign projects and project guides to students of of B.Tech, MBA, MCA and M.Tech courses and track the progress of individual projects. Guides need to upload student wise project status in excel sheet at regular intervals.
18.	Promotions	To view students who are qualified with credits and attendance for promotion from current semester to next semester. Reasons will be indicated against students who are not qualified for promotion. However they can also be qualified for promotion manually.
19.	Resources	To view what resources are available for students to download under various categories.
20.	Student Profile	To view complete data of selected student in one single screen. This screen contains Bio-Data, Performance in current semester, performance upto the current semester, fee payment details and Backlogs details of selected student.
21.	Teaching Assignments	To assign subjects to faculty.
22.	Teaching Plans	To upload teaching plan and every day topics covered by faculty.
23.	Time table	To set theory and lab time tables for courses and print them.
24.	Student Messages	To post messages/assignments to selected student(s) by faculty.
25.	Upload Resources	To upload resources meant for students by faculty.

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ACCOUNTS

Features

- Creation of Revenue & Expenditure Heads.

- Department wise Budgets.

- Head wise Revenue & Expenditure Reports.

- Bank Accounts & Transactions.

- Day Book & Cash Book Maintenance.

- Profit & Loss Statement.

- Attendance Fine & Exam Fee Collection.

- Supplier Payments & Dues.

- Fee Refunds to Students.

- Loan Estimates for Students.

Links

S.NO	Link Name	Description
1.	Attendance Fine	To view fine payable monthly by students for the days becoming absent and collecting fine.
2.	Bank Accounts	To enter bank account details.
3.	Bank Deposits	To enter cash or cheque deposits in selected bank account.
4.	Bank Transactions	To view Deposits or withdrawal history of selected bank account.
5.	Bank Withdrawals	To enter withdrawal details from selected bank account.

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6.	Bill Clearance	To view suppliers pending bills and clearing them for payment.
7.	Department Budgets	To set annual expenditure budgets for individual departments.
8.	Day Book	To view financial transactions recorded during the selected day.
9.	Expenditure Heads	To add expenditure Heads.
10.	Expenditure Reports	To view had wise expenditure transactions.
11.	Fee Refunds	To refund fees already collected to students in case of college transfers etc.
12.	Profit/Loss	To view profit and loss statement during the selected period of time.
13.	Receipts	To enter non fee receipts.
14.	Receipts Reports	To view head wise revenue reports.
15.	Revenue Heads	To add revenue heads.
16.	Transactions	To view financial transactions and edit them if needed.

ADMISSIONS

Features

- Import of Students data from Excel Sheet.

- Admission Register

- Castes & Sub Castes.

- Tracks Certificates to be Submitted by Students.

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- Re Admission of Detained students.

- Bar-coded ID Cards for Students.

- Scholarship Students.

- Generates 10-digit Roll Numbers for Students.

- Division of Students into Sections

- Reports.

Links

S.NO	Link Name	Description
1.	Admissions	To enter students' data through interfaces or import students' data from excel sheets.
2.	Register	To generate admissions, register in standard format after admissions are over.
3.	Castes	To add castes.
4.	Certificates	To add list of certificates to be collected from students during admission time.
5.	Checklist	To track what certificates have been submitted by a student at the time of admission.
6.	College Strength	To view total number of students basing on gender i.e male and female.
7.	Detained Students	To view or enter details of detained students and readmit them.
8.	Generate ID Cards	To generate barcoded ID cards to students after admissions.

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9.	Generate Roll Numbers	To generate university roll numbers for students admitted during current academic year.
10.	Scholarship Students	To view details of students who are eligible for scholarships from state government.
11.	Sections	To divide students into sections if a branch has more than one section.
12.	Edit	To view and edit Students data.
13.	Reports	To view course wise, Branch wise, seat type wise, category wise and gender wise admissions of selected batch of students. To compare current batch of students with previous three batches of students and analyze the admission trends.

FEE PAYMENTS

Features

- Fee Collection & Receipt Printing.

- Course/Batch/Student wise Fee Dues.

- Fee Concessions.

- Fee Reminders to Parents.

- Tracking Fee Reimbursement from Government.

- Issuing Study etc. Certificates to Students.

