Mangalpally, Ibrahimpatnam, R.R. District, PIN-501510
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6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from

Policies, administrative setup, appointment and service rules, procedures, etc.

Governing Body of the college meets biannually in order to discuss various issues related to the development of the college and its academic standards. It includes approval of the strategic plan of the college which sets aim and objectives and identifies the financial, infrastructure and staffing needs of the college. The IQAC, various development committees in consultation with principal take the required decisions through participative work culture model. Detailed plan that takes care of the short term as well as long term goals of the college with execution plan is developed in association with senior faculty members, HOD's, IQAC members. All administrative matters including compliances of various regulatory bodies, establishment, campus maintenance, student admissions, scholarship are handled by the Principal and office administrative staff. Student activities are handled by respective committees. The examinations related work is handled by College Examination In charge (CEI), under the guidance of the principal. Grievance Redressal committees are constituted to provide a mechanism for Redressal of student/staff grievances. As per the guidelines, Women Grievance cell comprising of senior teaching members is also established. The management promotes participative work culture which involves students as well.

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ERP (Enterprise Resource Planning) Document

To use a system of integrated applications to manage and automate all the activities concerning Academic, Administrative, and other tasks in the college. It is done with support from different resources like our own website, university website, state government, and various type of software

Implementation of ERP in Academic Process

 The following areas of the Teaching-Learning process were taken for partial automation. (Staff& Student)

Syllabus, lesson plan, planning of teaching hours, teaching methods and aids, Student database and creation of learning resources)

Student Attendance (Daily attendance, weekly attendance, and master attendance for monitoring the student performance)

Student support activities (internal mark entry, compilation, and conversion of internal marks, log in Email creation, online fee payment, choice of open elective and feedback system, development of student

Staff support activities (creation of database, staff personal/official portal, attendance, MIS staff android app, MIS linked to salary and compensation, leave entry, payroll connectivity, and performance appraisal)

Administrative Area (Admission, Enquiry, Selling/Processing of application, student database, Transfer certificate, Project Bonafide certificates etc.)

Finance area-Accounting and report generation, payroll, online fee payment, mobilization of funds using ERP

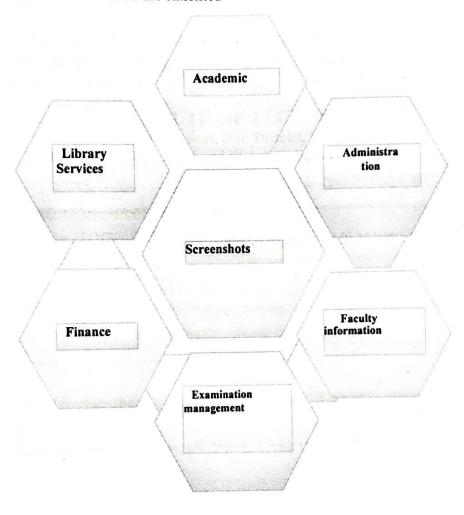
Bharat Institute of technology (Pharmacy)
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Partial Automation of Office and Administration (Generation of various reports, Fee, Exam, Admission, etc.)

ERP Documents and Screenshots are classified





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Academic

Admission	Student Information System	Learning Management
Examination Management	Automated Online Examination- Online Test	Admin Module System Administration
Staff Information	Facility Management	Notice Board - e- Notice / e- Communication e-circular
Student Feedback	Human Resources	Fee Management

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Admission

Temporary Logins for Student Details entry

Institution Brochure and Application Form distribution details

Automated application forms

Automated Reports on admission inquiries

Course Wise Applied List

Course Choice

Admission Register Report

Course Allotment Report-Student Application Information

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Updation /Import of shortlisted Student Data into database along with

Course applied	
Gender Data	
State	
Nationality	
Qualification	
Category (Gen/SC/ST etc.)	
Postal Address	,

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Bharat Institute of Technology (Pharmacy)

Mangalpally (V), Ibrahimpatnam (M),

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Pedagogy (learning Management)

Course, subjects, batches, etc. can be added, edited, removed, etc. as per institutional need
Approved Syllabus is uploaded by each faculty to view and verify online.
Defining Learning pedagogy like CO & LO and mapping of PO with CO is done.
Project and Assignments are assigned by faculty and the same can be intimated to the students.
Date of submission of assignments is defined by the faculty
Evaluation and marks submission is done by faculty
Time tables is prepared & viewed for each elective subject and student group
Event Creation & management.
Lesson Plan is prepared for each subject
Remedial Classes & counseling
Study Materials are circulated for flipping classrooms, during study, post study.

