E-GOVERNANCE POLICY

Khalsa College of Pharmacy, Amritsar has embraced the concept of e-governance across various facets of its operations, encompassing student admissions, administrative functions, examination processes, communication within departments, faculty interactions, academic activities, and library services. This strategic shift is aimed at enhancing the overall governance structure of the institution by harnessing the potential of cutting-edge technologies.

Objectives:

1. To enhance management and governance by facilitating the exchange of information and communication among management, faculty, and students, fostering better coordination.

2. To streamline administrative processes, making them systematic, swift, and transparent by promoting information sharing among all stakeholders.

3. To provide essential information about departmental inventories, student demographics, faculty numbers (department-wise), departmental budgets, and other pertinent data for effective management and planning.

4. To facilitate seamless communication between departments and the administrative wing, where all official and unofficial correspondences are conducted through the e-governance system.

5. To offer students easy access to lecture schedules, award lists, holiday information, online lectures, and examination results.

6. To contribute to cost reduction by minimizing stationery and related expenses, with a long-term vision of achieving a paperless administrative setup.

7. To minimize data redundancy and inconsistency.

8. To enable online internal and external communication between various entities within the institution.

9. To ensure the security and confidentiality of data.

Policy

Khalsa College of Pharmacy, Amritsar has introduced an e-governance policy encompassing the efficient administration of the college, student admissions, examination processes, accounts and finances, inventory management, hostel management, departmental operations, academics, placements, management information systems, and stakeholder engagement.

Administration

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- Establishment of a centralized e-governance office within the administrative block, staffed with two full-time employees responsible for information uploads.

- Creation of e-governance cells within each department, led by a designated faculty member responsible for e-governance initiatives, equipped with a computer system and Wi-Fi internet access.

- Continuous uploads of departmental inventory, student enrollment data, budget information, future expansion plans, and e-lectures for students.

- Training programs for all faculty and staff members, both teaching and non-teaching, to familiarize them with e-governance tools and services.

- Provision of e-governance accounts to all employees, facilitating information sharing with the administration or students, including details about salary, increments, leave, and related matters.

Accounts and Finance

- Implementation of accounting software for efficient financial record management, including profit and loss statements, balance sheets, and analysis reports.

- Stringent security measures to safeguard transactional confidentiality.

- Introduction of a Payroll Management module in E-Governance software, automating salary calculations, generating salary slips, and facilitating salary transfers to bank accounts.

- Transition to online payment methods such as NEFT, RTGS, and bank transfers.

Inventory

- Utilization of the Inventory module of E-Governance software by departments to record purchases of consumable and non-consumable products.

- Mandatory upload of all bills to maintain accurate stock records, with annual verification processes.

Library

- Provision of access to library books, e-resources, and e-journals for all users through e-library module.

e-Lectures

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- Provision of accessing and downloading all the lectures delivered by the respective subject teachershas been provided to all the registered students.

Student Admission

- Implementation of an open and transparent admission process, offering comprehensive information on courses, admission criteria, course contents, admission procedures, and fee structures to students and parents through the College Prospectus available on the college website.

- Development of an online admission portal for remote student access.

- Provision of online admission forms.

- Issuance of e-governance user IDs to students for accessing information such as e-lectures, fee details, lecture schedules, and award lists.

Examination

- Currently we are adhering to the e-governance policy of the University for examination processes.

- Adoption of an online system for uploading student results, internal assessment data, and e-transcripts.

- Students can view their total internal assessment marks at the end of each semester and report any discrepancies to university through student enquiry portal.

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