- Reports.

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Links

S.NO	Link Name	Description
1	Certificates	To issue study and conduct certificates to students and track them.
2	Counseling Payments	To enter details of payment made by the students at counseling centers.
3	Dues List	Aggregate, Student wise- To view course wise tution fee and other fees dues and fee wise dues of all students.
4	Fee Adjustments	To give concessions in tution fee to certain students and set different fee due dates.
5	Fee Payments	To accept fee payment from students.
6	Fee Reminders	To generate letters containing fee dues, addressed to parents.
7	Govt Receipts	To view fee reimbursement dues from state government and enter details of payments from state government.
8	Old Receipt	To view details of payment made by student against entered receipt number.
9	Permitted Students	To view list of students who are given fee concessions and given extended time to pay fees.
10	Previous Dues	To enter previous years fee dues
11	Reports	To view fee committed, fee paid and fee dues details of selected student. Class wise fee paid and dues reports also can be seen.

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EXAMINATIONS

- **Features**

- Exam Fee Collection & Exam Schedules.

- Student Registrations for Regular/Supply Exams.

- Seating Arrangement for External Exams & D-Forms.

- Entry/Upload of External/Internal Exams Marks.

- External/Internal Marks Analysis & Reports.

- Progress Reports & Attendance Reminders.

- Supplementary & Detained Students.

- Invigilation Charges for Staff.

- Reports.

Links

S.NO	Link Name	Description
1	Admissions Report	To view branch wise student's admissions of selected batch in the format prescribed by the university.
2	Backlogs	To view student wise and subject wise backlogs. Details of students of selected class having subject backlogs.
3	D- Forms	To generate subject wise D-Forms during external examinations.
4	Exam Fee Dues	To view list of students who are yet to pay examination fees
5	Exam Application	To view and print exam application form for circulation among students.

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- Alumni.

- Reports

Links

S.NO	LINK NAME	DESCRIPTION
1	Companies	To add details of companies which conduct campus placements.
2	Correspondence	To correspond with visiting companies through email or letters and track previous correspondence made with companies.
3	Offers	To post details of placements offered by visiting companies to students.
4	Screening	To generate shortlisted students basing on requirements of visiting companies
5	Alumni	To maintain details of students of previous batches along with their present employment and contact details.
6	Student Performance	To view distinction students, first class and second class students with and without subject backlogs.
7	Reports	To view batch wise placements offered by visiting companies.

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CORRESPONDENCE

Features

- Labs Experiments

- Equipment & Consumables

- Indents to Central Stores

- Issues within Department

- Purchases & Receipts

- Stocks

- Reports

Links

S.NO	LINK NAME	DESCRIPTION
1	Complaint/Suggestion	To post complaints or suggestions by users for attention by the administrator
2	Greetings	To generate birth day greetings for students.
3	Groups & Members	To create groups and add members to them for sending common sms.
4	Inbox	To view messages posted by other users and to compose messages to other users.
5	Parents Addresses	To view addresses of parents of students of selected semester and print them.
6	Correspondence	To correspond with parents of selected student(s) through email or letter.

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| 7 | Log Report | To view Undelivered SMS log report on a selected day. |
| 8 | SMS | To send attendance, marks, fee dues sms to parents and students. To send sms to staff, students and parents. To send promotional sms to parents of prospective students during admissions time. |

LIBRARY

Features

- Library Rules for Students & Staff.

- Entry/Upload of Books/Journals/Magazines.

- Book Bank Students & Book Reservations.

- Book Issues/Returns/Renewals.

- Printing Barcodes.

- OPAC & Search.

- Journal/Magazine Subscriptions & Renewals.

- Titles/Authors/Publishers Database.

- Backup & Restore of Library Data.

- Budget & Expenditure, Purchases & Receipts

- Stock Verification

- Reports.

