



Kommareddy Venkata Sadasiva Rao
Siddhartha College of Pharmaceutical Sciences

Tel : 0866 - 2479775
Fax : 0866 - 2493347

Siddhartha Nagar, Vijayawada - 520010, AP, INDIA
(Sponsors : Siddhartha Academy of General & Technical Education)
ISO 9001:2015 CERTIFIED INSTITUTION

Affiliated to Krishna University, Machilipatnam
Approved by AICTE, PCI, New Delhi and Govt. of Andhra Pradesh

E-mail : kvrsiddharthapharma@gmail.com

web: www.kvrsiddharthapharma.edu.in

O.C.No.:

Policy of e- Governance

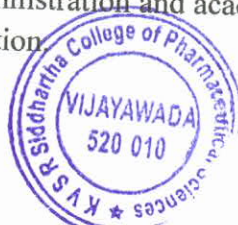
Date : 16.06.22

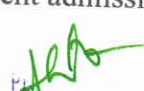
Objectives:

- To streamline administrative processes by enhancing the efficiency and effectiveness of administrative procedures which includes admissions, registrations, fee payments, record management and resource allocation.
- To enhance communication and collaboration among various stake holders within the college by implementing digital tools and platforms.
- To promote transparency and accountability by digitizing and centralizing information such as academic policies, schedules, assessment criteria, and financial statements.
- To ensure data security and privacy of student and staff data by establishing robust data management practices and security protocols to safeguard sensitive information which includes data encryption, access controls, regular backups.
- To facilitate data-driven decision making by generating reports for evidence-based decision making to support strategic planning and policy formulation.
- To promote digital literacy and skills development by providing training to equip staff, faculty and students for utilizing e-governance tools and systems
- To ensure compliance with regulatory requirements
- To have continuous improvement and innovation by adopting emerging technologies

Implementation of Policy:

- The college is already provided with a system of e-Governance in some of the activities like accounts, library and now it is decided to implement e-Governance in all the activities
- e- Governance is implemented in designing the website, accounts, library, teaching during pandemic situation now it is decided to implement in the other areas like student admission, Examination cell.
- e-Governance with PHP-College Management Software CMS: The software is utilized into various areas of operation like administration and academics, student admission and support, accounts and finance and examination




K.V.S.R. SIDDHARTHA COLLEGE
PHARMACEUTICAL SCIENCES
VIJAYAWADA-520 010.

Description of different areas implementing e-Governance

Administration:

- The institution strictly follows the organizational chart for effective administration with de centralization practices along with the eminent HoD's.
- The institution is well supported by internet band width of 100 MBPS and the communications in administration happens through e-mails which include policies, rules, regulations committees, issue of circulars etc. are delivered paperless to the staff and stake holders.
- The key areas for implementing e-Governance in administration are:
 - Admissions and registrations: Online application registration system to streamline the admission process and digitize the issuance of admission letter, fee invoices, and other relevant documents.
 - Academic records management : for digitizing student records, enrolment details, examination results, assignment submissions and provide a platform to access course material, lecture notes also
 - Also, VMEDU life software is utilized for grievance redressal cell that helps all the stake holders of the organization.

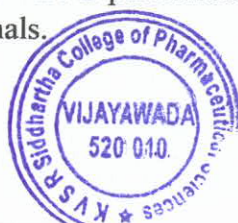
Student admission and education support

The Institution maintains the student's admission records, student's approvals, reservation quotas, Fee details, Scholarships and registration process. These are made available using college management software. E – queries and e-suggestions are practiced with the students to collect information for future plans and developments through mails.

Academics:

E- learning facility is made available to students for the academic performances through library software's. It provides new way of communication between teacher and student, teacher and fellow teachers and between student and student. It promotes new methods of delivering the desired knowledge to students and will offer new insight to organize and deliver the requisite services.

E- services contains all course materials that are made available through digital library. For student education support, Ex-Pharma software is purchased for Pharmacology department to utilize for simulation experiments on animals.




PRINCIPAL
K.V.S.R. SIDDHARTHA COLLEGE OF
PHARMACEUTICAL SCIENCES
VIJAYAWADA-520 010.

To study the drug drug interactions, adverse drug reactions, usage of dosage forms, Lexicomp software was purchased and renewed for pharmacy practice department which can be used as a mobile app. Also English language software was purchased and utilized for the development of communication skills. We have started implementing google class room as a teaching tool to stream line the assignments, boost collaborations and foster communication. As the class room can be available in the mobile app also, we can use many tools that we already acquainted such as gmail, google docs and google calendar. Also teachers can track class work and assignments for easy grading and can protect data and set permissions for getting data.

Web site:

The college website is revamped taking new changes into consideration by a web designer. The website contains all the college information, activities and important notices, etc. and it is made easily available to the beginner. Annual maintenance is done by the web designer for updating the information in the college website.

Library:

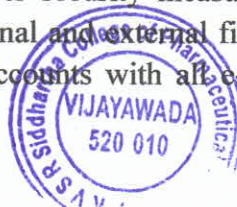
We have an excellent library in the college and we add more e-learning resources for the benefit of the students and faculty. We are using NEW GEN LIB software at present. It is also updating timely. The newer e-learning resources like journals, etc are identified and subscribed taking into account the recommendations of the library advisory committee. Recommendations of the faculty and student are taken into consideration while subscribing to these resources. DELNET and J –Gate online resources were utilized to update findings in research and NDLI membership from IIT Kharagpur was used to attend the online workshops or guest lectures conducted by various institutions.

Examination :

Here the college management software is utilized to have online registration, timetable management, online examination administration, result analysis and provides centralized communication system for timely notifications of exams to students and staff.

Accounts & Finance:

Tally Prime software is used as an accounting software. This software is implemented to simplify the day to day accounts. It provided for the maintenance of records, managing accounts, payables, receivables and cheques. The salary accounts, EPF statements are well maintained with the e-accounts in the institution. Proper security measures are taken for maintaining confidentiality of the transactions. The internal and external financial audits are conducted every year which is well maintained by e-accounts with all e-payments and e-collections.



PRINCIPAL
K.V.S.R. SIDDHARTHA COLLEGE OF
PHARMACEUTICAL SCIENCES
VIJAYAWADA-520 010.