



ADITYA PHARMACY COLLEGE

PCI
AICTE
NAAC
JNTUK
ISO



(Formerly known as Aditya Institute of Pharmaceutical Sciences and Research)

Aditya Nagar, ADB Road, Surampalem, Kakinada District, Andhra Pradesh – 533437
www.adityapharmacy.edu.in Email: office@adityapharmacy.edu.in
Mobile: 9866576663

E-Governance Policy

Aditya Pharmacy college has designed E-Governance Policy, with the primary objective of implementing E-governance in various activities and services of the Institution. This policy will help in achieving efficiency in all the various operations of the Instructions in an integrated manner to enable transparency, clarity in different functionalities of the instructions about Teaching & Learning (Academic), Administration, Examinations, Finance accounting, Library, Admissions, etc. To have integrated user-friendly Enterprise Resource Planning (ERP) solutions to automate various modules of Institutional functioning, adequate training to all the staff for effective use is also planned. By the direction of the Institutions Governing Body suitable ERP has to be deployed and put into the appropriate use, required training has to be provided for the staff members of the college to get the maximum benefits. The website is put to full use as a vital information source to all the stakeholders and all-important communications/circulars notices are made available on web site to ensure reaching of information to the needy any time anywhere. The access has been given to various stakeholders to maximize the use to stay connected with parents, students, and staff to intimate absentees, academic performance, holidays, and other required information.

Objectives:

1. Implementation of E-governance in various functioning of the Institution
2. Achieving efficiency in our functioning
3. Promoting transparency and accountability
4. Achieving paperless administration of the Institution



PRINCIPAL
Aditya Pharmacy College
SURAMPALEM-533 437



ADITYA PHARMACY COLLEGE

PCI
AICTE
NAAC
JNTUK
ISO



(Formerly known as Aditya Institute of Pharmaceutical Sciences and Research)

Aditya Nagar, ADB Road, Surampalem, Kakinada District, Andhra Pradesh – 533437
www.adityapharmacy.edu.in Email: office@adityapharmacy.edu.in
Mobile: 9866576663

5. Facilitating online internal and external communication between various entities of the Institution

6. Providing easy access to information Policy:

The Institution implemented with E-governance in few segments of like Library, Accounts, Administration, and Examinations. But now we have resolved to implement E-governance in many more areas and with this aim in view we have drafted this policy framework. For convenience purposes, the policy is broadly divided into the following modules.

1. Administration: To provide a hassle-free convenient maximum of the administration of the Institution should be handled with technology. Facilities should be provided for online leave management of employees, management of the departments, etc. Parents & Students also must be able to obtain maximum services like transfer certificates, bonafide certificates, etc. in online mode through the Academic module. Apart from issuing the certificates to the students, there are other provisions like maintaining the attendance, time tables, feedback report, etc.

2. Finance & Accounts: For ease of maintaining accounts, the institution has to use ERP Software to monitor financial activities. Appropriate security measures should be taken for maintaining confidentiality of the transactions. This module includes the facilities like tuition fee, hostel fee, transport fee etc.

3. Student Admission & Support: The University shall process all the counseling and admissions in online mode. This module will cover admissions to all the programs offered by the Institution. To extend the student support the Institution needs to maintain additional information like - Student personal information, Parent/Guardian details, Academic record, Counseling information.



PRINCIPAL
Aditya Pharmacy College
SURAMPALEM-533 437



ADITYA PHARMACY COLLEGE

PCI
AICTE
NAAC
JNTUK
ISO



(Formerly known as Aditya Institute of Pharmaceutical Sciences and Research)

Aditya Nagar, ADB Road, Surampalem, Kakinada District, Andhra Pradesh – 533437
www.adityapharmacy.edu.in Email: office@adityapharmacy.edu.in
Mobile: 9866576663

4. Examination: Examination all online open houses shall be automation manner. Filling of examination forms, re-evaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, examination fee & issue of certificate etc. everything has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution. Examination controller needs to supervise the entire process of examination under the guidance of the University and it must be updated time to time based on technology update.