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Links

S.NO	LINK NAME	DESCRIPTION
1	Back Volumes	To enter details of national and international journals which are bound into volumes relating to certain period.
2	Backup & Re-store	To backup and restore of library data.
3	Book Status	To view and change status of selected book from reference to Issue etc.
4	Book Bank	To add and view students who availed book bank scheme.
5	Students Books	To enter books data either through interfaces or importing from excel sheets.
6	Books Reserved	To view the details of books which are reserved by students and staff. Librarian can consider calling them when reserved books are being returned by somebody else.
7	Budget & Expenditure	To view budget grants for library and enter expenditure details and view the report.
8	Circulation	To issue, return and renewal books among students and staff.
9	Cross Check	To view to whom a particular book was issued.
10	Dept. Library	To transfer books from main library to departmental library and accept them back to main library.
11	Dues	To view library dues payable by students.
12	Edit	To edit book details.
13	OPAC	Online Public Access Catalogue for search by users.
14	Equipment	To post details of any equipment like Xerox machine installed

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		in library.
15	Journals	To post details of periodical journals received in library.
16	Authors, Titles & Publishers	To maintain authors, titles and publisher's database.
17	Projects	To enter details of academic projects submitted by students in library.
18	Purchases	To purchase books for library
19	Receipts	To receive books purchased for library
20	Requisition	To request books to be purchased for library.
21	Rules	To set rules i.e. number of issue tickets for staff and students, lending period renewal times and fine etc for library.
22	Search	To search ACC No wise, author wise, title wise, publisher wise, department wise and course wise books in library.
23	Stock Verification	To compare system stock of books with physical stock taken in excel sheet.
24	Subjects	To receive books purchased for library
25	Subscription	To subscribe for national and international journals for library.
26	Suppliers	To enter details of suppliers for library.
27	Reports	To view Accession register, Library Fines, Day transactions, pending returns, Issues, Returns, renewals, purchases and un used books etc.

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STAFF

Features

- Messages among Staff Members.

- Groups & Members.

- SMS to Parents, Staff & Students.

- Marks/Attendance & Fee Dues through SMS to Parents.

- Printing Parents Addresses.

- Correspondence Via Email/Letters with Parents.

- Bulk SMS to Parents/Students during Admissions.

- Birthday Greetings

Links

S.NO	LINK NAME	DESCRIPTION
1	Complaint/Suggestion	To post complaints or suggestions by users for attention by the administrator
2	Greetings	To generate birth day greetings for students.
3	Groups & Members	To create groups and add members to them for sending common sms.
4	Inbox	To view messages posted by other users and to compose messages to other users.
5	Fee Payments	To accept fee payment from students.

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6	Parents Addresses	To view addresses of parents of students of selected semester and print them.
7	Parents Correspondence	To correspond with parents of selected student(s) through email or letter.
8	Log Report	To view Undelivered SMS log report on a selected day.
9	SMS	To send attendance, marks, fee dues sms to parents and students. To send sms to staff, students and parents. To send promotional sms to parents of prospective students during admissions time.

CENTRAL STRORES

Features

- Categories, Sub categories & Items.

- Indents & Issues.

- Suppliers, Purchases & Receipts

- Stock Adjustments & Stock Register.

- Pending Indents.

- Initial Stock Entry.

- Reports.

Links

S.NO	LINK NAME	DESCRIPTION
1	Indents	To view department wise indents and process them.

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2	Masters	To create categories, sub categories, Items and unit.
3	Pending Indents	To view indents received from various departments yet to be processed.
4	Purchases	To process purchase orders for purchase of various items.
5	Receipts	To receive items ordered.
6	Stock Entry	To enter initial stocks of various items.
7	Stock Adjustments	To adjust stocks in case of any differences with physical stock taking.
8	Reports	To view department wise indents received, items purchased and issued to various departments, stock register, item wise issues, purchases and receipts.

DEPARTMENT STORES

Features

- Labs

- Experiments

- Equipment & Consumables

- Indents to Central Stores

- Issues within Department

- Purchases & Receipts

- Stocks

- Reports

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Links

S.NO	LINK NAME	DESCRIPTION
1	Consumables	To enter equipment wise required consumables.
2	Indents	To post indents to central stores for items.
3	Issues	To issue items received from central stores for local consumption.
4	Lab Equipment	To enter details of equipment used/installed in various labs of the department.
5	Lab Experiments	To enter experiments pertaining to each lab.
6	Labs	To add labs for the department.
7	Purchase Orders	To process purchase orders for purchase of items separately.
8	Receipts	To receive the items ordered.
9	Stocks	To View the stocks of various items.
10	Reports	To view the indents posted to central stores, items received and purchased, consumables consumed, equipment maintenance details.

