

**JKKMMRF's ANNAI JKK
SAMPOORANI AMMAL
COLLEGE OF PHARMACY.
KOMARAPALAYAM**

**HR
POLICY**




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E-GOVERNANCE POLICY

Utilization of Funds

An annual budget is prepared to ensure optimal utilization of financial resources, based on the estimates received from the departments and functional units of the Institute. The amount is sanctioned by the Managing Committee/ Board of Governors. Monthly Statements are prepared for Income and expenditure. Audit is performed periodically to ensure that the budget is optimally utilized for the purpose it is intended. The resources in the form of facilities and equipment are maintained to ensure optimum performance. Annual maintenance contract is in position for the equipment and software.

Scope

The scope of this policy extends to the following areas:

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

Objectives

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Laptops, Smart boards, Projectors, etc




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Policy

The college implements e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each and every function transparent and accountable. The College decides to make the following policies and procedure.

Website

The website acts as an information Centre which will reflect about the college, all its activities, important notices, courses offered, etc. Training is given to the administrative and teaching staff to make important updates on the website. A Website Committee is constituted and headed by the principal and members from each programme for the administration of the website. The Committee looks after the process of updating, maintain working of the website on a regular basis. The committee will also look for the change that are required on the website.

Student Admission

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the University. The College brings out its brochure which is displayed on the website that has guidelines for the admission process. Student portal will be created through which the students can pay the tuition, mess, bus, and hostel and exam fees. Admission portal is used to manage the admissions in the college. The number of students applying to each course, withdrawals, fee submission, all is managed through this portal only. Students are required to submit a separate application form for taking admission to the college through the link given in the college website.

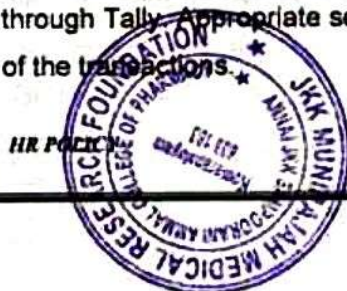
Accounts

The office continues to maintain its account on Tally. The latest version of the software is purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet is generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures are taken for maintaining confidentiality of the transactions.


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Library

The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the faculty and the students. The College continues to subscribe new e-journals/printed version of journals and books regularly. Recommendations are taken from the faculty and students while subscribing to the e-resources. Faculty can apply to get books of different authors for the courses that they are teaching to increase the knowledge database.

- The Circulation module of the software covers all the operations of circulation, right from creating member records to printing of reminders the outstanding books.
- The Database Maintenance module covers all operations of database creation and maintenance. To encourage original writing among students and faculty, the Library is provided with the access to fully automated software for plagiarism check.
- The entry of the student and staff are counted and registered.

Administration

- The regular attendance of all the staff is monitored through the Bio-metric system. Administrative Office uses advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college is made paperless.
- Students are able to obtain maximum services in online mode.
- The college looks into opportunities to automate some of its functions related to administration. Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.
- The activities of students inside the campus and bus are monitored through CCTV.

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- The feedback mechanism is attained through the software and the link is posted in the website the easy access

Examination

The college has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, all the documents related to examination are processed using the software. This package includes student data, courses allotment, course entry, application generation printing, application receipt/student confirmation, Exam hall entry, absentee entry, external mark entry, moderation process, result publishing.

Alumni

In order to strengthen our alumni relationships, a separate alumni page is created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association is consulted for regular updates and database management. The information regarding the Alumni meet will be posted through portal also.

ICT tools Hardware Infrastructure

- The College has adequate number of desktops and laptops for students and staff.
- The Computers and printers are made available in all departments, IQAC cell, office, Library and administrative office.
- Projectors and other multimedia devices are provided in all classrooms, auditorium, seminar halls and laboratories. The infrastructure is complemented by Resograph machine, computer networking devices, scanners and interactive teaching board/smart board etc.
- The department laboratories are equipped with necessary software packages. The College maintains adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like MS Office and Antivirus are purchased and updated regularly. The college provides access to licensed journals from the departments and digital Library.

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