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Examination Management User Login with specific rights:

Generat Applicati download	on form for	Issuance tick with Download	ling option	Enter examattendance		Conduct of Examination
Enter Gr		Generate		Promote a Student		Semester Wise Student Performance
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E-GOVERNANCE POLICY

To be recognized nationally and internationally, every educational institution must have a good E-Governance Policy, a good Governance Document, and good Government initiatives. BIT has established an excellent E-Governance Document and has been implementing several good E- Governance initiatives to maintain and make its mark as one of the country's Institutes of Excellence among the Higher education institutions. For the system to run smoothly, governance must be made inclusive, participatory, accountable and transparent.

Objectives:

- 1. Incorporate e-governance in to several departments of the organization.
- 2. To enhance the effectiveness of the operations.
- 3. To encourage transparency and accountability.
- 4. To minimize the use of paper in office administration.
- 5. To facilitate internal and external communication among the various departments of the institute connected through internet.
- 6. To ensure easily accessible information

Policy:

E-Governance policy is implemented in the following areas

- 1. Planning and development
- 2. Administration
- 3. Finance and Accounts
- Student Admission and Support
- 5. Examination

E-Governance must be followed in order to create an honest and effective governance system within the institution

The website must be functioning and reflect the operations of the institution. Offers an easy access to information on all activities, changes, and other important information to the visitor. For updating information, maintaining and working of website, the institution needs a service provider and a system administrator.

> Bharat Institute of Jechnology (Pharmacy) Mangalpally (V), Ibrahimpatnam (M), R.R. Dist - 501 510. Telangana.



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Accounts:

Tally Gold software is used by BIT (Pharmacy) to keep track of finances and accounting. Appropriate security measures should be adopted to ensure transaction confidentiality. Existing workers must be trained, and existing software must be updated on a regular basis. For financial management, the office will continue to use Tally Gold software.

For the benefit of students, the institution has a large library with more elearning facilities. Teachers and students are also involved. BIT (Pharmacy) uses Delplus, Digital Library, DELNET to gain easy access to library services. In the same vein, newer e-subscriptions to learning materials and journals are required based on the Library Committee's recommendations.

Examinations:

BIT is an affiliated college to JNTUH. Hence all the examinations are conducted as per the notifications given by JNTUH. Admissions, attendance, exam registrations, hall tickets, and marks uploading will be completed via JNTUH website. The college Exam Incharge is responsible for managing the entire examination process under the supervision of the Principal, and while handling examinations, secrecy and confidentiality is maintained and work will be completed with great care and attention.

> Bharat Institute of Technology Mangalpally (W. Ibrahimpatnem (M), R.A. Dist - 501 510. Telangana

Bharat Institute of Technology (Pharmacy) Mangalpally (Y), Ibrahimpatnam (M), R.R. Dist - 501 510. Telangana.





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ERP DOCUMENT

IMPLEMENTATION OF E-GOVERNANCE IN AREAS OF OPERATION

S.No	Areas of e-Governance	Software
1.	Finance and Accounts	Tally Prime Gold
2.	Student Support	Delplus, DELNET,NDL
3.	Examination Work	JNTU Website

1. FINANCE AND ACCOUNTS

Tally Prime Gold is used for finance and accounts. It is used for final accounts purposes, payments, Receipts

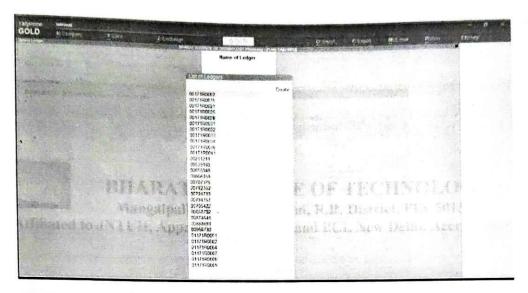
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2. STUDENT SUPPORT

LIBRARY:

Delplus & DELNET are fully featured, scalable library management system used to maintain the record of the library. It stores the data regarding issues and returnsofbooksborrowedbystudentsandfacultymemberswiththerespectivesubmissi ondates, searching titles, journals, and other library reports.

