ADITYA
COLLEGE OF PHARMACY
Approved by AICTE & PCI — NEW DELHI, Affiliated to JNTUK KAKINADA
(Formerly known as Sri Sai Aditya Institute of Pharmaceutical Science & Research)

Ph: 99498 76664
Email: office@acop.edu.in
Website: www.acop.edu.in

E-Governance Policy

Aditya College of Pharmacy 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.

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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

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.

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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.

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

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ABSTRACT RESOLUTION

The following resolution was taken at the 29th meeting of governing body of Aditya College of Pharmacy, Surampalem, and Vide meeting no. 02 Dated 15.09.2017.

Resolution No. ACOP/GB/Res/4

The member secretary informed that the governing body members about the replacement of existing ERP software eZschool, a product of Volksori technologies with the new ERP software Pharmacy College Automation Package (ECAP) a product of Webpros solutions Pvt. Ltd. The vendor of the new ERP software was provided with the modules of academics, examinations, along with the details of accounts, administration, library, placements. These modules will be implemented in a phased manner throughout the year of 2017-18 with a view to streamline the product and required training will be provided to the staff members.

After thorough discussion the implementation and readiness of the modules were accepted by the members of the governing body.

(N K.DEEPAK REDDY)
Secretary
Saroini Educational Society
KAKINADA

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ABSTRACT RESOLUTION

The following resolution was taken at the 31st meeting of governing body of Aditya College of Pharmacy, Surampalem, and Vide meeting no. 02 Dated 05.09.2018.

Resolution No. ACOP/GB/Res/6

The member secretary narrated to the governing body members that the modules supplied by the vendor Webpros solutions Pvt. Ltd. It has been taken into effect for the automation of functions/areas to ensure smooth entry and retrieval of data base, subsequently the modules are also modified with certain corrections.

After understanding the benefits of these modules the E-governance implementation plan was accepted by the members

N K.DEEPAK REDDY)
Secretary
Varojini Educational Society
KAKINADA

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ABSTRACT RESOLUTION

The following resolution was taken at the 33rd meeting of governing body of Aditya College of Pharmacy, Surampalem, and Vide meeting no. 02 Dated 07.09.2019.

Resolution No. ACOP/GB/Res/4

The member secretary narrated to the governing body members that E-governance implementation was started for academics, examination, admissions, accounts, administration, library, placements and the mentioned modules are implemented throughout the year 2019-20.

After understanding the benefits of the E-governance the governing body has decided to continue the same for the next year.

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(N K.DEEPAK REDDY)
Secretary
Sri Sai Educational Society
KAKINADA

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ABSTRACT RESOLUTION

The following resolution was taken at the 35th meeting of governing body of Aditya College of Pharmacy, Surampalem, and Vide meeting no. 02 Dated 10.11.2020.

Resolution No. ACOP/GB/Res/6

The member secretary has explained to the governing body members in detail regarding streamline process and make the best use of available resources with computerized-governance is supposed to make the college work flow and smooth operations more efficient as well as making correct data and information available to the users. This will 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.

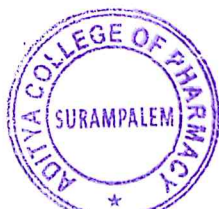N K.DEEPAK REDDY)
Secretary
Sarojini Educational Society
KAKINADA

PRINCIPAL

PRINCIPAL
Aditya College of Pharmacy
SURAMPALEM-533 437

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INVOICE /TAX INVOICE (Original)

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WEBPROS SOLUTIONS PVT. LTD. Flat No. 303, K.M. Towers, Opp. Timpany School Main Gate, CBM Compound, Visakhapatnam – 500 003. Ph: 0891-3097980, Mobile: +919866078889, Email: webprossolutions.vsp.bala@gmail.com COMPANY'S TIN No.: 28254339675	Invoice No. **WS 647** Dated. **02-11-2017** Supplier's Ref. Buyer's Order No. Dispatch Document No
Consignee Name and Address: **ADITYA COLLEGE OF PHARMACY** Gandepalli Mandal,ADB Road, Surampalem E.G.Dt, Andhra Pradesh-533 437	Dispatch Through

SI. No.	Description of Goods	Quantity	Rate	Amount
01	E-CAP	01	40,889-00	40,889-00
Total: Sixty thousand five hundred and seventy eight rupees		**01**		**40,889-00**

Terms and Conditions
1. Payment to be made in favor of Webpros Solutions Pvt. Ltd
2. Goods once sold will not be taken back
3. All disputes are subjected to Vishakhapatnam Jurisdiction only

Declaration:
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Bank Details:
Bank Name: CANARA BANK
CURRENT A/C No. 32683070000074
Branch: Surampalem
IFSC Code: CNRB0013268

Company's VAT TIN: 28350205564

For Webpros Solutions Pvt.

(Authorized Signatory)

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This is a Computer Generated Invoice

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