SIR C.R.REDDY COLLEGE OF PHARMACEUTICAL SCIENCES

(An ISO 9001 : 2015 Certified Instituiton)
(Affiliated to Andhra University, Visakhapatnam; Recognized by Dept.of Technical Education, Govt.of A.P)
(Approved by AICTE & PCI, New Delhi)
Old G.N.T. Road, Santhi Nagar, ELURU-534 007, ELURU DIST., ANDHRA PRADESH

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College Code : CRRP

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E-Governance Policy

"Sir C R Reddy Educational Institutions" aims to adhere E-Governance Policy, striving for paperless operations and promoting an eco-friendly environment.

Objectives of E Governance Policy:

1. To implement E-governance in various functions.

2. To promote accountability and transparency.

3. To reduce paper usage in administration of the institution.

4. Promoting online internal and external communication among the members of the institution.

5. Providing easy access of information.

The institution has provided easy and efficient system of e-governance and it is decided to implement e-governance in various departments like library, accounts, etc.

The implementation of E-governance in various departments is as follows:

Website:

The website contains all the college information, activities and important notices, etc. and it is made easily available to the staff and students.

Library:

Our college boasts an excellent library, continually enhancing its resources with additional e-learning materials to cater to the needs of both students and faculty. Currently we are using College Management Software. We are using **Ex- Pharm** software for Pharmacology simulation studies, **Micromeritics** software for Pharm D and **J-Gate** for digital referencing purpose in our college library. The latest e- journals were subscribed by taking into account the recommendations of the library advisory committee. The input and suggestions provided by both faculty members and students are considered when subscribing to these electronic resources.

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Administration:

The Institution strictly follows the organization hierarchy for effective administration with decentralization practices along with eminent HOD's. The institution is strongly backed by Wi-Fi networks, facilitating paperless communication within the administration. Messages containing policies, rules, regulations, committees, issues, circulars, and more are delivered electronically to staff and stakeholders. Institution has provided social network group for effective communication.

Finance and Accounts:

The **Tally 9** 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. The Internal and External Financial audits are conducted every year which is well maintained by e-accounts with all e-payments and e-collections.

Student Admission and Support:

The institution upholds records pertaining to student admissions, approvals, reservation quotas, fee particulars, scholarships, and registration processes. These records are accessible through College Management Software.

Examination Cell:

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. The confidentiality is highly maintained while handling examinations strictly as per the regulations of the affiliated University norms.

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