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## Geethanjali College of Pharmacy

Approved by AICTE, PCI New Delhi, Permanently Affiliated to JNTUH  
Cheeryal (V), Keesara (M), Medchal-Malkajgiri Dist., Telangana State- 501301

15-06-2015

### 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. GCPK has established an excellent E-Governance Document and has been implementing several good E-Governance initiatives 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, governance must be made inclusive, participatory, accountable, and transparent.

#### **Objectives:**

1. Incorporate e-governance into several departments of the organization.
2. To enhance the effectiveness of operations
3. To encourage 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 Ensure easy accessible 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.

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**Website:** The website must be functioning and reflect the operations of the institution, Offers an easy access to information on all activities, changes, and other important information to the visitors. For updating information, maintaining and working of website, the institution needs a service provider and a system administrator.

**Student Admissions:** on Edu is a college admissions portal that is used to handle admissions. Only this portal will be used to manage the number of students applying for each course, withdrawals, and fee submission. The administrative officer updates the site with the students' admission information.

**Accounts:** Tally software is used to keep track of finances and accounting. Appropriate security measures should be adopted to ensure transaction confidentiality. GCPK employs a variety of software tools, including EZ, Focus and on Edu 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. The EZ library Software requires that the library be updated on a regular basis. 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:** GCPK is an affiliated to JNTUH. Hence all examinations are conducted as per the notifications given by JNTUH. Admissions, attendance, exam registrations, hall tickets, and marks uploading will all be completed via JNTUH 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 Edu 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.

  
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