






<b>E- GOVERNANCE POLICY</b>		
<b>Policy No</b>	NPC/IQAC/POLICY/009	
<b>Date</b>	13/04/2023	
<b>Next Revision</b>	2026	
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<b>Prepared by</b>	<b>Verified By</b>	<b>Approved By</b>

PRINCIPAL  
NARAYANA PHARMACY COLLEGE  
NELLORE - 524 002





E-governance, or electronic governance, refers to the use of digital tools and technologies which aims to make college processes more efficient, transparent, and accessible. Implementing an e-governance policy in a college involves leveraging digital tools and technologies to streamline administrative processes, enhance academic management, and improve overall efficiency.

**Objectives:**

- ❖ Improve administrative efficiency and reduce paperwork.
- ❖ Enhance transparency in academic and administrative processes.
- ❖ Increase accessibility to college services and information.
- ❖ Foster better communication and engagement with students, faculty, and staff.
- ❖ To make campus Wi-Fi enabled

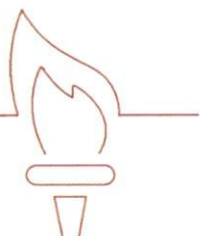
**Scope:**

The scope of the policy extends to the following areas:

- ❖ **Administrative Operations:** Admissions, registration and record keeping.
- ❖ **Accounts:** fee management.
- ❖ **Academic Management:** Course management, grading, examination, and academic planning.
- ❖ **Library:** Books Entry / Return & upload of repositories

**Policy:**

E-governance must be adhered by organization in order to provide an honest and effective governance structure within it. The administrative, accounts, academic, and library departments of the institute ought to be included in the implementation of e-governance. The goal of the policy is to have completely recorded, transparent, and precise data.





**Website:**

The website must function as a hub and should represent as a reflection of all activities, updates, courses offered, important notices, syllabus and other important information readily accessible that are handled inside the college. The institution's website will also be maintained and managed by a system administrator and a faculty member who supervises IT concerns.

**Administration:**

Most administrative tasks require being completed with the use of ICT-based technologies in order to deliver hassle-free, practical, and economical processes. A policy pertaining to automatic staff attendance has been established. It will therefore be necessary to adopt biometric attendance management software. The policy also stipulates that in order to keep an efficient database, sophisticated file management and Excel programs must be used. CCTV cameras have been placed throughout the campus in ideal places as needed. An ERP software was implemented in place to generate student information.

**Accounts:**

In order to ensure that the Narayana Pharmacy College continually maintains its financial accounts and tally software's, a policy has been established. Competent staff members have to operate online, and financial transactions must be completed after implementing the necessary security precautions.

**Academic:**

The Narayana Pharmacy College is an affiliated university which ensures that all examination procedures are carried out online in accordance with JNTUA. Through Online the application form filling, revaluation forms, hall ticket, and scoring uploads must be completed. The college examination officer is in charge of managing the entire examination process under the principal's supervision. When handling examinations, the highest levels of





secrecy and confidentiality must be maintained, and work must be carried out carefully and attentively.

**Library:**

More e-learning opportunities are available in the institution library for the benefit of academicians and students. The library information systems are used by the institution to monitor book transactions, including entry, issues, return, and return. The library has been outfitted to encourage original writing among students and faculty, and a policy has been put in place to refresh the e-learning resources on a yearly basis for the benefit of learners.

The Principal is entitled to decide what is reasonable and designate personnel to execute the policy.