5. Library: We need to add more and more e-learning resources for the benefit of the teachers and students. Similarly newer e-learning resources journals, databases etc. should be identified and subscribed taking into account the recommendations of the library advisory committee. Appropriate training to the staff and the students for using the E-learning resources should be provided. This is should be integrated with ERP



PRINCIPAL
Aditya Pharmacy College
SURAMPALAM-533 437



ADITYA PHARMACY COLLEGE

PCI
AICTE
NAAC
JNTUK
ISO



(Formerly known as Aditya Institute of Pharmaceutical Sciences and Research)

Aditya Nagar, ADB Road, Surampalem, Kakinada District, Andhra Pradesh – 533437
www.adityapharmacy.edu.in Email: office@adityapharmacy.edu.in
Mobile: 9866576663

ABSTRACT RESOLUTION

The following resolution was taken at the 37th meeting of governing body of Aditya Pharmacy college, Surampalem, and Vide meeting no. 02 Dated 10.03.2022.

Resolution No. APC/GB/Res/13

The member secretary has explained to the governing body about the streamline process and how to make the best use of available resources with computerized activities e-governance is supposed to make the institute's work flow and operations more efficient as well as making correct data and information available to the users. This will aid help in the reduction of paper work and more effective use of human resources.

After thorough discussion the governing body has decided to continue the implementation of the ERP software for the this academic year also and approved the same unanimously




PRINCIPAL
Aditya Pharmacy College
SURAMPALAM-533 437



ADITYA PHARMACY COLLEGE

PCI
AICTE
NAAC
JNTUK
ISO



(Formerly known as Aditya Institute of Pharmaceutical Sciences and Research)

Aditya Nagar, ADB Road, Surampalem, Kakinada District, Andhra Pradesh – 533437
www.adityapharmacy.edu.in Email: office@adityapharmacy.edu.in
Mobile: 9866576663

ABSTRACT RESOLUTION

The following resolution was taken at the 39th meeting of governing body of Aditya Pharmacy college, Surampalem, and Vide meeting no. 02 Dated 15.03.2023.

Resolution No. APC/GB/Res/8



The member secretary has explained to the governing body about the streamline process and how to make the best use of available resources with computerized activities e-governance is supposed to make the institutes work flow and operations more efficient as well as making correct data and information available to the users. This will aid help in the reduction of paper work and more effective use of human resources.

After thorough discussion the governing body has decided to continue the implementation of the ERP software for the next academic year also and approved the same unanimously




PRINCIPAL
Aditya Pharmacy College
SURAMPALAM-533 437

Invoice

Webpros Solutions Pvt. Ltd. Flat No. 303, K.M. Towers, Opp. Timpany School Main Gate, C.B.M. Compound, Visakhapatnam – 500 003 Ph: 0891 – 3097980, Mob: +91 9866078885 Email: webprossolutions.vsp.bala@gmail.com Company TIN : 28254339675			Invoice No.: WS647		
			Date: 2 Nov 2017		
			P.O. No.		
			Date:		
Consignee Name & Address: ADITYA PHARMACY COLLEGE ADB ROAD SURAMPALEM EAST GODAVARI PIN: 533437			Dispatch Through:		
			Dispatch No.:		
			Dispatch Date:		
			Destination:		
			Terms of Payment:		
S No	Description of Goods	Qty	Rate ₹	Amount ₹	
1	Aditya Pharmacy College Automation Package	01		58,249	00
Total Amount		In Words: Fifty Eight Thousand Two Hundred Fourty Nine only		58,249	00
Terms & Conditions <ol style="list-style-type: none"> Payment to be made in favour of Webpros Solutions Pvt. Ltd. Goods once sold will not be taken back. All disputes are subjected to Visakhapatnam jurisdiction only. 			For Webpros Solutions Pvt. Ltd.   (Authorized Signatory)		
Bank Details BANK NAME: CANARA BANK CURRENT A/CNO.32683070000074 BRANCH:SURAMPALEM IFSC CODE: CNRB0013268					



Handwritten signature and stamp