



# MEDARAMETLA ANJAMMA MASTAN RAO COLLEGE OF PHARMACY

Kesanupalli (Village), Narasaraopet, Palnadu (District), Andhra Pradesh -522601

(Approved by AICTE, PCI, New Delhi & Permanently Affiliated to Acharya Nagarjuna University)

Recognized by UGC under sec 2(f) & 12(B) & ISO Certified Institution)

Mobile: 9848498714 / 9951420612 | email: prins2mam@gmail.com | website: www.mamcollegeofpharmacy.ac.in

## E- Governance Policy

### Objective:

1. To implement E-governance in various functions.
2. To promote accountability and transparency.
3. To accomplish paperless administration in the institution.
4. Promoting online internal and external communication among the members of the institution
5. Providing easy access to information

### Policy:

1. The institution is provided easy and efficient system of e-governance and it is decided to implement E-Governance in all activities.
2. The institution has already implemented E-governance in various departments like library, accounts, etc. But now we have decided to implement E-governance in some other areas.

Following areas of E-governance:

For appropriate purposes, the policy is divided into various areas of operation. These areas of operation are descriptive and the society deserves right to implement E-governance even in the areas not enlisted herewith.

### Website:

The college website needs to be revamped taking new changes into consideration. The website contains all the college information, activities and important notices, etc. and it is made easily available to the beginner.

### 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 ChaKout: ERP for Educational Institutions software at present. It is also updating timely. The newer learning resources like journals, etc are identified and subscribed taking in to account the recommendations of the library advisory committee. Recommendations of the faculty and student are taken into consideration

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while subscribing to these resources. The central library of the college maintains the old examination papers for all branches.

### **Administration:**

The Institution strictly follows the organizational chart for effective administration with decentralization practices along with eminent HOD's, and Academic Counselors. The institution is well supported by Wi-Fi network and the communications in the administration happens through e-mails which include policies, rules, regulations, committees, issues, circulars etc. are delivered paperless to the staff and Stakeholders. Institution has provided email s to the faculty in the mamcollegeofpharmacy.ac.in domain and at the department level. Faculty has created a group in social networks for effective communications.

### **Finance and Accounts:**

The ChaKout: ERP for Educational Institutions software is very popular accounting software. It is used to simplify the complex day to day accounts activities. It provides many advantages like maintaining records, managing accounts, Payables, receivables and cheques. The salary accounts, EPF statements, medical insurances are well maintained with the e-accounts in the institution. Proper security measures are being 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.

### **Student Admission and 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 e-governance.

E-queries and e suggestions are practiced with the students to collect information for future plans and developments. E-Learning facility is made available to students for the academic performances.

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### **Examination Cell:**

Exam branch has adopted ChaKout: ERP for Educational Institutions software to include all the details of the admitted students and it helps in entering the finalized marks. All the information required by the students relating to their exam dates, exam results, exam fees, hall tickets and exam notifications are made available online mode. Maximum secrecy and confidentiality are maintained while handling examinations.

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