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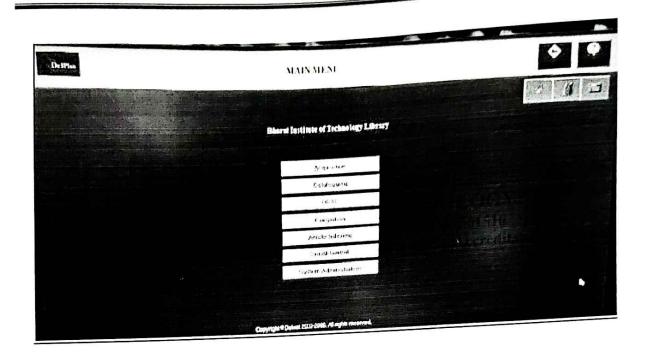
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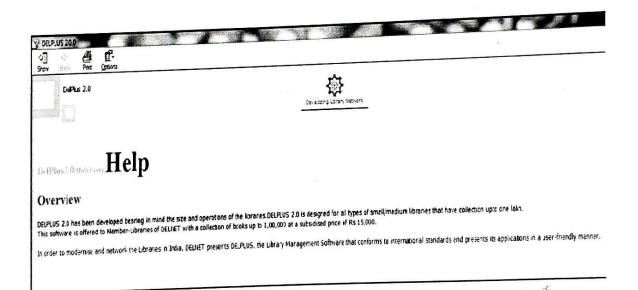
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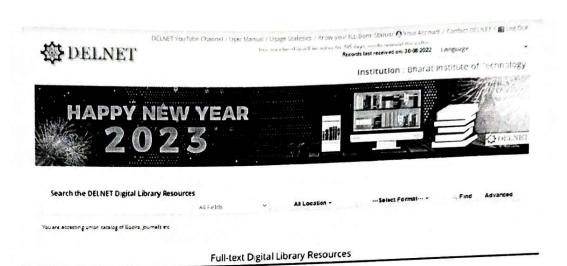
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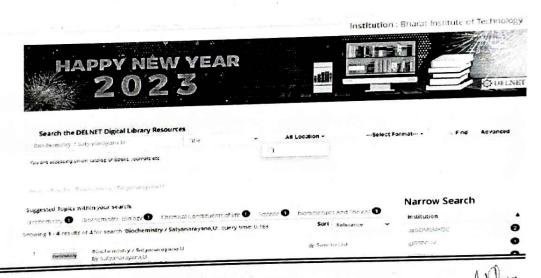
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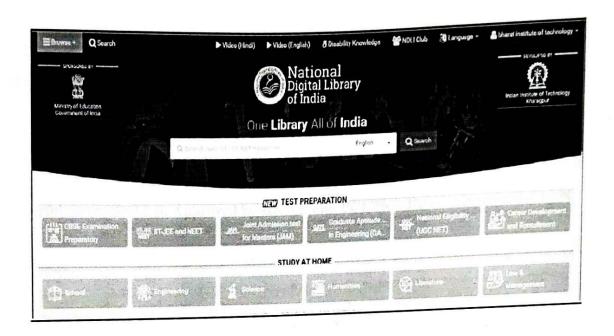
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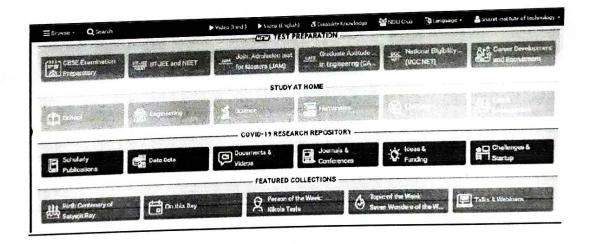
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3. EXAMINATIONWORK