HOSTEL

Features

- Application for Admission into Hostel.

- Student Registration.

- Rooms & Room Allotment.

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- Log Book & Mileage Checking.

- Transport Fee Collection & Dues.

- Vehicle Insurance & Premium Tracking.

- Reports

Links

S.NO	Link Name	Description
1.	De-Subscription	To check transport dues payable by any student who proposes not to use college bus.
2.	Defaulters	To view details of students who need to pay transport charges beyond due date.
3.	Due Date	To set due date for payment of transport fee.
4.	Expenditure Report	To view bus wise expenditure incurred under various expenditure heads.
5.	Expenditure Types	To create expenditure heads for which vehicles expenditure needs to be tracked.
6.	ExpHeads Mapping	To group various expenditure heads under one expenditure head created in accounts module.
7.	Fitness Certificate	To track fitness certificates obtained for various college buses.
8.	Log Book	To enter odo meter readings daily for each vehicle to track vehicle movements.
9.	New Policy	To enter insurance policy taken for college vehicles.

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10.	Routes & Halts	To add routes and add halts to routes along with amounts to be paid.
11.	Students Halts	To assign students to halts.
12.	Subscription	To register student for bus service.
13.	Vehicle Expenditure	To enter expenditure incurred for a vehicle.
14	Vehicle Insurance	To track insurance premiums being paid for college buses.
15	Vehicles	To add new vehicles.
16	Premium Amount	To view insurance premium paid/pending details for selected vehicle
17	Receipts	To receive transport fee from students.

STUDENTS

Features

- Access to Attendance, Marks & Fee Data of Self.

- Posting Feedback Against Faculty.

- Search for Books in Library & Book Reservations.

- Access to Resources like Notes, E-Books etc.

- Access to Personal Messages from HOD/Faculty.

- Access to Circulars.

- Access to Alumni Data.

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Links

S.NO	Link Name	Description
1.	Academic Calendar	To view the academic calendar of the course and semester, the student currently studying.
2.	Attendance	Displays daily, monthly and up to date attendance of student who logged in.
3.	Backlogs	Show the subject backlogs if any of the logged in student.
4.	Book Search	To search for books in the library by the student.
5.	Circulars	To view the circulars issued by the principal and management addressed to the students.
6.	Complaints/Suggestions	To post complaints/suggestions for attention by the administrator.
7.	Exam Schedule	To view internal and external exam schedules by students.
8.	Faculty Feedback	To post feedback against the faculty by student who logged in.
9.	Fee Details	Displays the details of fees paid by the logged in student.
10.	Fee Dues	Displays the details of fee dues payable by the logged in student.
11.	Resources	Student can view and download the resources uploaded by the faculty or librarian.
12.	Library Books	Displays history of book issues and returns from library of logged in student.
13.	Marks	Shows student's semester wise marks with aggregate.
14	Project Search	Student can search for academic projects titles and abstracts from

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		library.
15	Profile	Student can view Bio Data, Performance in current semester and previous semesters, fee payment details, backlogs details.
16	Time Table	Student can view class time table.

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E-GOVERNANCE POLICY DOCUMENT

Scope:

The scope of this policy extends to the following areas:

- Administration
- Student Admission
- Examination
- Library
- Finance and Accounts

Objectives:

- Implementation of E-governance in all functioning of the institution in order toprovide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To establish a digital Library.

Policy:

- The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.

- The policy is designed and framed to make each and every function transparent and accountable.

