

NIRMALA COLLEGE OF PHARMACY



NIRMALA COLLEGE OF PHARMACY MUVATTUPUZHA

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CRITERION 6



GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2.2 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

NIRMALA COLLEGE OF PHARMACY

Muvattupuzha, Kerala PIN:686 661



E- Governance Policy



Policy

Nirmala college of Pharmacy, Muvattupuzha has developed E-Governance policy for the purpose of streamlining and enhancing the system of governance for development of institute.

The main objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. The college prioritise to adopt paperless administration as a green initiative. To ensure green and clean campus, as one of the components of the college, it adopts e-governance in all its management and administrative activities.

This policy shall apply to the administration, Finance & Account, Student admission, Examination and many such sections of the institute. This will aid in the automation of many functions providing a layer of transparency.

SCOPE:

The scope of this policy extends to the following areas:

- Website
- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

OBJECTIVES

- Implementation of E-governance in effective functioning of the institution.
- Reduce the usage of paper in administration of the institution.
- To improve transparency and accountability.
- Providing online internal and external communication between various executive bodies of the institution.
- Facilitate easy access to the information and to maintain the data on a secure environment.
- To implement automation in academic processes.
- Making the institution visible to the stakeholders globally by the use of digital media.
- To provide e-facilities to students, teachers and Parents in various activities relating to the institution.

WEBSITE:

- The college has a website that reflects the mission, history, aims and objectives, information related to faculty, infrastructure, courses offered, various activities, noble initiatives taken by the institute, important notices etc. To ensure the smooth running of the website, a separate service provider/web designer has been appointed by the college.
- The College has constituted a website committee that takes care of the college website and ensures a speedy update of the latest notices/activities.



ADMISSION OF STUDENTS:

- The college follows a transparent strategy for the admission process which is reinforced by the code of ethics and conduct. All the admission related affairs are managed through the admission portal including update on the number of students applying for each course, fee submission, withdrawals etc. The brochure having detailed information pertaining to the student related admission is displayed on the website.

ADMINISTRATION:

- The regular functioning of all service units in the office shall be supervised by the authorities through ERP software.
- All staff members shall use Biometric attendance. An Attendance Management Software will be used to record and track attendance of the staff members.
- Institutional email ID is provided for all staff members (name@nirmalacp.org) for the official communication. ERP system also been used for sending the official circulars and notices.

FINANCE AND ACCOUNTS:

- The accounts office uses the software called Tally which offers advanced features in maintaining financial records effectively and efficiently.
- Generate all the analysis reports through Tally.
- The College also utilizes the ERP to collect fees, generate receipts and to maintain the transaction history.
- All payments/transactions will be through online mode such as NEFT, RTGS, Bank Transfers, UPI, etc.
- Implement appropriate security measures for maintaining confidentiality in transactions.

STUDENT SUPPORT:

- Use ERP to manage all student data including their profiles and achievements.
- Students will be able to use ERP to access the various information such as
 - planned academic events,
 - news and events updates
 - Attendance reports
 - Exam schedules
 - Internal marks
 - History of library books
 - Fees remittance and its reports
 - LMS for online exams
 - Learning materials.
- Students are able to report their grievance through ERP.
- Students supports such as mentoring is also available in ERP software.

EXAMINATION:



- Use ERP to handle the entire Examination Process.
- The exam schedule, assign exam duties, Exam attendance, internal mark preparation, are done through ERP software.
- The examination records of students available in ERP portal to maintain the transparency.

DIGITAL LIBRARY:

- Nirmala college of Pharmacy has maintained a digital library to ensure disseminating latest updates in the field of interest.
- The J-gate and other online e-journals are available in digital library.
- The library committee is responsible to maintain the digital library.
- They also maintained the soft copy of university question papers, question bank, study materials etc for the easy access of students and staff.

