



C B C P

CHILKUR BALAJI COLLEGE OF PHARMACY

(Approved by AICTE, New Delhi, Govt of Telangana & Affiliated to JNT University, Hyderabad)
R.V.S. Nagar, Aziz Nagar (Post), Molnabad Road, Near: T.S.Police Academy
HYDERABAD - 500 075.

Criteria 6- Governance, Leadership and Management

Key Indicator 6.2- Strategy Development and Deployment

6.2.3 - Implementation of e-governance in areas of operation

DVV Query

Kindly provide 1) Institutional expenditure statements for the heads of E- governance implementation reflected in the audited statement. 2)ERP Document 3)Screen shots of user interfaces of each module reflecting the name of the HEI.4) Annual e-governance report approved by Governing Council. 5) Policy document on e- governance.

DVV Response

The required documents are attached below.

| S.NO | Contents |
|------|--|
| 1. | Institutional Expenditure statements for E-governance implementation and Bills |
| 2. | Policy documents |



[Handwritten Signature]
PRINCIPAL
Chilkur Balaji College of Pharmacy
R.V.S. Nagar, Aziz Nagar (Post),
Molnabad Road, Near Police Academy,
HYDERABAD-500 075.

NAME : SRINIVASA EDUCATIONAL ACADEMY - CHITTOOR

CHILKUR BALAJI COLLEGE OF PHARMACY

INCOME AND EXPENDITURE A/C FOR THE YEAR ENDING 31.03.2021

| <u>EXPENDITURE</u> | <u>AMOUNT</u> | <u>INCOME</u> | <u>AMOUNT</u> |
|---|-----------------------|----------------------|-----------------------|
| To Admission & Promosation expenses | 0.00 | By PMS Tuition Fee | 85,36,800.00 |
| To Advertisment expenses | 0.00 | By Special Fee | 0.00 |
| To Bank Charges | 0.00 | By Tuition Fee | 92,85,600.00 |
| To Books & Periodicals | 4,30,756.00 | By Interest received | 0.00 |
| To Bus Fee | 0.00 | By Other Incomes | 0.00 |
| To Canteen expenses | 0.00 | | |
| To College Maintenance | 5,13,832.00 | | |
| To ESI Payments | 0.00 | | |
| To Exam fee | 0.00 | | |
| To Inspection & Affection fee | 6,02,890.00 | | |
| To Internet Bill | 0.00 | | |
| To Lab Equipments & Chemical expens | 4,30,756.00 | | |
| To Legal & Consulting charges | 0.00 | | |
| To Miscellaneous expenses | 12,10,921.00 | | |
| To Olive Hospital | 0.00 | | |
| To Penalty Charges | 0.00 | | |
| To Printing & Stationery | 0.00 | | |
| To Property tax to Grampanchayat | 0.00 | | |
| To Repairs & Maintenance | 4,20,716.00 | | |
| To Salaries | 1,34,59,000.00 | | |
| To TA & DA | 3,22,485.00 | | |
| To Depreciation | 431044.00 | | |
| To Excess of Income over expenditure | 0.00 | | |
| | <u>1,78,22,400.00</u> | | <u>1,78,22,400.00</u> |

For SSVM & Co.,
Chartered Accountants

(A. ENKATASIVA NAIDU)
Partner
{Hwo:02563



K.C.
PRINCIPAL
Chilkur Baraji College of Pharmacy
R.V.S. Nagar, Azil Nagar (Post),
Moinabad Road, Near Police Academy,
HYDERABAD-500 075

NAME : SRINIVASA EDUCATIONAL ACADEMY - CHITTOOR

CHILKUR BALAJI COLLEGE OF PHARMACY

BALANCE SHEET AS ON 31.03.2021

| <u>LIABILITIES</u> | | <u>AMOUNT</u> | <u>ASSETS</u> | | <u>AMOUNT</u> |
|---|----------------|-----------------------|----------------------------|--|-----------------------|
| Corpus Fund | | | Fixed Assets (S-II) | | 14,54,547.00 |
| Opening Balance | 1,47,61,248.00 | | Branch / Divisions (S-III) | | 1,47,14,785.50 |
| Add: Excess of Income over expenditure | <u>0.00</u> | 1,47,61,248.00 | Cash at Bank | | 2,41,248.50 |
| Unsecured Loans (S-I) | | -34,96,880.50 | Cash in hand | | 18,47,547.50 |
| | | <u>1,82,58,128.50</u> | | | <u>1,82,58,128.50</u> |

