



# RATNAM INSTITUTE OF PHARMACY

(Approved by A.I.C.T.E. & P.C.I., New Delhi, Govt. of A.P., Affiliated to J.N.T. University, Anantapur.  
Recognized u/s 2(f) of the UGC Act 1956, New Delhi)  
An ISO 9001:2015 certified Institution

## E-Governance Policy

### Objectives:

1. To implement E-Governance in various functions.
2. To promote accountability and transparency.
3. To accomplish paperless administration in the institution.
4. Promoting online internal and external communication among the member of the institution.
5. Providing easy access to information.

### Policy:

1. The institution is provided easy and efficient system of e-governance and it is decided to implement e-governance in all activities.
2. The institution have already implemented e-governance in various departments like library, accounts etc., but now we have decided to implement e-governance in some other areas.

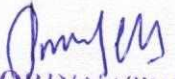
Following areas of e-governance: for appropriate purposes, the policy is divided into various areas of operation. These areas of operation are descriptive and the society deserves right to implement e-governance even in the areas not enlisted herewith.


### Website:

The college website is need to be revamped taking new changes into consideration. The website contains all the college information, activities and important notices, etc., and it made easily available to the beginner.

### Library:

We have an excellent library in the college and we add more e-learning resources for the benefit of the student and faculty. We are using KOHA management of library software at present. It is also updating timely. The newer e-learning resources like journals, etc are indentified as subscribed taking into account the recommendations of the library advisory committee. Recommendations of the faculty and students are taken into consideration while subscribing to these resources. The central library of the college maintains the old examination papers for all branches.

  
COORDINATOR  
IOAC  
Internal Quality Assurance Cell  
RATNAM INSTITUTE OF PHARMACY  
Pidathapolour (V&P), Muthukur (M),  
SPSR Nellore Dist -524 346

  
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## Administration:

The institution strictly follows the organizational chart for effective administration with decentralization practices along with eminent HoD's and academic counsellors is well supported by Wi-Fi networks and communications in the administration happens through e-mails which include policies, rules, regulations, committees, issues, circulars etc., are delivered paperless to the staff and stakeholders. Institution has provided emails to the faculty in the [www.ratnampharma.edu.in](http://www.ratnampharma.edu.in) domain and at the department level, faculty have created a group in social networks for effective communications.

## Finance and Accounts:

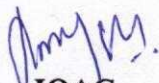
The Tally 9 software is prevalent accounting software. It is used to simplify the complex day-to-day accounts activities. It provides many advantages like maintaining records, accounts, payables, receivables, and cheques. The salary accounts, EPF statements, and medical insurance are well maintained with the e-accounts in the institution. Proper security measures are being taken to maintain the confidentiality of the transactions. Internal and external financial audits are conducted every year which are well maintained by e-payments and e-collections.

## Students Admission and Support :

The institution maintains the student's admission records, Student's approvals, reservation quotas, fee details, scholarships, and registration process. These are made available using e-governance. E-queries and e-suggestions are practiced with the students to collect information for plans and developments. e materials that are made available through the digital library. The college also has e-books, question papers, and staff-published articles in it.

## Examination Cell:

The exam branch has adopted EMS software and e-governance to include all the details of the admitted students and it helps in entering the finalized marks. All the information required by the students relating to their exam dates, exam results, exam fees, hall tickets, and exam notifications is made available online mode. Maximum secrecy and confidentiality are maintained while handling experiments. For the internal examination are e-governance software were for external examination are adopted EMS software.

  
IQAC

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