CHALAPATHI INSTITUTE OF PHARMACEUTICAL SCIENCES
(Autonomous)
Accredited by **NAAC** with **"A"** Grade
Chalapathi Nagar, Lam, Guntur

e – Governance

1. Planning and Development

Many activities of the institution related to implementation and documentation were made easy by the adaptation of technical support through ICT devices and various kinds of software.

- Teaching staff are encouraged to conduct Quizzes through online using "Quizizz" and mock tests for competitive examinations like GPAT are organized in software like "classmarker".
- The Institution possesses quality research equipment operated through software, the teaching and non-teaching staff are demonstrated to handle them easily as per SOPs.
- The non-teaching staff is also encouraged by training them with basics of computers.
- The teaching also enriched by using PowerPoint presentations which are prepared well advanced before the commencement of semester and uploaded in institutional website to have an ease of access for the staff and students.
- The institute also performs consultancy services and the results are forwarded to client through e services (Mail) as requested.
- During the pandemic (Covid-19), the classes for all programmes were conducted using
- Online (ZOOM/Google meet) platform and every official communication is done through Whatsapp groups.
- The International and National online events like conferences, workshops and other webinars were organized by providing Youtube live streaming where all the students of all programmes, stakeholders and other public can view it in institute's Youtube Channel.
- The flyers and other brochures for the events are made in Power Point and Adobe Photoshop.
- To bring interest and enthusiasm in students, the online activities like crossword puzzles, anagrams, word search and quizzes are conducted.
- The events planned as well as organized in the institute are timely posted in various social networking platforms like Facebook, LinkedIn also in institutional website.
- The activities of the institution are saved in advance and documented using "TEAM UP" software and can have a chance to access by all from anywhere.
- The library of the institution employs NewGenLIb software.
- Central stores maintains all purchases through M.S. Excel platform.

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2. Administration

- The attendance of the students is recorded using biometric system with the help of Vidyawaan database which is directly connected to UIDAI. Also the parents can access their ward's attendance at administration, during their visit for Parent-Teacher meet.
- The administration of the institute also communicates the attendance of students through SMS; also convey the recent updates, festival wishes and holiday information to all the stakeholders through the same SMS services.
- In the aspects of security, the CCTV is installed in classrooms, corridors of academic blocks, laboratories and corridors of boys and girls hostels. The same is under the continuous surveillance of the head of the institution.
- To invite feedbacks on the area of teaching, course outcomes, faculty and other grievances, the access links are provided in the institutional website. The IQAC collects feedbacks through same channel and takes necessary action as required.
- The institute also possesses e – notice board which displays latest updates of the events and important announcements.
- The student scholarships are operated using Jnanabhumi, which is a smart portal for integrated delivery of services relating to education and scholarships.
- Library of the institute has its own sub-domain maintained by the library committee members. The library portal shows the updated information of the volumes, titles, e books and journals. Also the library portal provides access to past external question papers of all programmes.
- Similarly Alumni also maintain a sub-domain where all the events of alumni are recorded and displayed. Alumni association of the institute is also providing "Distinguished Alumni Award" for the students who contributed their best to institution in all means. Also alumnus can give their feedback online using this portal.

3. Finance and Accounts

For ease of maintaining accounts and fee collection, the institution is using Microsoft Excel. The institution is using Tally Software as instructed by the auditor for all means of accounting. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating of the existing software must be done on timely basis. The institute undergoes timely audits with external auditor and the audit reports are uploaded in the institutional website for transparency.

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4. Student Admission and Support

- The student enrollment in the institution is above 97% from the past five years, the admission process of the students is very fair and the documentation is done at the level of Microsoft Excel.

- LCD projectors interfaced with computers have been installed in all the lecture halls to undertake computer aided teaching as well as for student presentations.

- The teaching and learning is fully enhanced with online tools during this pandemic. Quizzes, crossword puzzles, word search and anagrams were introduced to the students to improve their interest and enthusiasm.

- The other events like caption writing, story narration, elocution etc., are being organized by the various committees of the institution through online platforms.

- The feedback in various aspects like teaching, review and design of syllabus and course outcomes from students and all stakeholders were collecting through online and the link for the same is provided in institutional website.

- E-Grievance portal powered by vmedulife is established online in the institutional website where the students, parents, faculty and other stakeholders can provide their grievances.

- The academic calendar, syllabus, course outcomes, programme outcomes, programme specific outcomes and programme educational objectives of all programmes are provided in the institutional website for dissemination to the students, staff and public.

- During the pandemic (Covid-19), the classes for all programmes were conducted using Online (ZOOM) platform and every official communication is done through Whatsapp groups.

- Valued added courses, skill development programmes and certificate courses are being organized by the institute through online, also health days (International Yoga Day, World Diabetes Day etc.,) are being organized for the students in association with Sri Ram Chandra Mission, Guntur, A.P.

- Students are encouraged to provide health awareness to the society through digital platform making educational and awareness videos on various diseases and causes.

- Students are encouraged to participate in online MOOCS supported by affiliated university and SWAYAM platform.

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5. Examination

Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done with utmost care and caution. Controller of Examinations is the person with effective working team supervises the entire process of examination under the guidance of the head of the institution.

- The institute accorded autonomous status by UGC, the examination is scheduled as per the planned academic calendar and the same will be displayed in the examination portal.
- To display the updates regarding examination, the examination cell maintains a separate portal which is linked to institutional website.
- The students of all programmes can also view their results in the examination portal.
- Students can provide their queries and feedback to the examinational cell online through the same examination portal.
- The examination cell activities of the institute is operated using software adapted from S.S Solutions, Guntur, Andhra Pradesh.
- All the operations like generation of hall tickets, results, printing of marks sheets, study certificate, transfer certificate, creating QR Code on the mark sheet, managing student database are carried in the examination cell through online using the software SS solutions.
- All answer books are printed with barcode system, therefore biased adjudication shall be avoided.

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