For SSVM & Co.,
Chartered Accountants
(A. ENKATASIVA NAIDU)
Partner
(Hwo:02563)


PRINCIPAL
Chilkur Balaji College of Pharmacy
R.V.S. Nagar, Azil Nagar (Post),
Moinabad Road, Near Police Academy
HYDERABAD-500 075



NAME : SRINIVASA EDUCATIONAL ACADEMY - CHITTOOR

YEAR ENDING : 31.03.2021

UNSECURED LOANS (SCHEDULE : I)

Chilkur Balaji College of Pharmacy
RVS

Debit

Credit

34,96,880.50

34,96,880.50

BRANCH / DIVISIONS (SCHEDULE - III)

CBIT - HYD
RVS Hospital
RVSIMS
SEA-CTR
SEA-HYD
SRKM
SVCET

21,15,784.50
6,42,000.00
21,45,874.00

1,45,14,245.00

1,28,47,471.00


1,32,400.00
2,14,580.00

2,73,61,716.00

52,50,638.50

2,21,11,077.50




PRINCIPAL
Chilkur Balaji College of Pharmacy
R.V.S. Nagar, Azir Nagar (Post),
Moinabad Road, Near Police Academy
HYDERABAD-500 075

NAME : SRINIVASA EDUCATIONAL ACADEMY - CHITTOOR

YEAR ENDING : 31.03.2021

FIXED ASSETS (SCHEDULE : II)

| | <u>Opening</u> <u>Balance</u> | <u>Add: Additions</u> | | <u>Total</u> | <u>Rate</u> <u>gj</u> <u>Dep.,</u> | <u>Less.,</u> <u>Depreciation</u> | <u>Closing</u> <u>Balance</u> |
|---|----------------------------------|-------------------------------------|-------------------------------------|---------------------|--|--------------------------------------|----------------------------------|
| | | <u>More than</u> <u>180 Days</u> | <u>Less than</u> <u>180 Days</u> | | | | |
| <u>Chilkur Balaji College of Pharmacy</u> | | | | | | | |
| Equipment | 14,24,154.00 | | | 14,24,154.00 | 15% | 2,13,623.10 | 12,10,530.90 |
| Furniture | 1,02,475.00 | | | 1,02,475.00 | 10% | 10,247.50 | 92,227.50 |
| Library Books | 1,15,783.00 | | 26,547.00 | 1,15,783.00 | 15% | 43,914.45 | 98,415.55 |
| Printer | 15,847.00 | | | 15,847.00 | 15% | 2,377.05 | 13,469.95 |
| | <u>16,58,259.00</u> | <u>0.00</u> | <u>26,547.00</u> | <u>16,58,259.00</u> | | <u>2,70,162.10</u> | <u>14,14,643.90</u> |



M. Ch
PRINCIPAL
Chilkur Balaji College of Pharmacy
R.V.S. Nagar, Ash Nagar (Post),
Moinabad Road, Near Police Academy
HYDERABAD-500 075

