



College Code: 1706

RBVRR WOMEN'S COLLEGE OF PHARMACY

3-4-343, Barkathpura, Hyderabad - 500 027 (T.S), India

Office: +91 40-27563065, Mobile: +91 9848930555

(Approved by PCI & Affiliated to Osmania University)

Recognized under Section 2(f) of the UGC Act 1956

EAMCET Code: RBVW PGCET Code: RBVW1

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e - Governance Policy

Vision: The vision of e-governance policy in the college is to bring out transparency in the administration, financials and various general, academic activities with minimal paperwork so as to protect trees wherever feasible.

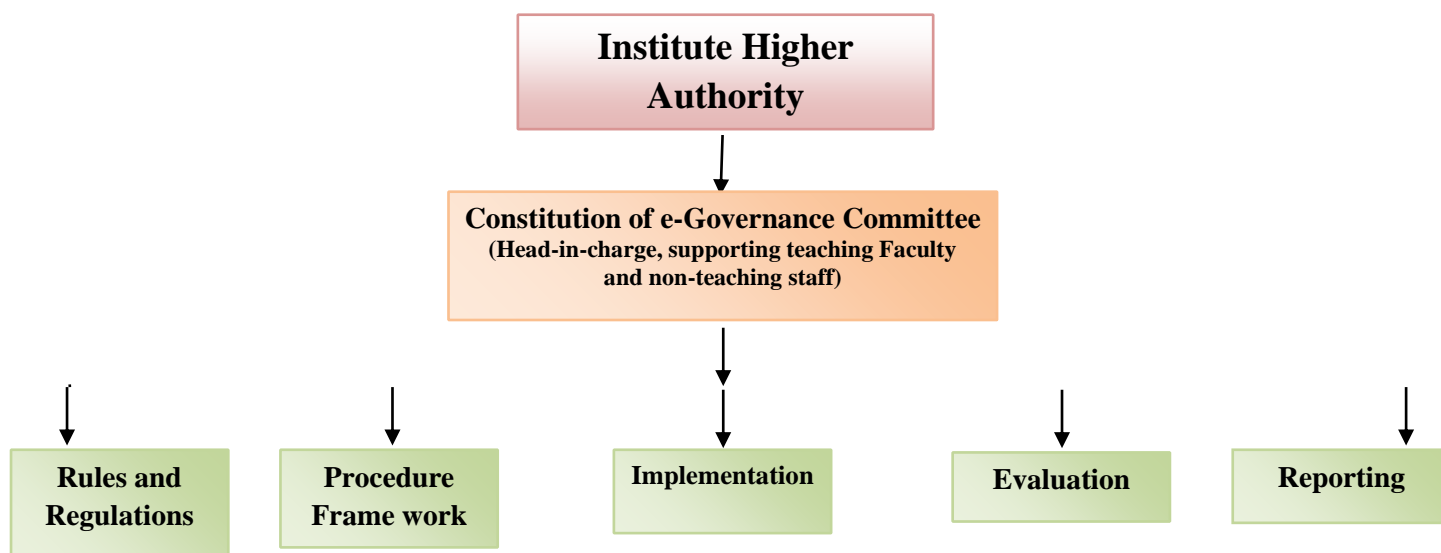
Mission: To achieve the vision, the mission of the college is to constitute a committee, frame the rules and regulations, implement, monitor, update and report at periodic intervals.

Constitution of the e-Governance committee: The committee is constituted by the college administrative higher authority for a period of one year or as decided. The committee consists of a head (in-charge), various supporting (2 or 3) teaching faculty and non-teaching staff.

Work areas of the e-Governance Committee:

1. College Administration
2. Financial and Accounts
3. Student admissions and support
4. Examinations

Layout of e-Governance Framework:



M. S. Kanth

PRINCIPAL

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With the advent of COVID-19, in majority of the aspects, the institute has effectively initiated, procured resources/tools, implemented, started monitoring and is in regular process of evaluating, updating and reporting subject matters that are relating to e-governance.

1. **Rules and Regulations:** Even though the institute has various prior activities, effective e-governance implementation in 2020 is on a fast pace. The framework of the rules and regulations include

- i. Majority of the communications with parents, faculty, students, stakeholders is by electronic based i.e., notices, timetables, whatsapp, emails, google form assignments, google form feedbacks, google sheets etc.
- ii. Communications as notices among students/parents/among faculty to be effectively implemented using electronic versions. (ex: whatsapp, email, google forms, google sheets, google class, google form feed backs)
- iii. At regular time intervals, as decided, especially end of semesters/year, outgoing batch, during/after meetings, as the situation demands necessary feedbacks are to be made.
- iv. Relating to general college or academic administration, especially purchase communications are made by electronic means such as emails and a backup copy in electronic form as well as in paper form (especially for inspection purpose) are made.
- v. Necessary teaching faculty are appointed for monitoring, reviewing the e-governance process, evaluation, and updating.
- vi. At periodic intervals, as decided, reports are generated with appropriate analysis for better interpretations.

2. Procedure Framework:

- i. Standard formats of college prospectus, admission applications, questionnaires, feedback forms, purchase and procurement letters are made with appropriate incoming and out-going registers indicating, date, subject, to whom sent, from whom received are maintained either of the communications are in hardcopy (necessary) or electronic formats.
- ii. All the forms relating to e-governance, especially relating to student feedback, indirect assessments, alumni feedback forms, parent feedback forms are drafted, approved and used.
- iii. Necessary procurement quotations, comparison of quotations, sending communications to stakeholders, collecting the information and analyzing are done at periodic intervals as decided.
- iv. Based on the purpose and the time intervals, a necessary reporting mechanism is established and reports are submitted to the higher authority.

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- v. The drafted and implemented procedures have to be periodically reviewed and necessary changes in the procedures, if any for up gradation in terms of versions, have to be maintained.

3. Implementation:

Once the procedures are established, upon approval by the authority, the procedures are implemented for various said activities.

4. Evaluation:

- i. The various letters, forms developed are evaluated and used.
- ii. During the implementation, after implementation at periodic intervals the procedures and feedback are evaluated.

5. Reporting:

Based on the necessity and established timelines, the corresponding reports are generated and submitted to the higher authority

Nature of Activities relating to e-governance:

1. College Administration (both general and academic administration):

- i. Student Communications
- ii. Fresh admissions
- iii. Student attendance
- iv. Procurements (library books, chemicals, furniture, equipment's, instruments, others, miscellaneous etc.,)
- v. Academics activities (assignments, slip tests, feedbacks, quiz, virtual laboratory experiments-especially during COVID-19, mid examinations-if any etc)

2. Financial and Accounts:

Salaries, procurements, conducting activities etc., and their financial transactions that are done.

3. Student Admission Support:

Prospectus, application form, provision of enquiry from outsiders reflecting to college email etc., are to be provided both in electronic and hard copy versions.

4. Examinations: Slip test, quiz, assignments, mid examinations (only COVID-19) etc., are to be planned using electronic versions.

If necessary, all the procedures established are to be periodically reviewed, modified and updated as and when required

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