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Jawaharial Nehru Technological University Hyderabad Registrations online

BHARAT INST. OF TECH. PHARMA(17)



Jawaharlal Nehru Technological University Hyderabad Online Registrations

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Bharat Institute of Technology (Pharmacy)

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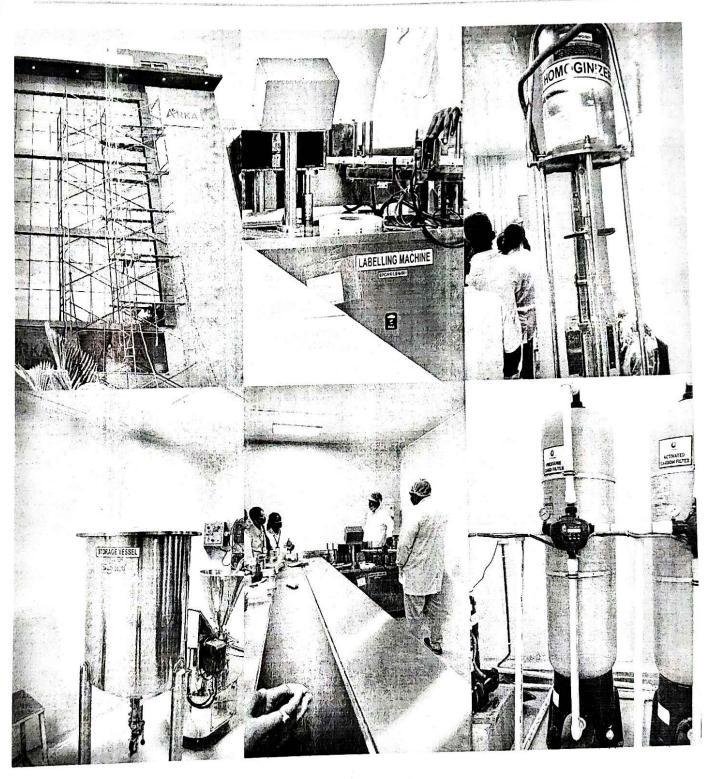
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Bharat Institute of technology (Pharmacy) Mangalpaily (V), Ibrahimpatnam (M), R.R. Dist - 501 510, Telangana.

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Fwd: NDLI Club Application of Bharat Institute Of Technology is Approved.

azka fathima <azkafathima@bitpharmacy.org> To: arifabegum@bitpharmacy.org, principal.bit@biet.ac.in

1 message

Sun, Nov 26, 2023 at 10:54 AM

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ect. NDLI Club Application of Bharat Institute Of Technology is Approved. ka <azkafathima@bitpharmacy.org>, <ndl.support@iitkgp.ac.in> ---- Forwarded message -----pm: NDLI CLUB <ndl.club@iitkgp.ac.in> Fri, 24 Nov 2023, 10:28 am



Dear azka,

As per the request from your institute's NDLI Club, we are pleased to welcome you as a new ClubPresident of

I. Your NDLI Club Registration Number is: INTGNC4PZWXJWHK

II. Your Institute's Unique Passkey is: 9f37f1f7-b740-4844-b5a8-adf6ac58dd7e

III. Club Admin Login Details: All the Club Authorities (Patron, President, Secretary, and Executive Member(s)) can login to the Details, Certificate of Registration, etc. IV. Event Conduction Process: As a NDLI Club, you need to conduct a minimum of 10 logging in, the authorities can view their Club Registration Number, Unique Passkey, Registered Club Members, Club Event reading/ learning/ knowledge related events like Lecture, Quiz, Debate, Storytelling, Book Review, Film Screening, etc. You NDLI Club Admin Panel using the NDLI registered login credentials from here: https://club.ndl.iitkgp.ac.in/admin-login. By can refer the event conduction process document available here: https://drive.google.com/drive/folders/ 1n0onDutkeCyrYKEdpur7dKLr_YGJTH7P The state of the s

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BHARAT INSTITUTE OF ENGINEERING AND TECHNOLOGY Mail - Fwd: NDLI Club Application of Bharat Institute Of Technology is Approved.