NAME : SRINIVASA EDUCATIONAL ACADEMY - CHITTOOR

CHILKUR BALAJI COLLEGE OF PHARMACY

INCOME AND EXPENDITURE A/C FOR THE YEAR ENDING 31.03.2020

| <u>EXPENDITURE</u> | <u>AMOUNT</u> | <u>INCOME</u> | <u>AMOUNT</u> |
|---|----------------|----------------------|----------------|
| To Admission & Promosation expenses | 2,35,500.00 | By PMS Tuition Fee | 87,43,000.00 |
| To Advertisment expenses | 27,542.00 | By Special Fee | 0.00 |
| To Bank Charges | 3,684.00 | By Tuition Fee | 86,65,000.00 |
| To Books & Periodicals | 1,58,453.00 | By Interest received | 0.00 |
| To Bus Fee | 85,442.00 | By Other Incomes | 0.00 |
| To Canteen expenses | 8,325.00 | | |
| To College Maintenance | 8,56,976.00 | | |
| To ESI Payments | 2,80,716.00 | | |
| To Exam fee | 2,93,153.00 | | |
| To Inspection & Affection fee | 5,54,960.00 | | |
| To Internet Bill | 48,700.00 | | |
| To Lab Equipments & Chemical expens | 3,85,356.00 | | |
| To Legal & Consulting charges | 0.00 | | |
| To Miscellaneous expenses | 94,640.00 | | |
| To Olive Hospital | 0.00 | | |
| To Penalty Charges | 50,000.00 | | |
| To Printing & Stationery | ,59,452.00 | | |
| To Property tax to Grampanchayat | 98,671.00 | | |
| To Repairs & Maintenance | 4,78,794.00 | | |
| To Salaries | 1,18,05,700.00 | | |
| To TA & DA | 3,68,907.00 | | |
| | | | |
| To Depreciation | 6,64,388.00 | | |
| | | | |
| To Excess of Income over expenditure | 7,48,641.00 | | |
| | | | |
| | 1,74,08,000.00 | | 1,66,59,359.00 |



PRINCIPAL

Chilkur Balaji College of Pharmacy
R.V.S. Nagar, Azir Nagar (Post),
Moinahad Road, Near Police Academy,
HYDERABAD-500 075

For SSVM & Co.,
Chartered Accountants

(A. ENKATASIVA NAIDU)
Partner
{Hwo:02563

NAME : SRINIVASA EDUCATIONAL ACADEMY - CHITTOOR

YEAR ENDING : 31.03.2020

UNSECURED LOANS (SCHEDULE : I)

| | <u>Debit</u> | <u>Credit</u> |
|---|--------------------|---------------|
| <u>Chilkur Balaji College of Pharmacy</u> | | |
| RVS | 6,74,629.50 | |
| | <u>6,74,629.50</u> | |

BRANCH / DIVISIONS (SCHEDULE - III)

| | | |
|--------------|-----------------------|---------------------|
| CBIT - HYD | | 18,14,871.50 |
| RVS Hospital | | 5,48,000.00 |
| RVSIMS | | 13,54,543.00 |
| SEA-CTR | 1,34,47,124.00 | |
| SEA-HYD | 1,78,26,457.00 | |
| SRKM | | 1,45,000.00 |
| SVCET | | 2,41,000.00 |
| | <u>3,12,73,581.00</u> | <u>41,03,414.50</u> |
| | <u>2,71,70,167.50</u> | |



M.C.
PRINCIPAL

Chilkur Balaji College of Pharmacy
R.V.S. Nagar, Azil Nagar (Post),
Moinabad Road, Near Police Academy,
HYDERABAD-500 075


NAME : SRINIVASA EDUCATIONAL ACADEMY - CHITTOOR

CHILKUR BALAJI COLLEGE OF PHARMACY

BALANCE SHEET AS ON 31.03.2020

| LIABILITIES | AMOUNT | ASSETS | AMOUNT |
|---|--------------------|----------------------------|-----------------------|
| Corpus Fund | | Fixed Assets (S-II) | 11,31,236.00 |
| Opening Balance | 2,24,57,414.00 | Branch / Divisions (S-III) | 1,98,57,461.50 |
| Add: Excess of Income over expenditure | <u>7,48,641.00</u> | Cash at Bank | 1,21,214.50 |
| Unsecured Loans (S-I) | | Cash in hand | 14,21,514.50 |
| | 2,25,31,426.50 | | <u>2,25,31,426.50</u> |

For **SSVM & Co.,**
Chartered Accountants
(A. ENKATASIVA NAIDU)
Partner
(Hwo:02563)


PRINCIPAL
Chilkur Balaji College of Pharmacy
R.V.S. Nagar, Azil Nagar (Post),
Moinabad Road, Near Police Academy
HYDERABAD-500 075



