



JKK MUNIRAJAH INSTITUTE OF HEALTH SCIENCES COLLEGE OF PHARMACY

(Approved by Tamil Nadu Govt. & Pharmacy Council of India - New Delhi, Affiliated to The Tamil Nadu Dr. M.G.R Medical University, Chennai)
Thookanaickenpalayam, Gobichettipalayam (TK), Erode (DT) - 638506, Tamil Nadu.

E GOVERNANCE POLICY



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E GOVERNANCE POLICY

E-Governance policy, also known as electronic governance policy, aims to improve the college's governance structure for its growth by utilizing innovative new technologies. It aims to minimize the manual efforts and improve the communication, creating a transparent, paperless and automated data system.

Scope:

The scope of the policy extends to the following areas

- General administration
- Student admission
- Examination
- Library
- Accounts

Objectives:

The objectives of the policy are as follows

- To achieve and create a paperless environment in the college.
- To promote transparency and accountability in all the functions of the college.
- To make the campus Wi-Fi enabled.
- To achieve efficiency in our functioning.
- To implement E-Governance in all the functioning units of the institute.
- To increase transparent and effective systems for handling data.

Policies:

The implementation of E-Governance should cover all the functioning units of the institute, including administration, examination, students, library, finance and accounting, admissions and the teaching-learning process, among others.

The policy aims to have complete, transparent and well documented data.

Website:

In general, the college website <https://www.jkkmihsdp.org/> will act as an information center for the stakeholders and it will reflect the activities carried out inside the college. Therefore, the policy is to disseminate all the details on the website, such as all departmental activities, important notices, courses offered and syllabus etc.

Principal

JKK Munirajah Institute of Health Sciences
College of Pharmacy, T.N.Palayam,
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To fulfil this purpose, the policy calls for a separate system administrator whose role is to make the regular updates and to maintain the website.

Student Admission:

A policy has been established to ensure an open and transparent strategy for the admission process, with a focus on providing clear information about admission inquiries and details, on the institute's website. To further enhance the dissemination of information, the institute has made its brochure available on the website. It is important to note that students are expected to submit a distinct online application form for admission as part of this policy.

Accounts:

A policy has been implemented to ensure that the JKK Munirajah Institute of Health Sciences College of Pharmacy consistently maintains its financial accounts using Tally software. The advanced features of Tally help the staff to maintain financial records effectively. Profit and loss statements, as well as balance sheets, are generated through this software only. Furthermore, all the analysis reports are also generated through Tally.

Library:

The library uses Koha software in order to track the book issue history and all transactions. The library portal shows the updated information on volumes, titles, e-books and journals. Additionally, the library portal provides access to past external question papers of programs. The policy has been established to update the e-learning resources regularly every year for the benefits of learners, The library has also been equipped to promote original writing among students and faculty.

Administration:

A policy has been implemented to have automated attendance for the staffs. Therefore, a biometric attendance management software will to be used. The policy also calls for the use of advanced Excel and file management systems to maintain an effective database. Efforts have been made to create a paperless administrative office. The college campus is equipped with CCTV cameras installed at various locations as needed. An ERP software has been implemented to generate students' details.

Examination:

All internal examinations are managed using Google Sheets. Faculties will enter the student attendance and internal examination marks periodically.

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SECRETARY
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