



# **A.M.REDDY MEMORIAL COLLEGE OF PHARMACY**

(Appr. by AICTE & PCI New Delhi; Reg. by Govt. of Andhra Pradesh, Affil. to Acharya Nagarjuna University)

Mastan Reddy Nagar, Petturivaripalem (Po.), Narasaraopet (Mdl.), Guntur (Dt.) – 522601, AP, India

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## **E-GOVERNANCE POLICY**

**AMRMCP has established an E-Governance Document and has been implementing several good E – Governance initiatives to sustain and make as one of the country's institutes of excellence among the higher education institutions.**

### **OBJECTIVES:**

1. To put into practice E-governance in diverse functions.
2. To uphold accountability and transparency.
3. To accomplish paperless administration in the institution.
4. Promoting online internal and external communication among the members of the institution.
5. Providing easy access to information.

### **POLICY:**

E- Governance Policy is implemented in the following areas:

1. Administration
2. Finance and accounts
3. Student admission and support
4. Examination

E-Governance must be followed in order to create an honest and effective governance system within the institution.

### **WEBSITE:**

The college website needs to be revamped taking new changes into consideration. The website contains all the college information, activities and important notices etc. and it is made easy 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 students and faculty. The newer e-learning resources like journals etc are identified and subscribed. Recommendations of the faculty and the students are taken into consideration while subscribing to other resources. The central library of the college maintains the old examination papers for all branches.



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## **ADMINISTRATION:**

The institution strictly follows the organisational chart for effective administration with decentralization practices along with eminent HOD's, and academic counsellors. The institution is well supported by Wi-Fi networks and the 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.

## **FINANCE AND ACCOUNTS:**

The Tally9 software is very popular accounting Software. It is used to simplify the complex day to day accounts activities. It provides many advantages like maintaining records, managing accounts, payables, receivables, and cheques. The salary accounts, EPF statements, medical insurances are well maintained with the e-accounts in the institution. Proper security measures are being taken for maintaining confidentiality of the transactions. AMRMCP employs variety of software tools, including LOTUS to manage finances.

## **STUDENT 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 future plans and developments. E-learning facility is made available to students for the academic performances.

## **EXAMINATION CELL:**

Exam branch has adopted LOTUS software to include all the details of the admitted students and it helps in entering the finalised marks. All the information required by the students relating to their exam dates, exam results, exam fees, hall tickets and exam notifications are made available online mode. Maximum secrecy and confidentiality are maintained while handling examinations.

  
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