NAME : SRINIVASA EDUCATIONAL ACADEMY - CHITTOOR

YEAR ENDING : 31.03.2020

FIXED ASSETS (SCHEDULE : II)

| | <u>Opening Balance</u> | <u>Add: Additions</u> | | <u>Total</u> | <u>Rate %</u> | <u>Less, Depreciation</u> | <u>Closing Balance</u> |
|---|----------------------------|-------------------------------|-------------------------------|---------------------|-------------------|-------------------------------|----------------------------|
| | | <u>More than 180 Days</u> | <u>Less than 180 Days</u> | | | | |
| <u>Chilkur Balaji College of Pharmacy</u> | | | | | | | |
| Equipment | 12,47,453.00 | | | 12,47,453.00 | 15% | 1,87,117.00 | 10,60,336.00 |
| Furniture | 1,04,478.00 | | | 1,04,478.00 | 10% | 10,447.00 | 94,031.00 |
| Library Books | 1,14,659.00 | | 36,242.00 | 1,50,901.00 | 15% | 22,635.15 | 1,28,265.85 |
| Printer | 21,547.00 | | | 21,547.00 | 15% | 3,232.05 | 18,314.95 |
| | <u>14,88,137.00</u> | 0.00 | <u>36,242.00</u> | <u>15,24,379.00</u> | | <u>2,23,431.20</u> | <u>13,00,947.80</u> |



H.C.
PRINCIPAL
Chilkur Balaji College of Pharmacy
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Moinabad Road, Near Police Academy,
HYDERABAD-500 075

NAME : SRINIVASA EDUCATIONAL ACADEMY - CHITTOOR

CHILKUR BALAJI COLLEGE OF PHARMACY

INCOME AND EXPENDITURE A/C FOR THE YEAR ENDING 31.03.2019

| EXPENDITURE | AMOUNT | INCOME | AMOUNT |
|--------------------------------------|-----------------------|----------------------|-----------------------|
| To Admission & Promosation expenses | 2,00,000.00 | By PMS Tuition Fee | 91,19,000.00 |
| To Advertisment expenses | 31,498.00 | By Special Fee | 2,62,558.00 |
| To Bank Charges | 2,479.00 | By Tullion Fee | 1,51,72,900.00 |
| To Books & Periodicals | 51,420.00 | By Interest received | 5,299.00 |
| To Bus Fee | 5,38,100.00 | By Other Incomes | 12,580.00 |
| To Canteen expenses | 5,792.00 | | |
| To College Maintenance | 10,03,059.00 | | |
| To ESI Payments | 2,80,716.00 | | |
| To Exam fee | 2,13,700.00 | | |
| To Inspection & Affection fee | 5,42,605.00 | | |
| To Internet Bill | 38,000.00 | | |
| To Lab Equipments & Chemical expens | 2,25,051.00 | | |
| To Legal & Consulting charges | 3,12,500.00 | | |
| To Miscellaneous expenses | 84,540.00 | | |
| To Olive Hospital | 7,50,000.00 | | |
| To Penalty Charges | 2,00,000.00 | | |
| To Printing & Stationery | 21,043.00 | | |
| To Property tax to Grampanchayat | 98,671.00 | | |
| To Repairs & Maintenance | 2,000.00 | | |
| To Salaries | 1,29,45,306.00 | | |
| To TA & DA | 1,60,910.00 | | |
| To Depreciation | 3,03,494.00 | | |
| To Excess of Income over expenditure | 65,61,453.00 | | |
| | 2,45,72,337.00 | | 2,45,72,337.00 |

For SSVM & Co.,
Chartered Accountants

(A. VENKATASIVA NAIDU)
Partner
M.No: 025631



PRINCIPAL
Chilkur Balaji College of Pharmacy
R.V.S. Nagar, Azil Nagar (Post),
Moinabad Road, Near Police Academy,
HYDERABAD-500 075

NAME : SRINIVASA EDUCATIONAL ACADEMY - CHITTOOR

YEAR ENDING : 31.03.2019

FIXED ASSETS (SCHEDULE : II)

| | <u>Opening Balance</u> | <u>Add: Additions</u> | | <u>Total</u> | <u>Rate of Dep.</u> | <u>Less, of Depreciation</u> | <u>Closing Balance</u> |
|---|----------------------------|-------------------------------|-------------------------------|---------------------|-----------------------------|--------------------------------------|----------------------------|
| | | <u>More than 180 Days</u> | <u>Less than 180 Days</u> | | | | |
| <u>Chilkur Balaji College of Pharmacy</u> | | | | | | | |
| Equipment | 15,69,673.00 | | | 15,69,673.00 | 15% | 2,35,451.00 | 13,34,222.00 |
| Furniture | 1,13,679.00 | | | 1,13,679.00 | 10% | 11,368.00 | 1,02,311.00 |
| Library Books | 3,22,419.00 | | 46,892.00 | 3,69,311.00 | 15% | 51,880.00 | 3,17,431.00 |
| Printer | 31,967.00 | | | 31,967.00 | 15% | 4,795.00 | 27,172.00 |
| | <u>20,37,738.00</u> | <u>0.00</u> | <u>46,892.00</u> | <u>20,84,630.00</u> | | <u>3,03,494.00</u> | <u>17,81,136.00</u> |



