MNR COLLEGE OF PHARMACY

e- GOVERNANCE POLICY

MNR COLLEGE OF PHARMACY

{Approved by PCI, New Delhi & Affiliated to Osmania University, Hyderabad}
V: Fasalwadi, Dist.: Sangareddy -502294 (T.S)
Phone: 08455-230690, 08500056663
www.mnrindia.org; email: p.mnrcop@mnrindia.org

MNR COLLEGE OF PHARMACY (MNRCOP) e-GOVERNANCE

MNRCOP e- Governance policy extends to the below listed areas:

- General Administration
- Student Admission
- Stakeholder welfare
- Examinations and Results
- Library Management
- Accounts and Finance Management
- IT Management
- e-Waste Management
- e-Learning resources.

OBJECTIVE:

1. To manage various activities of institute in a simple and efficient manner using Information Communication Technology (ICT).
2. To provide easy and efficient way of tracking various activities in a user-friendly manner.
3. To provide transparency and accountability in all the functions of the college.
4. To achieve and create an eco-friendly and paperless environment.
5. To provide easy and quick access to information
6. To make campus Wi-Fi enabled for easy communication of all stake holders.
7. To make classrooms ICT enabled having desktops, laptops, smartboards, projectors etc for ease and effective teaching-learning process.
8. To establish automation in Library
9. To achieve teaching learning process goals by using to understand software for patient database management

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POLICY:

Web site:

The website acts as a ready source of information reflecting all college activities, important notices, courses offered etc. for this purpose an exclusive, web designer has been appointed by the MNRCOP. A website committee has been formed for the administration of the college website and updates the website on regular basis including live notifications.

1. General Administration:

Teaching and non-Teaching staff administration is managed through KEKA Attendance management software. It provides record for attendance, and in conjunction with Tally software used for pay roll and Salary disbursal services. It generates monthly and annual reports. Student attendance in the college premises is managed through eSSL software. Recently for the administrative activity purpose iCloud software also subscribed.

2. Student admission:

College prospectus which is displayed on the website has all guidelines for admission process. An open and transparent strategy for student admission process is in place using admission portal of Telangana State Council for Higher Education regulations.

3. Stakeholder welfare:

The College is maintaining adequate configuration servers to allow fast transmission of data to the various computers for better work environment for staff and students. Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus are purchased and updated regularly to ensure the protection against any cyber malpractices. For the convenience of the parents and students the online fees payment option is provided. Zoom/ Microsoft teams' platform is provided for networking interaction between alumni, students and the staff.

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4. Examinations and Results:

Though online exam is not the approved method of evaluation by Osmania University, it had to allow online internal exams owing to continued COVID-19 pandemic. In this regard MNRCOP managed online exams through conduct exam software which is based on MCQs.

Osmania University used TS online software to resolve the exam grievances and online exam related activities.

5. Library Management:

MNRCOP maintains a huge well-stacked library. The library inventories including books, journals and their purchases as well as weeding were all managed through SOUL software initially and is being upgraded to fully automated ILMS software DELNET and then recently to DelPlus. The DelPlus has an easy-to-use graphical user interface, multilingual search options and export facility for most reports. It also has inbuilt database maintenance module for database creation and maintenance. Library also provides access for plagiarism check to all students and teachers through anti-bureau plagiarism check software Drill Bitt.
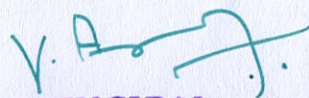
6. Accounts & Finance Management:

The management of MNRCOP accounts is done by using Tally ERP 9 software which gets frequently updated. Tally software generates balance sheets for every month as well as annually which aids in financial audits. It also has inbuilt security for maintaining confidentiality. Apart from student fee management Tally ERP 9 software is used for managing dispersal of the salary to the bank accounts (via NEFT, RTGS, Bank transfer etc.) based on inputs of work attendance from KEKA Payroll management system. The software installed is automatically calculating the salary and generating salary slip. Salary deductions for TDS, PF and other allowances are also managed by this system.

7. IT Management:
Hardware Infrastructure:
The college arranges computers, printers, desktops and laptops for staff and also for students. The lecture hall, auditorium, seminar rooms, laboratories and board room have multimedia devices like projectors. The class rooms have smart boards and other audio-visual aids.
Software Infrastructure:

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The college has Wi-Fi and internet facilities to allow fast transmission of data to various computers.

Office automation packages for desktops and laptops like open office, MS office and antivirus is updated regularly.

8. e-Waste Management:

MNR Educational Trust adopts a waste management strategy that is designed to maximize participation. A successful recycling program is operated with an infrastructure for on-site collection that is free and accessible. On-campus accessibility maximizes collections and foster widespread organizational support.

9. e-Learning Resources:

The college provides access to all standard Econometrics, Statistical, computational and scientific typesetting packages. For ecofriendly pharmacological experimental learning Ex pharma software is available and for maintaining patient database Clinirex software is in practice for Pharm D students. For better understanding of mechanism of action of drugs, working of instruments you tube videos are made available to the students.

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