SS INSTITUTE OF PHARMACY

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Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
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and The Directorate of Medical Education, Chennai.

HR POLICY

PRINCIPAL.
SS INSTITUTE OF PHARMACY.
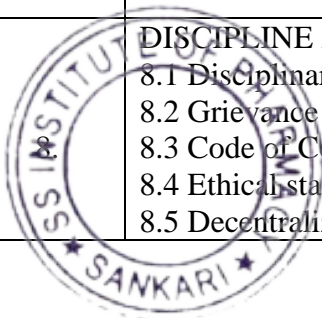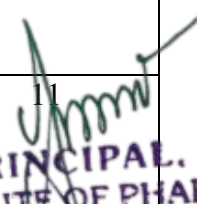KUPPANUR (PO), SANKARI (TK).
SALEM -637301

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11. E-GOVERNANCE POLICY

The use of information and communication technology (ICT) by an organization to provide and facilitate necessary services information exchange. communication transactions, and integration of disparate standalone systems and services can be ret-erred to as electronic governance or e-governance. This results in the creation of an automated, transparent, and paperless data system

OBJECTIVE

- E-Governance will provide simpler, transparent and effective system to handle data in one roof.
- To make the paper free campus
- To make campus Wi-Fi enabled.
- To have ICT enabled Classrooms to establish a fully automated library
- To monitor all the activities of the college

Policies

The implementation of e-governance should be for all the functioning units of the institute like administration, examination, students, library, Finance & account, admissions, teaching- learning process, etc. the policy is formulated to have complete transparent and well documented data.

Website:

In general, institute website https://ssip.edu.in will act an information center for the stakeholders and it will reflect the activities carried out inside the college. Therefore, it is policy of publish all information on the website ;including circulars ,departmental activities important notices etc. for this purpose policy is made to have a separate system administrator whose role is to make the regular updates and to maintain the website

Finance and Accounts:

The cash basis of accounting is used to maintain the College's accounts. Details are kept up to date digitally, and fees are gathered. The student's account profile and receipt records are updated on a regular basis. The software generates daily reports on cash collection and payments, which are periodically entered into the cash book and posted to different ledgers. Every semester, the program is used to reconcile the class wise report of fees to be collected with the actual fees received. The system also maintains staff salaries.

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