N. O.
PRINCIPAL
Chilkur Balaji College of Pharmacy
R.V.S. Nagar, Anaparthi Nagar (Post),
Wornabad Road, Near Police Academy,
HYDERABAD-500 075

NAME : SRINIVASA EDUCATIONAL ACADEMY - CHITTOOR

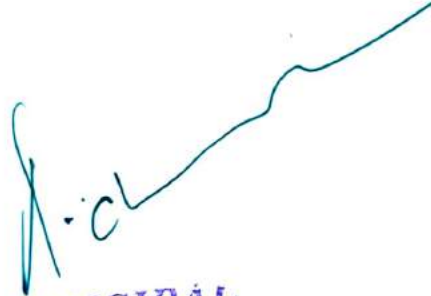
YEAR ENDING : 31.03.2019

UNSECURED LOANS (SCHEDULE : I)

| | <u>Debit</u> | <u>Credit</u> |
|---|--------------------|---------------|
| <u>Chilkur Balaji College of Pharmacy</u> | | |
| RVS | 5,33,000.00 | |
| | <u>5,33,000.00</u> | |

BRANCH / DIVISIONS (SCHEDULE - III)

| | | |
|--------------|-----------------------|---------------------|
| CBIT - HYD | | 20,74,491.50 |
| RVS Hospital | | 6,50,000.00 |
| RVSIMS | | 15,74,533.00 |
| SEA-CTR | 1,85,49,061.00 | |
| SEA-HYD | 1,79,18,137.00 | |
| SRKM | | 1,75,000.00 |
| SVCET | | 3,50,000.00 |
| | <u>3,44,67,198.00</u> | <u>48,24,024.50</u> |
| | <u>2,96,43,173.50</u> | |


PRINCIPAL
Chilkur Balaji College of Pharmacy
R.V.S. Nagar, Azir Nagar (Post),
Moinabad Road, Near Police Academy,
HYDERABAD-500 075




NAME : SRINIVASA EDUCATIONAL ACADEMY - CHITTOOR

CHILKUR BALAJI COLLEGE OF PHARMACY

BALANCE SHEET AS ON 31.03.2019

| LIABILITIES | AMOUNT | ASSETS | AMOUNT |
|---|-----------------------|----------------------------|-----------------------|
| Corpus Fund | | Fixed Assets (S-II) | 17,81,136.00 |
| Opening Balance | 2,84,40,604.50 | Branch / Divisions (S-III) | 2,96,43,173.50 |
| Add. Excess of Income over expenditure | 65,61,453.00 | Cash at Bank | 2,23,952.50 |
| Unsecured Loans (S-I) | -5,33,000.00 | Cash in hand | 28,20,795.50 |
| | 3,44,69,057.50 | | 3,44,69,057.50 |

For SSVM & Co.,
Chartered Accountants
(A. VENKATASIVA NAIDU)
Partner
M.No: 025631


PRINCIPAL
Chilkur Balaji College of Pharmacy
R.V.S. Nagar, Azir Nagar (Post),
Moinabad Road, Near Police Academy
HYDERABAD-500 075

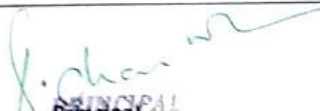


CHILKUR BALAJI COLLEGE OF PHARMACY

R.V.S. Nagar, Aziz Nagar (Post), Moinabad Road, Near T.S. Police Academy, Hyderabad-75.