-

- The College decides to make the following policies and procedures

Website: The website will act as an information center which will reflect about the college, all its
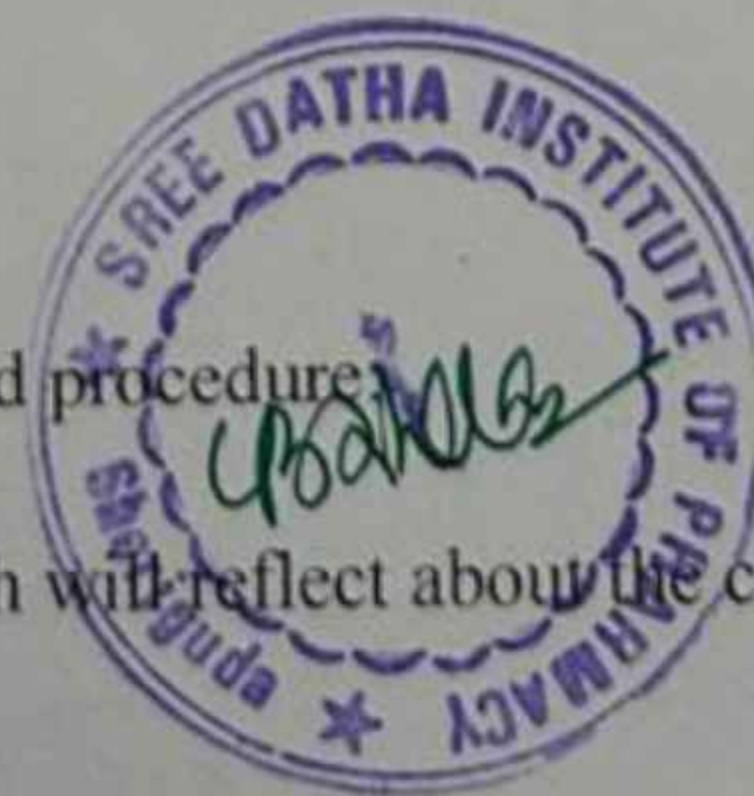
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activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training willbe given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the college website. The Committee will 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. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go liveon the website as and when they are released.

Student Admission: 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 Jawaharlal Nehru Technological University Hyderabad. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An AdmissionPortal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Co-ordinator.

Finance & Accounts: The office continues to maintain its account on Tally. Latest versions of thesoftware to be purchased and used by the college. Advanced features help the staff tomaintain financial records effectively and efficiently. Profit and loss, Balance Sheet aregenerated through this software only. All the analysis reports are also generated through Tally. 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. The College also uses multiple software likePublic Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bankaccounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reportscan be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library: The College continues to maintain its academic excellence through maintaining a well-

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stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continueto subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply toget books of different authors for the subjects they are teaching to increase the knowledge database.

- The Library to install software which should have an easyto use- Graphical User Interface, unicode support with Multilingual Search andexport facility for most reports.
- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- 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.
- The Database Maintenance module should cover all operations of database creation and maintenance.

Administration:

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- Administrative Office should use Advanced Excel and File Management SystemTools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of thecollege to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

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Examination: The Examination process is regulated by the University and thuse-governance policy of the University to be adopted in this regard.

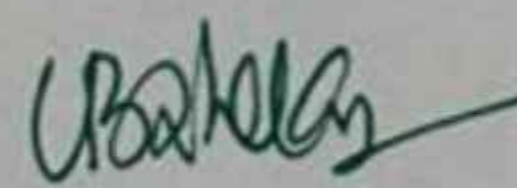PRINCIPAL

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E- Governence Annual Report

Sree Dattha Institute of Pharmacy recognises that e-government refers to the use of information technology in governance and that e-government can satisfy requests for increased administrative transparency, quicker information transfer, and other things.

The college is implementing e-governance to improve good governance, which is typically characterised by participation, transparency, and accountability. This will improve service in terms of timeliness, increase governance's efficiency and effectiveness, reduce transaction costs, and increase accessibility of services.

The college has taken numerous steps towards e-government, some of which fall under the category of general administration.

1. Email and text messaging services for communication with JNTUH, members of the Governing Body, and the Academic Council.

2. The college website publishes all relevant announcements to students and employees on administrative matters, and whatsapp groups are used to distribute them.

3. Biometric attendance for faculty and graduate students

4. Wi-Fi access point on campus.

5. Utilising the following platforms: Google Sheet for gathering departmental and student statistics as well as for student online feedback.

6. Strategically placed CCTC cameras are installed in the college.

7. Connecting with and gathering information from students, educators, and staff is done through WhatsApp groups.

Complex software tools are utilised in areas of operations involving increasingly complex systems and procedures.

