KASHI INSTITUTE OF PHARMACY

Managed by: JAIN EDUCATION SOCIETY

E-mail: info@kashiit.ac.in. Website: www.kashiip.ac.in 📞 1800-123-321-123

E-GOVERNANCE POLICY

Kashi Institute of Pharmacy has an e-governance policy, with the goal of implementing it in the institution's numerous activities, transactions, and services to improve efficiency, transparency, and accountability. This policy will apply to administration, finance, and accounting, student admission, assistance, and examination cell of the institution.

OBJECTIVES

➢ Install an integrated, user-friendly Enterprise Resource Planning (ERP) solution to automate multiple institutional functions.

➢ To establish a simpler and more efficient structure of governance both within and outside the organization.

➢ To promote transparency and accountability in all aspects of the institute.

➢ To establish and create paperless transactions within the institution.

➢ To enable easy and quick access to information.

➢ To make the college's premises Wi-Fi enabled.

➢ To make the classrooms ICT-enabled with smart boards, projectors, etc.

➢ To install ILMS software platform to help and management of library.

➢ To establish payment gate way for submitting students fees.

SCOPE

E-Governance Policy of the institution extends to the areas of:

1. Administration
2. Accounts & Finance
3. Student Admissions & Support System
4. Examination
5. Academics
6. Website
7. Library

KASHI INSTITUTE OF PHARMACY

Managed by: JAIN EDUCATION SOCIETY

E-mail: info@kashiit.ac.in. Website: **www.kashiip.ac.in** 1800-123-321-123

ACTION PLAN AREA OF IMPLEMENTATION

ADMINISTRATION:

1. Important announcements about administrative matters that affect students and staff are posted on **ERP** and shared via Whatsapp groups and emails.

2. College has subscription of **G-Suite** that facilitates teachers and administrative staff to reach students to collect and share information through Google form, Google Sheet, Google Drive.

3. **Wi-Fi** facility in the campus.

4. **ERP**: The College Administration has been equipped with ERP software used for storing and easy access of particulars of the admitted students.

5. Administrative office staff helps students in filling admission form and scholarship forms on online portal.

6. **CCTV:** Superb surveillance of the college campus, encompassing areas such as hallways, labs, libraries, and canteens, enables the administration to keep a close eye on any disciplinary matters.

FINANCE & ACCOUNTS

1. The institution's accounting is done using Tally and ERP software.

2. All payments and transactions will be processed online.

3. Purchase the most recent software versions.

4. Make use of tools to build a balance sheet.

5. Run all of the analyses through Tally software.

6. Implement the necessary security measures to ensure transaction confidentiality.

7. Provide regular training on current software versions to both new and existing employees.

STUDENTS ADMISSION SUPPORT

1. The institution provides an out its brochure, which is presented online and includes admissions procedure criteria.

2. An admissions portal is used to manage admissions at the college.

EXAMINATION: The examination related activities include:

1. Facility of downloading and issuing Hall tickets.

2. Payment of examination fees through online.

3. Storing and maintaining Exam related data of the college.

4. Notification regarding examination rule and regulation time table etc. sent via WhatsApp and institute ERP.

Website: Regularly updates and maintains the website, which is managed by the website administrator.

Library: The library uses ILMS software to automate data administration