PUSHPAGIRI COLLEGE OF PHARMACY

Medicity Campus, Perumthuruthy PO Thiruvalla

Accredited with A grade by NAAC and affiliated to Kerala University of Health Sciences (KUHS)

Policy Document on

E-Governance

The E -governance policy of Pushpagiri College of Pharmacy envisages with the sole vision of enhancing the system of governance for development of the institute by leveraging new and cutting-edge technologies. PCP aims at planning and facilitating any infrastructure for the deployment of cutting-edge applications and deployment of solutions for seamless administration of the institute.

Scope

The scope of this policy extends to the following areas of operation:

- General Administration
- Finance and Accounts
- Student Admission and Support
- Examination

Objectives:

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To facilitate online internal and external communication between various entities of the institution
- 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 make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.

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- To maintain the Data on a secure environment.
- To make the institution visible globally.

Policy

The college will implement e-governance in all aspects of functioning. The policy is designed and framed to make each and every function transparent and accountable.

The College decides to make the following policies and procedure:

GENERAL ADMINISTRATION

- To provide a hassle free, convenient and cheap process, maximum of the administration should be handled with ICT based technology.
- Facilities should be provided for online leave management of employees, e copy of salary certificates, internal communication between the employees, etc.
- Students also must be able to obtain maximum services like transfer certificates, bonafide certificates, etc. in online mode.
- 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 System Tools to maintain effective database.
- Students must be able to obtain maximum services in online mode.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

FINANCE AND ACCOUNTS

- The office continues to maintain its account on Mediware software.
- Latest versions of the software to be purchased and used by the college.
- Advanced features help the staff to maintain financial records effectively and efficiently.
- Profit and loss, Balance sheet are generated through this software only.
- All the analysis reports are also generated through Mediware software.
- Appropriate security measures should be taken for maintaining confidentiality of the transactions.
- Training to the existing staff and updating of the existing software must be done regularly.
- The College also uses Online Centralised system like E-Grantz, which is used to manage the funds received from the Government for students of SC, ST & OBC community in the state of Kerala, Payroll Management system which helps to automatically calculate the salary, generate salary slips, and disperse the salary to the bank accounts.
- TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank transfers, Demand Draft, etc.

STUDENT ADMISSION AND SUPPORT

Student Admission:

- The College has decided to process all admissions in online mode.
- This will cover admissions to all courses.
- For this purpose, an arrangement can be entered into with a reputed banking company with whom the college maintains all its accounts.
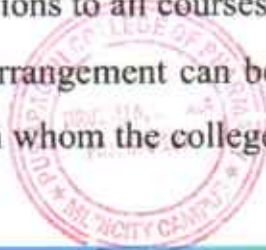
STUDENT ADMISSION AND SUPPORT

Library

- The College continues to maintain its academic excellence through maintaining a 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 continue to subscribe to new journals and books regularly.
- Recommendations are taken from the teachers and students while subscribing to the e-resources.
- Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.
- The Library has installed fully automated software LIBSOFT which is easy to use.
- Access to e-journals & e-resources is provided within the campus.

Communication

- Regular updates about student is communicated to Student on Fees, college updates & other academic matters.

Website

- The website of the college is continuously revised taking into account the new changes.
- The website acts as a mirror of the college activities and information about all activities, important notices, etc is made easily available to the outsiders.
- Along with it, training is given to the existing staff and persons.
- The College strives to showcase its vibrant self and activeness through its website.

EXAMINATION

- The college has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any.

- Regular updates of Students Internal Performance to be maintained and communicated to the parents.

- Utmost secrecy and confidentiality need to be maintained while handling examinations and work needs to be done utmost care and caution.

- Examination coordinator needs to supervise the entire process of examination under the guidance of the principal of the college.

- The Examination process is regulated by the University.

Principal
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