DEVAKI AMMA MEMORIAL COLLEGE OF PHARMACY

Chelembra, PO. Pulliparamba, Malappuram Dt., Kerala - 673634.
Phone: 0483-2891623, Fax: 2891623, E mail: devakiammapharmacycollege@gmail.com
Approved by Pharmacy Council of India, New Delhi and Affiliated to Kerala University of Health Sciences, Thrissur

E-GOVERNANCE POLICY

E-governance is the integration of Information and Communication Technology (ICT) in all the working processes of the system. It aims to minimize the manual efforts and improve the communication, create transparent system, and to be cost and time effective.

Scope:

The scope of the policy extends to the following areas

- General administration
- Student admission
- Examination
- Library
- Accounts and Finance

Objectives:

- Implementation of E-Governance in all the functioning units of the institute.
- To make campus Wi-Fi enabled
- To monitor all the activities of the college
- To make the paper free campus
- E-Governance will provide simpler, transparent, and effective system to handle the data in one roof

Policies:

The implementation of E-Governance should be for all the functioning units of the institute like administration, examination, student and staff attendance, library, finance and accounting, admissions and teaching-learning processes etc. The main aim of the policy is to have a complete, transparent and well documented data.

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Website:

In general, college website www.devakiammamemorial.org will act as an information centre for the stake holders and it will reflect the activities carried out inside the college. So policy is to disseminate all the details in the website like all the departmental activities, important notice, course offered etc.

Student Admission:

Policy is made to have an open and transparent strategy for the admission process so the admission enquiry and the admission details provided in the institute website. Further to streamline the dissemination process, the institute displayed its brochure on the website. An admission portal in the college website will have all relevant details like number of students applying to each course. Policy has been taken that the students are required to submit an online application form for admission.

Finance and Accounts:

The college uses Tally softwarefor E-governance and transparent functioning of finance and accounts team in the college. This helps to increase the efficiency of staff towards the accuracy in financial transactions. The administrative office maintains the reports and books of accounts generated from the software which helps in auditing procedure.

Library:

Library uses Book Magic software in order to track book issue history and all book transactions. Individual profiles are stored and all transaction history and over due of book issue can be seen. List and number of copies of all library books can be stored and access easily.

Administration:

The administration of the college functions with E-governance system at college level. The college uses the modules like student attendance, academic performance, lesson plan covered, faculty attendance report of Meshilogic software for administrative purposes. The college campus is equipped with CCTV cameras installed at various places of need. College staff members use smartphones with

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inbuilt social app like Whatsapp and Gmail to communicate. Whatsapp group helps to provide brief notices of any events to be happened in college. The policy also has enabled the biometric attendance for faculties. All teaching faculties needed to submit monthly reports through the Meshilogic software.

Examination:

All internal examinations are managed by Meshilogic software. Faculties will enter the student attendance and internal examination marks periodically. Both the students and parents can view their internal assessment marks and can report discrepancies if any.

Planning and Development:

The institute uses ICTin the process of the planning of college-events, activities and academics through personal e-mails and whatsapp. The college uses Meshilogic softwarefor planning and developing lesson plan, individual student performance and students feedback. Important notices, reports and communication are also circulated via e-mails and whatsapp to the faculty as well as students. To achieve the target of paperless communication and processes, it has started using Google facilities like Google Form, Google Sheet and Google Drive.

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