MIPER e-Governance Policy

Policy Scope:

The scope of this policy & its implementation extends to the following areas of the Institution:

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

Policy Objectives:

- ❖ Using e-governance in all aspects of the institution's operations to create a more straightforward and effective internal governance structure.
- ❖ To encourage accountability and openness in all college operations.
- ❖ Objective to establish and attain a paperless environment at the university.
- ❖ To make information quick and simple to obtain.
- ❖ To activate the campus Wi-Fi.
- ❖ To equip our classrooms with ICT tools such as projectors, laptops, smartboards, and desktop computers.
- ❖ To create a library that is entirely automated.

Policy:

- The institution will use e-governance for all operations, including teaching, the library, accounting, admissions, and administration.
- The goal of the policy's design and framing is to hold all functions accountable and transparent.
- The following policies and procedures are decided upon by the college.
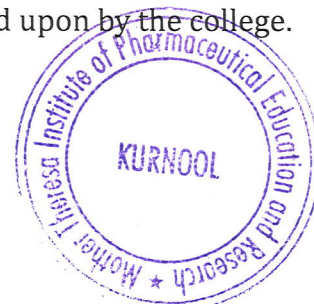
MOTHER THERESA INSTITUTE OF PHARMACEUTICAL EDUCATION & RESEARCH

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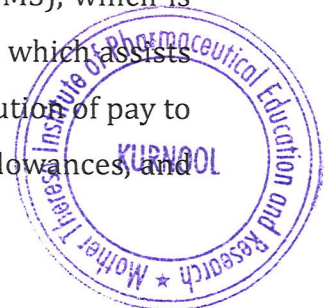KURNOOL 518002, Andhra Pradesh, India.

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Website: The website will serve as a hub for information about the college, all of its events, key announcements, available courses, and more. The college will hire a different service provider/web designer specifically for this reason. The teaching and administrative personnel will receive training so they can make significant modifications to the website. The management of the college website will be handled by a newly established Website Committee. The Committee is responsible for overseeing the frequent update, upkeep, and operation of the website. The Committee will search the website for additional modifications that are necessary. Through its website, the College hopes to highlight its dynamic personality and level of activity. All of the crucial alerts must appear on the website as soon as they are notified.

Student Admission: MIPER adheres to the JNTUA University ethical standards and policies, which reinforce the open and transparent admissions strategy employing. The college releases its brochure, which is available online and contains instructions for the application process. an admissions portal that will be utilized to oversee college admissions. The number of students applying to each course, withdrawals, and payment submissions will all be handled exclusively via this portal. In order to be admitted to the college, students must submit a separate online application form. The Admission Coordinator will use an online application for this purpose.

Accounts: The College office is still using ZENOXIT to manage its accounts. The college will purchase and utilize the most recent versions of the software. The personnel can efficiently and effectively maintain financial records with the aid of advanced features. This software is the sole one used to construct the balance sheet and the profit and loss. Tally is also used to generate all of the analysis reports. It is important to take the proper security precautions to keep the transactions private. Regular training of current employees and software updates are necessary. The College also makes use of a variety of software programs, such as the Public Financial Management System (PFMS), which is used to handle government finances, and the Payroll Management System, which assists with automatic wage calculations, the creation of pay slips, and the distribution of pay to bank accounts. This system is used to administer TDS, Provident Fund, Allowances, and

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other programs. It is possible to create reports for every employee. Most payments are processed and received online using methods like bank transfers, RTGS, NEFT, etc.

Library: The MIPER College keeps up its academic distinction by keeping up a well-stocked library. To better serve instructors and students, the college will continue to enhance e-learning materials. The College should keep up its regular subscriptions to new books and magazines. Teachers and students are asked for recommendations when they subscribe to the electronic resources. Instructors can apply to get books written by various writers for the subjects they teach in order to expand their knowledge base.

The installation of completely automated ILMS software by the library, with a graphical user interface that is easy to use, support for Unicode and Multilingual Search, and the ability to export most reports

- The software's Online Public Access Catalogue module, which enables users to search library databases by inputting their desired search keywords to retrieve information.
- The software's Circulation module ought to encompass every aspect of circulation, from maintaining member records to reminding users when books are due.
- Every aspect of creating and maintaining a database should be covered by the Database Maintenance module.

Administration:

Administrative staff and teaching faculty will utilize attendance management software to track and record attendance, conduct internal assessments, and other activities. The Internal Assessment grades for attendance should be automatically calculated and generated as Monthly Reports and Semester End Reports.

- To maintain an efficient database, the administrative office should use advanced Excel and file management system tools.
- To offer a hassle-free, convenient, and seamless approach, the college will go paperless in its administration.
- Getting the most out of online services is crucial for students.
- The college will investigate the possibility of automating certain administrative tasks.

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- Admin staff should receive sufficient training and development to be up to date with the latest technological advancements.

Examination: The institution has implemented an online system that allows students to check and report any anomalies in their overall internal assessment scores at the end of each semester. The JNTUA University controls the examination process; therefore, the College e-governance policy should be implemented in this respect.

Alumni: To improve our ties with our former students, a dedicated alumni page on the website will be made available, offering features such as registration, profiles of notable alumni, testimonials, and much more. For database administration and frequent updates, the alumni association will be engaged.

ICT TOOLS

Hardware Infrastructure:

- The College must make sure that there are enough desktop and laptop computers for all of its employees and students.

- Supplies such as computers and printers will be provided in the administration block.

- Projectors and additional multimedia equipment are available in the lecture hall, classrooms, seminar rooms, and labs.

- Computer networking devices, scanners, interactive teaching boards, smart boards, and other items are added to the infrastructure.

Software Infrastructure

- The college must keep up enough configuration servers to enable quick data transfer to the different computers.

- Office automation packages, such as Open Office, Microsoft Office, and antivirus software, should be acquired and updated on a regular basis for desktops and laptops.

- All common packages for econometrics, statistics, computation, and scientific typesetting will be made available by the college.

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