



# VIGNAN

**INSTITUTE OF PHARMACEUTICAL TECHNOLOGY**

(Approved By AICTE, PCI New Delhi & Affiliated to JNTUK - Kaknada)

An ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007 Certified Institution



## E- Governance Policy



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## Policy Statement:

Vignan Institute of Pharmaceutical Technology has designed an E- Governance Policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. This policy shall apply to the Administration, Finance and Accounts, Student Admission and Support, Examination of the institute.

## Objectives:

- To install an integrated, user-friendly Enterprise Resource Planning (ERP) solution to automate various modules of institutional functioning.
- To implement E-governance in every function of the institution and provide simpler and efficient system of governance within the institution and outside as well.
- 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 the Wi-Fi enabled College Premises.
- To make the Classrooms ICT Enabled having Desktops, Laptops, Smart boards, Projectors, etc.
- To establish a fully automated Library

## Scope:

The scope of this policy extends to the following areas:

1. Administration
2. Accounts and Finance
3. Student Admission and support
4. Examination
5. Academics
6. Website
7. Library



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## Action Plan/Area of Implementation

### 1. Administration:

- The regular functioning of all service units in the office shall be supervised by the authorities through ERP software.
- An Attendance Management Software use by the faculty and staff to record and track attendance, Internal assessment etc.
- A Digital messaging services like SMS, Mails will be put to maximum use for real time information sharing with parents, students and staff in relation to absentee intimation, academic performance, holidays and other required information through a third party "Kite Info Solutions".
- The administrative Office will use advanced Excel and File Management System Tools to maintain database.
- Make transition towards Paperless transactions by enhancing the use of Google facilities like;
  - ✓ Google sheet : For data collection from Various Departments
  - ✓ Google Docs: To prepare notices and activity reports.
  - ✓ Google Forms: To prepare Feedback forms and get online feedbacks from stakeholders.
- The Administration shall use e-mail service in its communication with Governing Body members as well as the teaching and non-teaching staff.
- Regularly publish administrative information including notices and circulars on the website and digital displays at all strategic locations.
- All staff members shall use Biometric attendance.
- Upgrade to a fully automated, wireless office with 24x7 internet facility.
- CCTV Cameras at various places of need.
- ICT in every administrative function /work.

### 2. Finance and Accounts:

- The accounts of the institution maintain through Tally software and ERP.
- All payments/transactions will be through online mode such as NEFT, RTGS, Bank Transfers, UPI, etc.



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- Purchase latest software versions.
- Make application of software to generate Profit and loss, Balance Sheet etc..
- Generate all the analysis reports through Tally.
- Implement appropriate security measures for maintaining confidentiality in transactions.
- Provide regular training in updated versions of software to the new as well as existing staff.
- The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government/funding agencies.

### **3. Student Admission and Support:**

- An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations of JNT University.
- The Institute brings out its Brochure which would displayed on the website that has guidelines for the admission process.
- An Admission Portal used to manage the admissions in the college.
- Use of ERP to manage all student data including course, fee submission.

### **4. Academics**

- E –resources are also available for the effective enhancement of teaching and learning experiences for both students and teachers. It includes video conferences, Google class rooms etc.
- Online certificate courses such as SWAYAM, NPTEL, Spoken Tutorial classes, online certificate courses etc. are extended to the students thus expanding the area and scope of ICT enabled services of the college.

### **5. Examination:**

- Maintain compatibility of examination process with the regulations of the affiliating university as far as e-governance policy is concerned.
- Use of ERP to handle the entire Examination Process.
- Make the examination records of students available online with an interactive platform for students to view their internal assessment and semester marks/grades and raise discrepancies online, if any.



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#### 6. Website:

- The website will act as an information center which would reflect entire framework and the activities of the Institute. It includes, all its activities, important notices, courses offered, etc.
- A separate service provider/web designer would be deputed by the college.
- Training would be given to the administrative and teaching staff to make important updates on the website.
- A Website Committee has been 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 should also recommend for other changes that would improve the compatibility, user friendliness, appearance, etc of the website.
- All the important notifications would go live on the website as and when they are

#### 7. Library:

- The College maintains its academic excellence through maintaining a well-stocked library.

The College would 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 Faculty members and students while subscribing to the e-resources.
- Teachers can apply for getting books of different authors for their courses (to be handled) to increase the knowledge base.
- The Library to install fully automated software which should have an easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.
- The use of Knimbus 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.



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- The Database Maintenance module should cover all operations of database creation and maintenance.
- E – Resources are also available to the students. DELNET can be accessed by both students and teachers which thrust the intuition of knowledge seekers.

The Institute shall continuously review and update the approved policy and is committed to its implementation.



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