V. Next Steps: You are requested to perform the following activities:

- 1. Kindly forward the Unique Passkey to all the faculty members, students, and other staff members of your institute to join NDLI Club as a member by visiting this URL: https://club.ndl.iitkgp.ac.in/sign-up
- document available here: https://drive.google.com/drive/folders/1n0onDutkeCyrYKEdpur7dKLr_YGJTH7P. You are free to One of the Club Authorities must create this event the on the NDLI Club platform as per the event conduction process 2. You should conduct an NDLI User Awareness Session for all the Club members within 30 days of receipt of this email. use customize the presentation as per your requirement from here: https://docs.google.com/presentation/d/ 1ZS3WU3OqQqn8LXFBze3DMNwnmzPGXJvN/edit.
- Registration is valid for one year from the date of approval. Within this one year, you need to conduct a minimum of six institute-level reading/ learning/ knowledge related events and participate in 4 global events being organized by NDLI participants, you will be able to Generate the Certificate of Registration from the admin section. This Certificate of 3. On successful conduction of NDLI user awareness session or any other event with a minimum of 100 registered Club Admin. On satisfactory fulfillment, your NDLI Club membership will be renewed.
 - VI. Reference Materials: You can refer the following refer materials:
- 1. NDLI FAQ: https://drive.google.com/drive/folders/1n0onDutkeCyrYKEdpur7dKLr_YGJTH7P
- 2. NDLI Club Overview Document: https://drive.google.com/file/d/1yeJblkqboBMg2strM6F8JZ2st8c1YAcN/view
- 3. NDLI Club FAQ: https://drive.google.com/file/d/1KV7ire_FscnH--zpBUNDWvQWCl8E9Ed-/view
- 4. NDLI and NDLI Club Overview Session Recording: https://www.youtube.com/watch?v=ecyIPtWtz-U

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5. NDLI Overview Presentation: https://dods.google.com/presentation/d/1ZS3WU3OqQqn8LXFBze3DMNwnmzPGXJvN/edit

To verify your. Club-role, please Click Here. In case of any difficulty in accessing the above link please click on the url below 01UG5xY2pZQ1h3SmdtY1FCSERubmR6cmJVa3o3ajJGRkF5TFIVczZpVXBMY3 https://ndl.iitkgp.ac.in/account/verify/ZGk5NTIaWHJCVGJIR2dOYXVPWFMxcm BQdEF3Uyt1OWpYTTR3ZmUra2c9PQ==



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IIT Kharagpur. For any NDLI Club related support, please write to us at club-support@ndl.gov.in.











This is to certify that "**Bharat Institute Of Technology**" is registered as a NDLI Club under the National Digital Library of India.

Registration Number:

INTGNC4PZWXJWHK

Date Of Registration: 24/11/2023

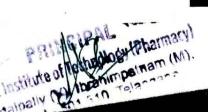
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Dr. Partha Pratim Das

Joint Principal Investigator National Digital Library of India Project Indian Institute of Technology

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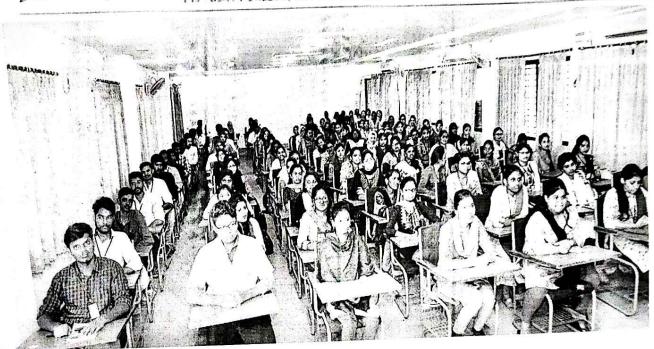
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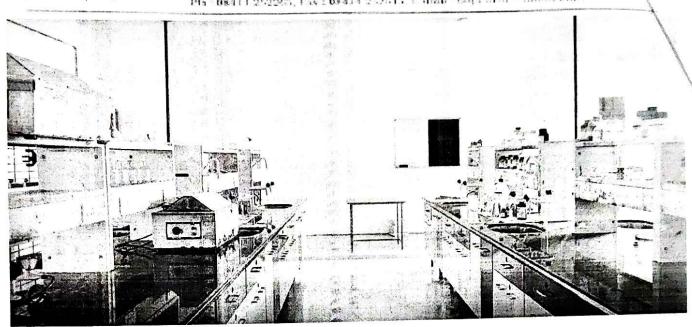