The specifics of how e-governance specifically uses software technologies are as follows:

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SREE DATTHA INSTITUTE OF PHARMACY

(Approved by AICTE & PCI, New Delhi, Affiliated to JNTUH, Hyderabad, T.S)
Nagarjuna Sagar Road, Sheriguda (V), Ibrahimpatnam (M), R.R.Dist., Greater Hyderabad-501510. T.S
Ph.:+91-8801099936/35, 9393808082,
Email: principalsdip@sreedattha.ac.in, www.sreedattha.ac.in

ESTD 2005

Area of e-Governance	Software Tool Used	Name of the Vendor
Administration	EzSchool	Volksoft Technologies Pvt. Ltd.
Finance & Accounts	EzSchool	Volksoft Technologies Pvt. Ltd.
Student Admission & Support	EzSchool	Volksoft Technologies Pvt. Ltd.
Examination	Through University Portal	JNTU Hyderabad
Faculty & Student Attendance	Aadhar enabled Attendance (ABAS)	Telangana state technologies Ltd.
Scholarship & Fee Reimbursement	e-PASS	Centre for Good Governance (CGG)

Minutes of the meeting

Nature of Meeting	Governing Body
Venue	Board Room
Convened on	
List of members attended	Members of Governing body
Copies Circulated to	All Members of governing body

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JNTUH COLLEGE CODE: U2   EAMCET CODE: SDIP

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ESTD 2005

At the outset Principal welcomed all the members of the Governing Body, the below are the meeting proceedings/discussions/Approvals.

Agenda Points	Proceedings/Discussion/Approvals
1. To Confirm MoM of last General Body Meeting.	The Governing Body confirmed the Minutes of the Meeting of last General Body
2. To Report the Academic and other important activities and events in the college since the last meeting of Governing Body.	Principal informed regarding recent academic activities like Faculty Development programs attended by faculty, professional development program attended by faculty, regarding research paper publications etc.,
3. Regarding Approval of e-Governance Annual Report.	General body approved the Annual Reports of e-Governance (by EZ Schhol Software – Volksoft Technologies Pvt' Ltd.) in the fields of Administration, Fianance and Accounts, Student Admission & Support and Examination.
4. Important communications, policies received from Government bodies like AICTE, PCI etc.,	The General body discussed about various communications from AICTE & PCI.
5. Results in the examination	Principal presented the result analysis of previous semester exams.

PRINCIPAL

JNTUH COLLEGE CODE : U2   EAMCET CODE : SDIP

SREE DATTHA INSTITUTE OF PHARMACY

ISO
9001 : 2015

(Accredited by NBA & NAAC, Approved by AICTE & PCI, New Delhi, Affiliated to JNTUH, Hyderabad, T.S.)

Nagarjuna Sagar Road , Sheriguda(V), Ibrahimpatnam (M), R.R. Dist. Greater Hyderabad - 501510. T.S.

Ph. : +91 - 8801099936 / 35, 9393808082

Email : principalsdip@sreedattha.ac.in, www.sreedattha.ac.in

Ref. No.

Date : 03-09-2022

The Director
WEBPROS SOLUTIONS PVT LTD
39-34-15/3, Ambetkar Colony,
Behind RTO Office, R & B,
Muralinagar, Visakhapatnam - 530007

Attn : Mrs. Bala

Sub : Purchase order for the procurement of Engineering college automation software
for our **Sreedattha Institute of Pharmacy, college code -SDIP- Reg**

With reference to the above-mentioned quotation and the negotiations held we are pleased to place purchase order on you for the supply of engineering college automation software for our Pharmacy college.

- Cost of the software   Rs.   75,000/-
- Online Hosting charges peranum   Rs.   7500/-
- 18% GST as applicable

Terms & conditions:

Delivery&Installation :   Within a month from date of PO.
Payment: Rs25000/-. along with purchase order and remaining
                                            after successful installation and training, on successful
                                            implementation of the software
Warranty: Unlimited on software for existing features
Annual Maintenance: Free during :1st Year and from 2nd year onwards
                                            Rs. 12500/-

We request you to acknowledge this order and ensure early delivery an installation at our campus.

