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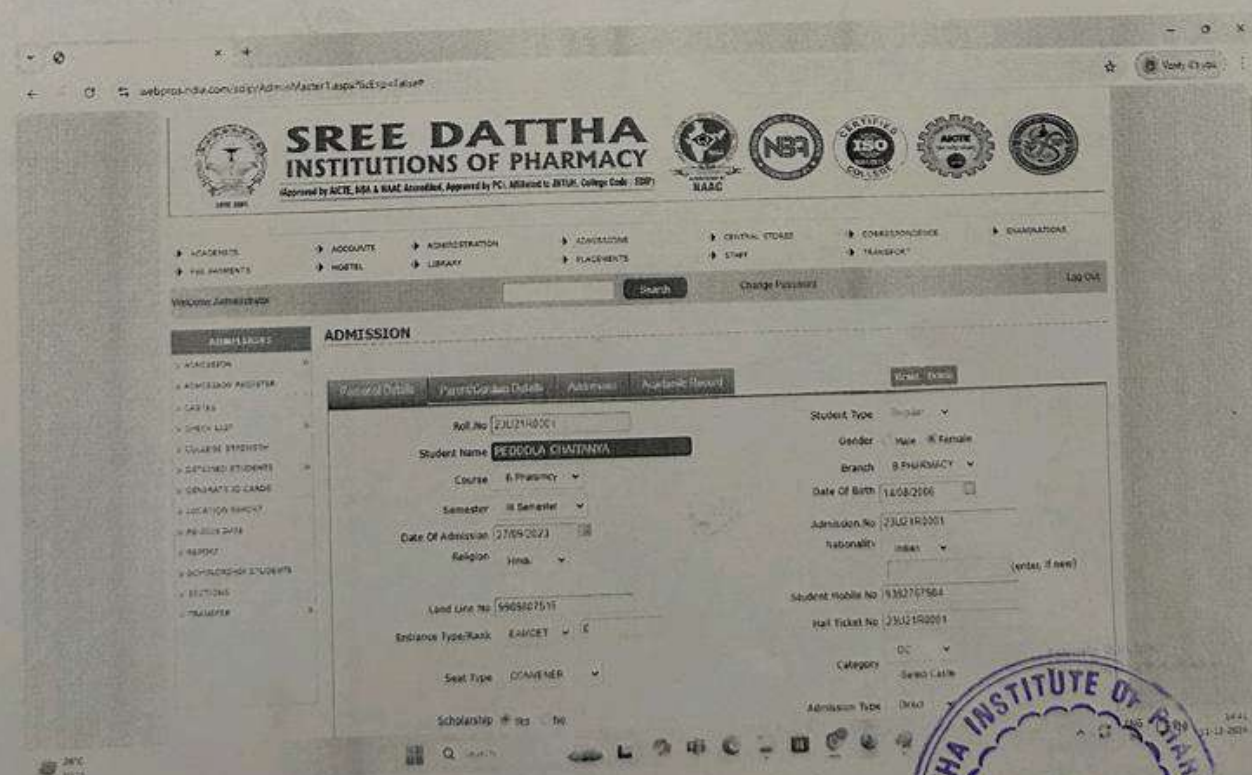
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6.2.2: Implementation of e-Governance in areas of operation

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E Governance: 4. Examination (JNTU Hyderabad, Affiliated University)
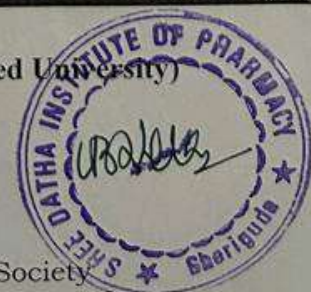
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activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training willbe given to the administrative and teaching staff to make important updates on the website. 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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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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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	08 - 09 - 2023
List of members attended	Members of Governing body
Copies Circulated to	All Members of governing body

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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.

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Dt. 08.09.2023

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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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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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.

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

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E Governance: 2. Finance and Accounts

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E Governance: 1. Administration

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