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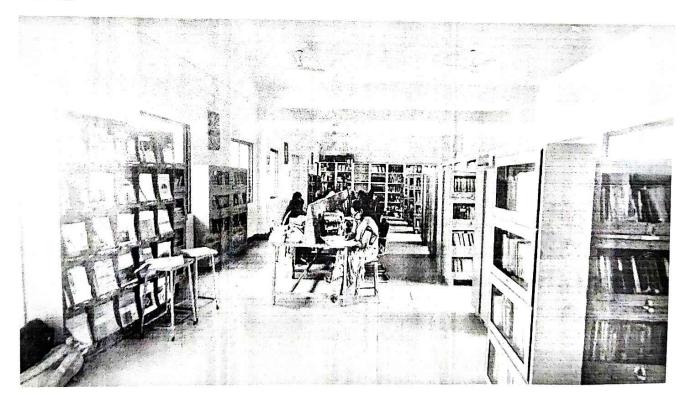
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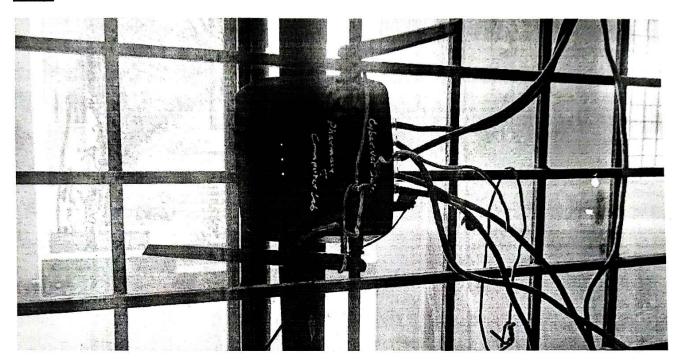


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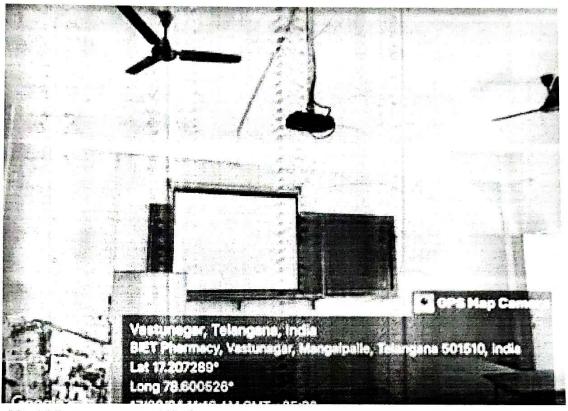
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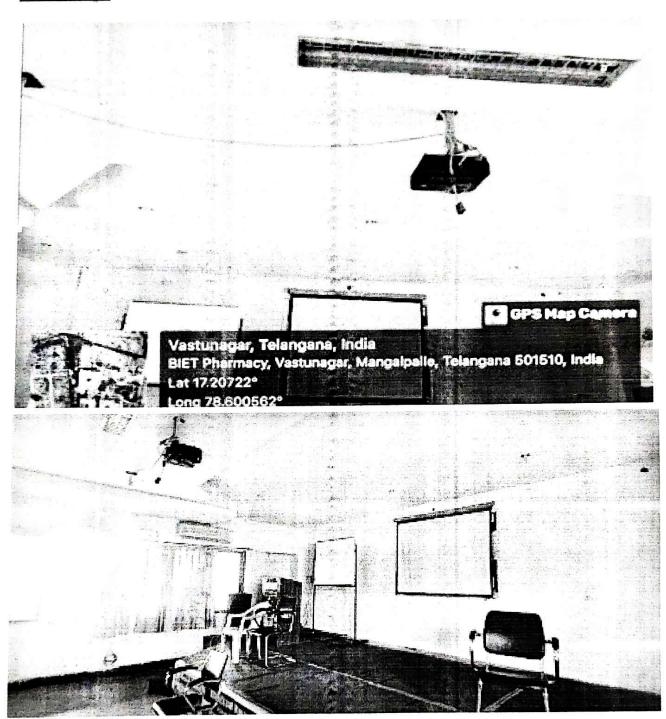