C/NO: 001791/UBST/03/09/22 - 25000/-

Yours faithfully

For SREE DATTHA INSTITUTE OF
PHARMACY

SECRETARY

PROFORMA INVOICE

WEBPROS SOLUTIONS PVT. LTD. Reg.Office & Factory: # 39-34-15/3, Ambedkar Colony, Behind RTO Office, Near R & B, Muralinagar, Visakhapatnam - 530007 Mobile: 9866078889, 9705748149 Email:ravi@webprosindia.com	Invoice No: **WEB0295**
	Date: **24-01-2024**
	P.O. No: **Verbal**
	P.O. Date:
	Supplier's Ref. No:

Buyer's Name & Address: **SREE DATTHA INSTITUTE OF PHARMACY** NAGARJUNA SAGAR ROAD, SHERIGUDA, IBRAHIMPATNAM(M),R.R DIST GREATER HYDERABAD-501510 T.S Buyer's TIN No.:	Dispatched Through:
	Dispatch No:
	Dispatch Date:
	Destination:

Ship to: **SREE DATTHA INSTITUTE OF PHARMACY** NAGARJUNA SAGAR ROAD, SHERIGUDA, IBRAHIMPATNAM(M),R.R DIST GREATER HYDERABAD-501510 T.S Buyer's TIN No.:	Packing Details: Terms of Delivery: Contact Person: Contact No: Terms of Payment

Sl. No.	Description of Goods	Qty Nos	Unit Rate ₹	Amount ₹
1	**AMC** Engineering college automation package Annual Maintainence Charges SEPT 2023 to AUGUST 2024	1	12500	12,500.00
2	Online Hosting charges Domain : webprosindia.com/riper (for the period of Sep 2023 To Aug 2024)	1	7500	7,500.00
	Add: TAX @		18%	3,600.00

In words		Total after Tax		
Twenty Three Thousand Six Hundred Only		2	₹	23,600

Terms & Conditions	For Webpros Solutions Pvt. Ltd.
1. Payment to be made in favour of Webpros Solutions Pvt. Ltd. 2. Interest @18% will be charged if the bill is not paid within the stipulated time. 3. Goods once sold will not be taken back. 4. No Warranty for burn and physical damage. 5. All disputes subject to Visakhapatnam Jurisdiction only.	(Authorized Signatory)

Company's Bank Details: Bank Name: HDFC BANK LTD
Current Account. No. 00502000018344.
Branch Name: Dwarakanagar.
IFSC Code: HDFC0000050

SREE DATTHA INSTITUTE OF PHARMACY
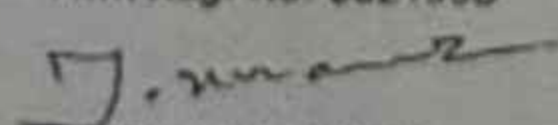### (Sponsered by Vyjayanthi Educational Society)