Audited Statement of Account of last Year 2017-18 (Income & Expenditure Statement for complete year)

| Income | | | Expenditure | | |
|---------|---|-----------------|-------------|--|-----------------|
| Sl. No. | Details | Amount | Sl. No. | Details | Amount |
| 1 | Tuition Fees | 7281709 | 1 | Salary | 10800000 |
| 2 | Other fee/amount collected from students | 0 | 2 | Administrative expenses | 625976 |
| 3 | Grants from Govt. / Private agencies | 0 | 3 | Training and Development | 98000 |
| 4 | Grants / Contribution from other sources (Management) | 0 | 4 | Laboratory consumables | 185356 |
| 5 | Scholarships received | 7362000 | 5 | Library | 85423 |
| 6 | Other income | | 6 | Travel | 168907 |
| | | | 7 | Fees Paid to University/Board/ Government/AICTE/UGC | 274760 |
| | | | 8 | Repairs and Maintenance | 298734 |
| | | | 9 | Scholarships/ Concessions/ Fellowships/ Honorarium etc., awarded/incurred(other than Govt. grants) | 0 |
| | | | 10 | Expenditure of grants received from Govt./ Private agencies | 0 |
| | | | 11 | Depreciation | 484328 |
| | | | 12 | Any other expenditure | 1562225 |
| | Total | 14643709 | | Total | 14643709 |


Principal
 Chilkur Balaji College of Pharmacy
 R.V.S. Nagar, Aziz Nagar (Post)
 Moinabad Road, Near T.S. Police Academy
 Hyderabad-75




For SSVM & Co.,
 Chartered Accountants
 (A VENKATASIVA NAIDU)
 Partner
 M.No: 025834

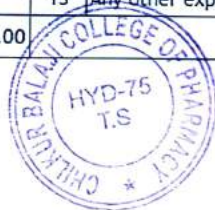
CHILKUR BALAJI COLLEGE OF PHARMACY

R.V.S. Nagar, Aziz Nagar (Post), Moinabad Road, Near : AP Police Academy, Hyderabad- 500 075

Audited Statement of Account of 2016-17(Income & Expenditure Statement for complete year)

| Income | | | Expenditure | | |
|---------|--|---------------------|-------------|---|---------------------|
| Sl. No. | Details | Amount | Sl. No. | Details | Amount |
| 1 | Tuition Fees | 71,76,800.00 | 1 | Salary | 78,49,778.00 |
| 2 | Other fee/amount collected from students | 0.00 | 2 | Administrative expenses/ Advtismnt chanrgs | 90,563.00 |
| 3 | Grants from Govt. / Private agencies | 0.00 | 3 | Training and Development | 0.00 |
| 4 | Interst received | 10,953.00 | 4 | Laboratory consumables | 0.00 |
| 5 | Scholarships received | 25,84,559.00 | 5 | Library/ Electricity charges | 81,987.00 |
| 6 | Other income | 13,300.00 | 6 | Travel | 2,00,000.00 |
| | | | 7 | Fees Paid to University/ Board/ Government/AICTE/UGC | 1,32,375.00 |
| | | | 8 | profesional tax | 32,640.00 |
| | | | 9 | Repairs and Maintenance | 2,38,260.00 |
| | | | 10 | Scholarships/ Concessions/ Fellowships/ Honorarium etc., awarded/incurred(other than Govt. grants)/ESI/ | 2,53,302.00 |
| | | | 11 | Expenditure of grants received from Govt. / Private agencies | 0.00 |
| | | | 12 | Depreciation | 4,24,127.00 |
| | | | 13 | Any other expenditure | 4,82,580.00 |
| | Total | 97,85,612.00 | | Total | 97,85,612.00 |


Principal
 Chilkur Balaji College of Pharmacy
 R.V.S. Nagar, Az. Nagar (Post),
 Moinabad Road, Near Police Academy,
 HYDERABAD, 500 075



For SSVM & Co.,
 Chartered Accountants

Auditor 
(A VENKATASNA NAIDU)
 Partner
 M.No. 024631

E – Governance of Policy

CHILKUR BALAJI COLLEGE OF PHARMACY



Srinivasa Educational society's

Chilkur Balaji College of Pharmacy

R.V.S. Nagar, Aziznagar (Post), Moinabad Road, Near:T.S. Police Academy

HYDERABAD-500075.