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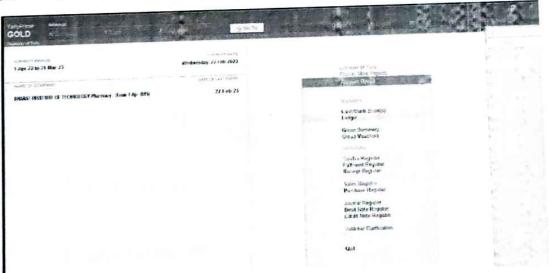
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IMPLEMENTATION OF E-GOVERNANCE IN AREAS OF OPERATION

S. No	Areas of e-Governance	Software	Page no.
3. 110	Finance and Accounts	Tally Prime Gold	1-2
1.		Delplus, DELNET, NDL	2-5
2.	Student Support	•	6
3.	Examination Work	JNTU Website	

1. FINANCE AND ACCOUNTS

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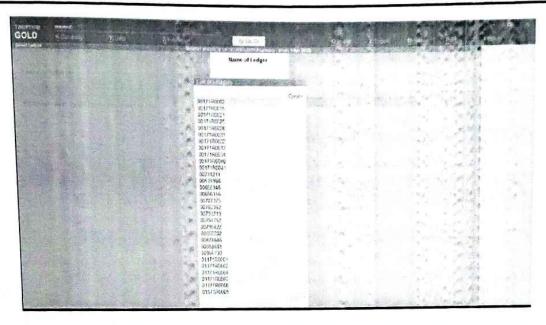




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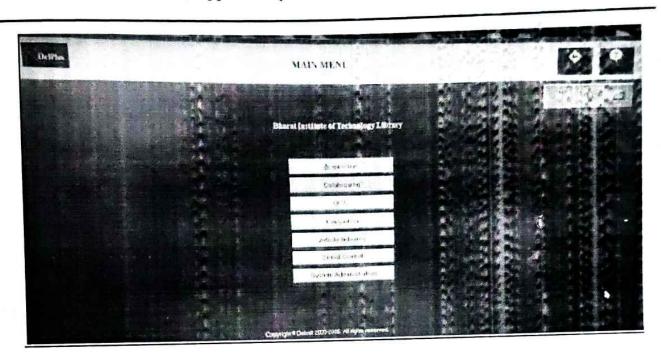
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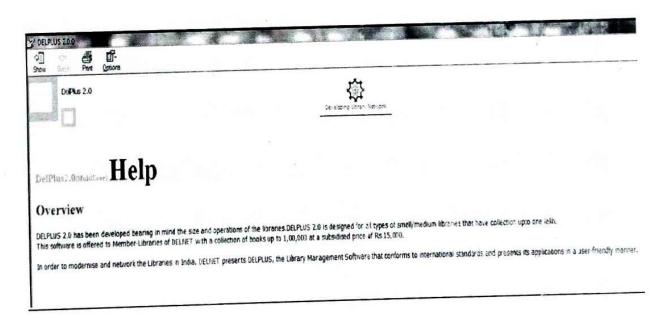
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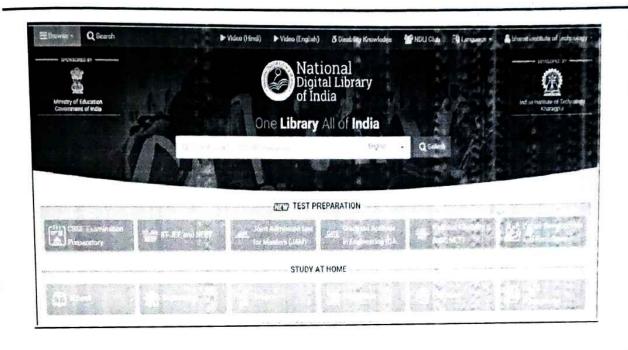