INCOME & EXPENDITURE FOR THE PERIOD 01/04/2023 TO 31/03/2024

EXPENDITURE	AMOUNT Rs.	INCOME	AMOUNT Rs.
To Salaries	27,463,080.00	By Fees Collection	70,210,000.00
To Cleaning Expenses	476,630.00	By Misc Receipts	380,451.95
To Medical Expenses	446,060.00	By Allumini Association	213,000.00
To Honorarium to Guest Faculties	720,900.00	By Research Grant	870,000.00
To Security Salaries	544,100.00		
To Independence Day Expenses	58,370.00		
To Inspection Fees	11,500.00		
To Induction Day Expenses	72,780.00		
To Telephone Charges	35,536.00		
To SMS Charges	25,960.00		
To JNTU Fees	1,747,111.00		
To JNTU Infrastructure Fees	993,500.00		
To Conveyance	280,980.00		
To JNTU Affiliation Fees	298,678.00		
To JNTU Inspection/Processing Fees	298,838.00		
To Annual Day Expenses	247,850.00		
To Internet & Website Charges	73,500.00		
To Electricity Charges	269,594.00		
To Garden Expenses	314,670.00		
To Placement Expenses	356,820.00		
To Illuminitation Expenses	357,980.00		
To Magazines	163,180.00		
To Electrical Equipment Repair	463,210.00		
To Audit Fees	50,000.00		
To Research & Development Expenses	386,290.00		
To Advertisement	1,186,080.00		
To Printing & Stationery	289,950.00		
To Painting Charges	531,450.00		
To Vehicle Repair & Maintenance	153,750.00		
To Repair & Maintenance (others)	169,820.00		
To Building Repair & Maintenance	979,421.25		
To Misc Expenses	161,752.00		
To Technical Fest Expenses	24,960.00		
To Office Maintenance	358,122.50		
To College Maintenance	395,045.00		
To Sponsorship Fees	50,000.00		
To CCTV Camera Repair	82,500.00		
To Furniture & Fixture Repair	1,026,960.00		
To AICTE Fees	657,000.00		
To PCI Fees	2,124,011.00		
To TSCHE Fees	155,000.00		
To Industrial Tours	162,550.00		
To NAAC Accreditation Expenses	189,200.00		
To NAAC/Autonomous/NBA Expenses	480,000.00		
To NAAC Fees	150,000.00		
To Student Welfare	137,040.00		
To Staff Welfare	445,110.00		
To Vehicle Fitness Expenses	11,500.00		
To SoftWare Expenses	57,800.00		
To Fire Safety Expenses	86,500.00		
To Placement Expenses	346,400.00		
To Tax Consultant Salaries	94,110.00		

To Incubation Center Expenses	161,700.00
To Sub Staff Salaries	6,636,930.00
To Green Audit Fees	5,000.00
To Uniform Expenses	186,310.00
To Publication Expenses	15,290.00
To Professional Expenses - Consultant	2,005,000.00
To Work Shop Expenses	109,740.00
To Website Charges	100,400.00
To ID Cards Expenses	75,850.00
To Generator Diesel Expenses	248,020.00
To National Level Conference & Seminar Expenses	124,770.00
To Global Medical Edu Research Foundation	1,612,500.00
To Scholarships and Merit Awards	379,500.00
To Generater Repair	34,865.00
To Professional Fees	540,340.00
To Travelling Expenses	116,600.00
To Remuneration to Experts	126,325.00
To Staff Recruitment Expenses	149,100.00
To Lab External Exam Remuneration	63,900.00
To Chemistry Lab Maintenance	100,050.00
To Education Fair Expenses	173,300.00
To PF	42,000.00
To ESI	6,500.00
To Petrol & Diesel Charges	739,880.00
To Bank Charges	5,725.41
To Lab Maintenance	87,850.00
To Accredation Expenses	57,200.00
To Car Rent	118,670.00
To Car Vehicle Maintenance	51,230.00
To Library Expenses	336,500.00
To Water Charges	223,550.00
To Repairs & Maintenance-Computers	522,490.00
To Lift Maintenance	100,520.00
To Sports Expenses	150,090.00
To Transport Charges to Staff	124,790.00
To Faculty Club Expenses	112,590.00
To Xerox Machine Maintenance	75,030.00
To UPS Repair Maintenance	75,470.00
To Teacher Day Expenses	75,500.00
To Processing Fees	30,339.12
To Housekeeping Expenses	283,261.25
To Chemistry Lab Consumables	461,330.00
To Pharmacy Lab Cossumables	980,910.00
To College Brouchers	379,440.00
To English Lab Consumables	20,030.00
To Hospital Training Expenses	932,000.00
To Play Ground Maintenance	176,700.00
To Insurance	112,460.00
To RTC Registration	5,000.00
To Tours and Travels	27,525.00
To Innovation Product Development	188,750.00
To Skill Development Expenses	790,500.00
To Faculty Development Programme Expenses	428,600.00
To Remuneration-SCM	190,000.00
To Student Projects & Development	578,500.00
To Water Treatment Plant Maintenance Expenses	78,500.00
To Depreciation	2,970,882.42

TOTAL	71,673,451.95	TOTAL	71,673,451.95

For MURTHY & KANTH
Chartered Accountants
Firm Reg. No. 002195S

T. UMAKANTH
Partner
M.No: 023126

SHEE DATHA INSTITUTE OF PHARMACY
Sheriguda