



St. Johns College of Pharmaceutical Sciences

(Approved by AICTE, PCI and Affiliated to JNTUA, Anantapuramu.)

Yerrakota, YEMMIGANUR - 518 360, Kurnool (Dist.), A.P.

Ph : 7331157139, 9394228566 (O)

Website : www.sjcps.ac.in

E-mail : principal.sjcps@gmail.com

Ref :

Date :

Criteria	Name
6.2.2	E-Governance Document/Supporting Document Proof



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E-Governance Policy

To be recognized nationally and internationally, every educational institution must have a good E-Governance Policy, a good Governance Document, and good Governance Initiatives. SJCPS has established an excellent E-Governance Document and has been implementing several good E-Governance initiatives such as ECAP to maintain and make its mark as one of the country's Institutes of Excellence among the Higher education institutions. For the system to run smoothly, E-governance must be made inclusive, participatory, accountable, and transparent.

Objectives:

1. To implement E-Governance in several sector of the institution
2. To provide effectiveness in all operation of the organization
3. To enhance transparency and accountability.
4. To eliminate the use of paper in office administration
5. To facilitate internal and external communication among the various departments of the institute connected through internet.
6. To provide easy access to information

Policy:

E governance policy is implemented in the following areas:

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

E-governance must be followed in order to create an honest and effective governance system within the institution.

Website: The College website need new appearance considering many changes. The college website contains all the college information, activities done and other important circular etc., and it is made easy access to everyone.

Principal

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Student Admissions: The admission details including student admit year, branch, register number and type can be easily recorded. The data can also be retrieved easily. Maintaining of records can become less cumbersome.

Accounts: Tally software is used to keep track of finances and accounting. Appropriate security measures should be adopted to ensure transaction confidentiality. SJCPs employs a variety of software tools, including ECAP to manage finances. Existing workers must be trained, and existing software must be updated on a regular basis. For financial management, the office will continue to use Tally solutions.

Library: For the benefit of students, the institution has a large library with more e-learning facilities, Teachers and students are also involved. Its web-based services must be used to gain easy access to library services. In a same vein, newer e Subscriptions to learning materials and journals are required based on the Library Committee's recommendations.

Examination: SJCPs is an affiliated to JNTUA. Hence all examinations are conducted as per the notifications given by JNTUA. Admissions, attendance, exam registrations, hall tickets, and marks uploading will all be completed via JNTUA website. The College Exams in charge is responsible for managing the entire examination process under the supervision of the Principal, and while handling examinations, secrecy and confidentiality is maintained, and work will be completed with great care and attention. On ECAP is a private portal maintained by college for the purpose of student details, attendance and internal marks. The Principal has the authority to make reasonable choices and appoint people to carry out the policy


PRINCIPAL

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