



# GIET SCHOOL OF PHARMACY

(SRI KOUNDINYA EDUCATIONAL SOCIETY)

(Affiliated to Andhra University, Approved by AICTE & PCI)

NH-16, Chaitanya Knowledge City, **RAJAMAHENDRAVARAM** - 533 296. E.G.District., (A.P.)

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## E-GOVERNANCE

An educational institution must have a Good E-Governance Policy, Good Governance Document, and Good Governance Initiatives to get recognized nationally and internationally. To sustain and to make its mark as one of the Institutes of Excellence among the HEIS of the country, the institute has developed a good E-Governance Document and has been implementing many good E-Governance initiatives. Governance is made inclusive, participatory, accountable and transparent for the smooth functioning of the system, E-governance facilitates transparency, participation, provides speedy information, propagation, improves administrative efficiency and public services in all aspects of education.

### Objectives:

- ❖ To implement e-governance in several aspects of the institution
- ❖ To promote transparency and accountability
- ❖ To achieve paperless office administration
- ❖ To facilitate online internal and external communication among the various units of the institution
- ❖ To make information readily available



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**Policy:**

In order to deliver honest and efficient governance system within the institution e-governance must be followed in the following areas:

The plan is divided under diverse heads of service for ease of use. The operational areas are illustrative, and the organization reserves the right to include e-governance in areas not specified hereunder.

**Website:**

The website must be functional and serve as a reflection of the institutional operations, with information about all activities, updates, and other important information readily accessible to visitors. The institution must have a service provider and web designer, in addition a faculty member who manages IT affairs and a System Administrator will be in charge of website management.

**Student Admissions:**

The institution encourages online fee payments and Punjab National Bank is associated with the institution for the purpose.

**Accounts:**

Current personnel must be qualified and online financial transactions are to be made after taking appropriate security measures.

**Administration:**

To provide a hassle-free, convenient, and cost-effective process, majority of the administration must be handled with the help of ICT-based technology. Internal communication with employees and students is to be done through WhatsApp Student Groups.



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### **Library:**

The institution has a rich library with more e-learning opportunities for the good of teachers and students. Similarly, newer e-learning materials, journals, must be subscribed to basing on the Library Committee's recommendations.

### **Examination:**

Examinations will be conducted in jumbling centre as per Andhra university rules & regulations. The College Examination Chief Superintendent Officer is responsible for overseeing the entire examination process and while conducting examinations, utmost secrecy and confidentiality shall be upheld, and work must be performed with great care and attentiveness.



**PRINCIPAL**

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