POLICY DOCUMENTS

**CBCP**Ph. No. 08413 -202295
Mobile: 9493539631**CHILKUR BALAJI COLLEGE OF PHARMACY**

(Approved by AICTE, New Delhi, Govt of Telangana & Affiliated to JNT University, Hyderabad)
R.V.S. Nagar, Aziz Nagar (Post), Moinabad Road, Near : T.S. Police Academy
HYDERABAD - 500 075.

E-Governance Policy

CHILKUR BALAJI COLLEGE OF PHARMACY

| | Policy Title | E-Governance Policy |
|----|---------------------------------|---|
| | Policy Number | CBCP/2021/01 |
| 1. | Brief Description of the Policy | Details on policy including implementation e-governance in all aspects of functioning like website, General administration , Accounts and Finance, Student admission, Attendance, Academic, Library, Examination, Enterprise resource planning. |
| 2. | Drafted by | Information and Communication Technology (ICT) Committee. |
| 3. | Policy Applies to | All student & faculty members of CBCP |
| 4. | Effective from date | February 2021 |
| 5. | Approved By | Dr. Chandra sekhara Rao Baru |
| 6. | Responsible Authority | Principal |
| 7. | Superseding Authority | Management |
| 8. | Last reviewed / updated | NA |

**PRINCIPAL**

Chilkur Balaji College of Pharmacy
R.V.S. Nagar, Aziz Nagar (Post),
Moinabad Road, Near Police Academy,
HYDERABAD-500 075.

**CBCP**Ph. No. 08413 -202295
Mobile: 9493539631

CHILKUR BALAJI COLLEGE OF PHARMACY

(Approved by AICTE, New Delhi, Govt of Telangana & Affiliated to JNT University, Hyderabad)
R.V.S. Nagar, Aziz Nagar (Post), Moinabad Road, Near : T.S. Police Academy
HYDERABAD - 500 075.

1. Introduction

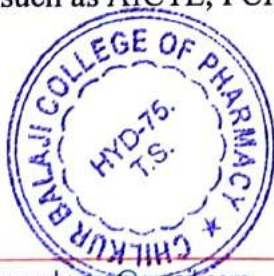
This policy envisions enhancing the governance system for development of the institute by use of information and communication technology (ICT) for providing organizational services, information, communication, integration with organizational & non – organizational entities and exchange of services between organizations to stake holders for accomplishment of good governance.

2. Policy statement

The policy is designed and framed to provide a simpler and efficient system of governance within the institution. The scope of this policy extends to website, General Administration, Accounts and Finance, Student Admission, Attendance, Academic, Library, Examination, Enterprise Resource Planning. The college reserves the right to implement e-governance even in the domains not enlisted herewith.

2.1 Website

- The website of the college needs a makeover considering the new changes in the education system. The website should display following information and should be made available to outsiders.
 - ✓ Information of the college and its vision and Mission statement
 - ✓ Institute staff and their profiles
 - ✓ Approvals and Affiliation to various regulatory bodies
 - ✓ Infrastructure and facilities available.
 - ✓ Admission and admission process, Courses offered
 - ✓ Academic calendar and time table, Student support and activities
 - ✓ Training and Placement, Co-curricular and Extra – Curricular activities.
 - ✓ The achievements of the college and staff
 - ✓ Mandatory disclosures required by various regulatory and accreditation bodies such as AICTE, PCI, and JNTUH.



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- A separate service provider/ web designer can be appointed by the secretary of the society for designing the website.
 - An existing staff should be identified and trained to undertake the responsibility of website administration and updating at the college level.
 - A Website Committee to be formed for the administration of the college website.
 - The committee will look after the process of updating, maintaining and working of the website on a regular basis.
- <https://chilkurbalajipharmacy.com/>

2.2 Administration

- Regulatory authorities' approvals are uploaded on website.
- The academic calendar, class time tables, End – semester and session examination time tables, calendar for Co-curricular and Extra – curricular activities are prepared at the beginning of the academic year and displaced on institute website.
- Different committees are constituted formed for effective academic and administrative functioning and committee details are uploaded on the website.
- As a part of administration upcoming campus drives, New, Events organized and conducted by institute should be displayed regularly through the institute website as well as on social media like Face book, YouTube, Instagram, Twitter, etc.
- Administrative office should use advanced excel and File management system tools to maintain an effective database to provide as hassle free, convenient and smooth process.
- The college will look into opportunities to automate some of its functions related to administration.
- Administrative staff should be provided with adequate training and development to keep them abreast with the new technology.

