



VISWANADHA INSTITUTE OF PHARMACEUTICAL SCIENCES

Affiliated to J.N.T.U.K-Kakinada, Approved by PCI & AICTE, New Delhi
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Policy Document on E-governance

In our relentless pursuit of heightened precision and efficiency, our esteemed institution has meticulously crafted a comprehensive E-Governance Policy. This visionary policy is driven by a multi-pronged agenda that seeks to seamlessly combine all institutional data and processes into a unified digital ecosystem.

Key Objectives:

1. **Enhancing Accuracy and Effectiveness:** The paramount objective of this policy is to finetune operational precision and effectiveness to new heights.
2. **Unified System Integration:** By harmonizing a mosaic of essential data and processes, our policy aims to unravel the complexities that often beset institutions, thus simplifying operations comprehensively.
3. **Efficiency and Simplicity:** This policy is a clarion call to reconfigure our governance landscape into a model of efficiency and simplicity.
4. **Paperless Administration:** An indispensable facet of our policy is the resolute shifts toward eco-friendly, paperless administrative practices that are cognizant of the environmental imperatives of our times.
5. **Data Security:** A premium is placed on the hallowed principles of data integrity and security within a meticulously controlled digital domain.
6. **Time-Saving and Transparency:** This visionary policy envisages a system that not only optimizes time management but also enriches our institutional culture with a profound sense of transparency.

Policy Highlights:

1. **Holistic Adoption of E-Governance:** Our institution stands firmly committed to the full-scale implementation of e-governance across the entire spectrum of its activities, in the pursuit of paramount efficiency.
2. **Seamless Data Accessibility:** E-Governance shall function as an enabler of easy data access, thereby nurturing informed decision-making at every echelon of our organization.



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3. **Transparency and Accountability:** This policy stands as an unwavering testament to our institution's dedication to imbuing every facet of its operations with the twin virtues of transparency and accountability.
4. **Comprehensive Integration:** E-Governance principles applied to various areas, including the website, library, administration, finance, student admissions, and examinations.

Operational Implementation:

- **Website & Social Media:** Our institution's website shall serve as an ever-evolving fount of information, meticulously updated to mirror changes and celebrate achievements. Additionally, social media platforms shall serve as vital conduits for disseminating crucial updates.
- **Library:** E-Governance will expand the library's horizons, offering unrestricted access to a plenty of diverse resources, including the revolutionary E-Cap system, an information repository that catalogs all library holdings.
- **Administration:** The advent of E-Governance shall help in a new era of paperless administration, underpinned by the utilization of advanced Excel and E-Cap software. These sophisticated tools shall facilitate not only efficient database management but also the tracking of workloads and automated report generation.
- **Finance and Accounts:** Tally software supports and E-Cap was used for efficient financial record maintenance, including profit and loss statements and balance sheets, external lab remunerations, exam remuneration to college staff, exam fee, staff salaries alongside comprehensive training.
- **Student Admissions and Support:** Admissions procedures are transparent, regulatory compliant, and managed through a dedicated portal with utmost confidentiality. Details of students were enrolled in the E-Cap which helps for evaluating student attendance and performance.
- **Examination Cell:** The JNTUK Exam cell portal shall serve as our trusted ally in the management of examination-related information. This sophisticated platform guarantees the secure and confidential handling of vital aspects such as exam schedules, results, fees, and notifications.

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