



# V. V. INSTITUTE OF PHARMACEUTICAL SCIENCES

Seshadri Rao Knowledge Village, GUDLAVALLERU - 521 356, Krishna District, A.P.

(Approved by AICTE & PCI, New Delhi and Affiliated to JNTUK, Kakinada)

Sponsored by A.A.N.M. & V.V.R.S.R. Educational Society

Phone : 08674-274649, Fax : 08674-274441

E-mail : venkatadripharmacy@gmail.com, Website : www.vvipsgudlavalleru.ac.in

## e-GOVERNANCE POLICY

In order to maintain and elevate VVIPS to the status of one of the top institutions in India when compared to other institutions globally, it has produced an e-governance document and has been putting several e-governance projects into practice.

### OBJECTIVES

- To implement e-governance in many contexts
- To uphold accountability and Transparency
- To achieve paperless administration throughout the institution
- To fostering internal and external communications between institution members both offline and online.
- To make information accessible to everyone.

### POLICY

The following are some areas where e-governance policy is used:

1. Administration
2. Finance and accounts
3. Students and supports
4. Examination

To establish a trustworthy and efficient governance structure within the institution, e-Governance must be used.

### WEBSITE

The college website needs to be updated to reflect the latest developments. The website is user-friendly for newcomers and provides all of the college's information, activities, and notices, among other things.

### LIBRARY

The college has a first-rate library, and we continue to expand our e-learning options for the benefit of both students and faculty. A subscription to the more recent e-learning materials, such as journals, is found. When subscribing to new resources, professors and



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student's recommendations are taken into account. Old test questions for all branches are kept at the college's central library.

## ADMINISTRATION

The institution rigorously adheres to the organizational structure for efficient administration with decentralized procedures and prominent HODS and academic consellers. The institution has strong Wi-Fi network support, and administrative communications, including delivery of rules, policies, regulations, committees, issues, circulars, etc. to personnel and stakeholders, take place via emails.

## FINANCE AND ACCOUNTS

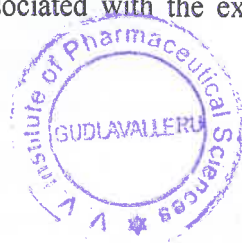
The Tally 9 software is a widely used accounting program. It is employed to simplify the difficult daily tasks. It offers various benefits, including the ability to manage checks and keep track of accounts payable, receivables, and records. The institution's e-accounts are used to maintain the salary accounts, EPF statements, and medical accounts. For the purpose of safeguarding the transactions: confidentiality, appropriate security precautions are being taken. A variety of software tools, including the E-CAP and Experimental pharmacology series are used by VVIPS.

## STUDENT ADMISSION AND SUPPORT

The institution keeps track of student approvals, reservation quotas, and records of admissions. Fee information, financial aid, and registration requirements. When gathering data for upcoming plans and advancements, students practice using E-governance tools like E-questions and E-suggestions. Students have access to an e-learning facility for their academic success.

## EXAMINATION CELL

The examination branch has implemented the E-CAP program, which helps enter the finalized marks and contains all the information about the admitted students. Students have access to all the information they need online regarding the dates of their exams, the rules and regulations of the exams, the costs associated with the exams, the tickets needed for the



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exams, and the notifications associated with the exams. The strictest levels of confidentiality and secrecy are upheld when processing examinations.



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