2.3 Accounts

- For ease of use and transparency in accounts, the account section should use Tally software to maintain financial records, Profit and



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loss, Balance sheets, various analysis reports should be generated through this software.

- Appropriate security measure should be taken for maintaining confidentiality of the transactions.
- The institute accountant maintains the students fees accounts, cheque , invoice, online transductions in the Tally software.
- Training to the existing staff and updating of the existing software must be done regularly.
- The college should use software to automatically calculate the salary, generate salary slips and disperse the salary to the bank accounts. The software must also be able to mage TDS, Provident fund, and Allowances for all staff members.
- Payments should be generally made and received through online mode such as NEFT, RTGS ,Bank Transfers etc. wherever applicable.

2.4. Admissions

- The admission committee should be appointed in the institute and responsible to monitor current admission procedure as per the Director of Technical Education (DTE) Government of Telangana on institutional website.
- The entire B.Pharm, Pharm D and M.pharm admission procedure is transparently carried out by institute admission Reservation Center(ARC) coordinator and under the guidelines of TA &FRC Government of Telangana .
- An admission portal should be used to manage the admissions in the college.
- All the instruction to the candidate and important dates for applying through centralized admission process should be available on the portal.
- The fee structure for all the course should be clear displayed on the portal and fee receipt should be generated electronically.
- The numbers of vacant seats after the government rounds should be informed through the institute website for admission seekers.
- The institute head, admission in-charge are responsible for implementation of this aspect of the policy.



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<https://chilcurbalajipharmacy.com/index.php/admission-2021-22> [https://TS excel /](https://TS excel/)

2.5 Attendance

- Attendance management software should be used by administrative staff and teaching faculty to record and track attendance.
- Attendance management of students to be done using Radio Frequency Identification (RFID) system by using Biometric Attendance System.

2.6 Academics

- College should use learning management system as well as ERP online platform for to students learning material like faculty notes, e-books, PPT, Educational/ informative videos, important web links IDs through which faculty can upload the relevant content in digital repository available on ERP Software.

2.7 Library

- Institute should use Library management software in the ERP For proper handling of books, their assurance and return installed in library.
- The book accession numbers are used against the student name and student number for issuance of book.

2.8 Examination:

- The institute is affiliated to JNTUH. Institute follows and adheres to the examination related rules and regulations lay down by JNTUH.
- The related activities are filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of internal marks. Etc.
- College examination in charge should be appointed for managing all the activities related with the exam.
- The teaching staff should be trained and evaluate answer sheets as prescribed by JNTUH.


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- Institute should be use Google sheets, Google forms and ERP online platform for various exam related activities like preparation of question paper, entry of internal assessment and end semester marks, preparation of Gazette and mark sheets etc.
- Internal marks should be communicated to students via offline / online mode.
- Examination results analysis and top rankers should be displayed on the institute website.


2.9 feed back:

- The Google form platform is used to collect the student feedback regarding faulty for each subject as well as institute.
- In the feedback mechanism student identity remains undisclosed and unbiased.
- The student to faculty feedback is collected through administrative office and institute feedback is collected through class coordinator.

2.10 ERP System

- The college should use enterprise resource planning (ERP) software to integrate e-governance in all aspects from 2.2 to 2.9 which can help organizations to manage their work better and make them easily accessible to all as take holders of the organization.
- A separate service provider can be appointed by the secretary of the society for ERP.
- A committee should be formed that should trained to undertake the responsibility of setting up the ERP System and managing the ERP at college level.
- The college staff and students should be trained to use the ERP




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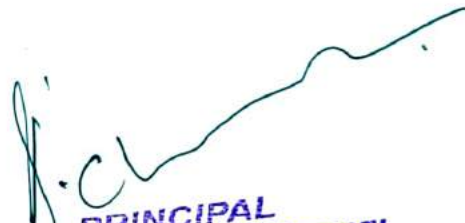
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| APPROVED BY |  |
| | Dr. Chandrasekhara Rao Baru Principal |

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| APPROVED BY |  |
| | Sri Dr. Ravuri Venkataswamy Chairman ,Governing Body, CBCP College of Pharmacy President,Srinivasa Educational Society |




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