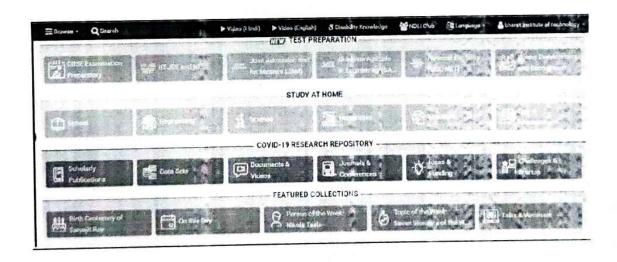


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2. EXAMINATION WORK

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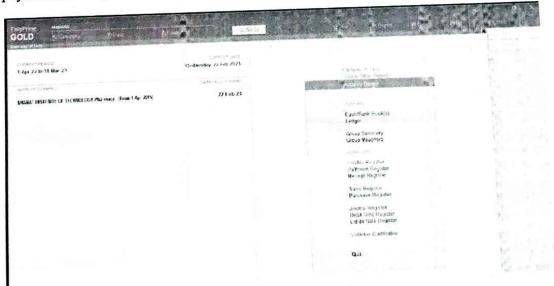
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IMPLEMENTATION OF E-GOVERNANCE IN AREAS OF OPERATION

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S. No	Areas of e-Governance		1-2
1.	Finance and Accounts	Tally Prime Gold	
2	Student Support	Delplus, DELNET, NDL	۲-5
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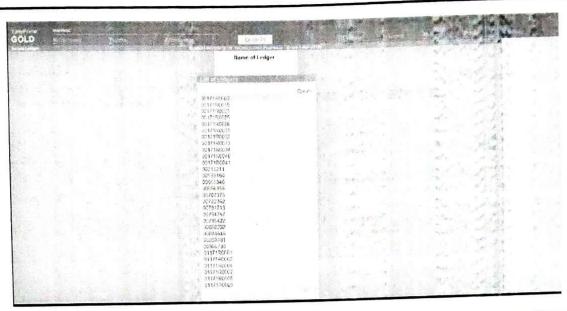
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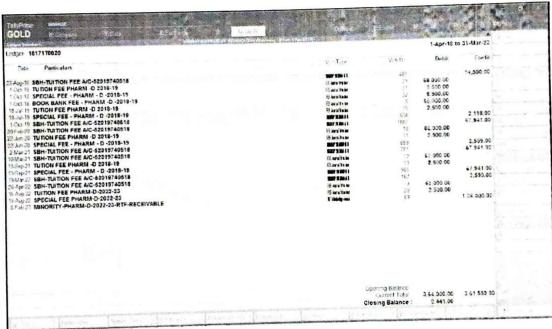
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STUDENT SUPPORT

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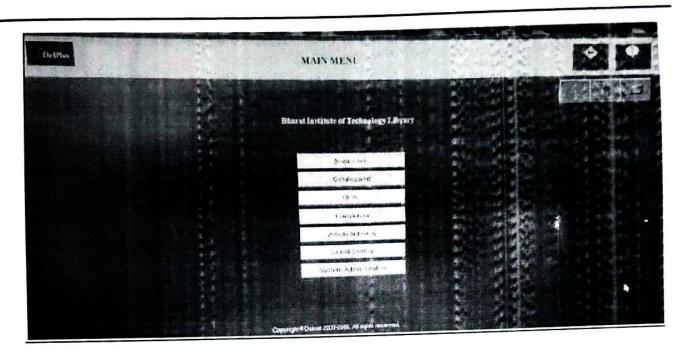


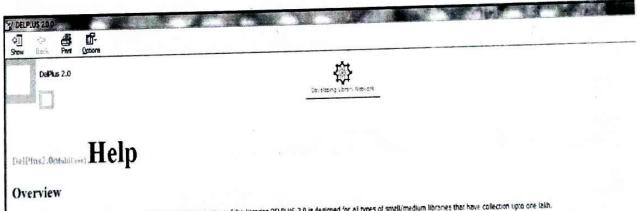
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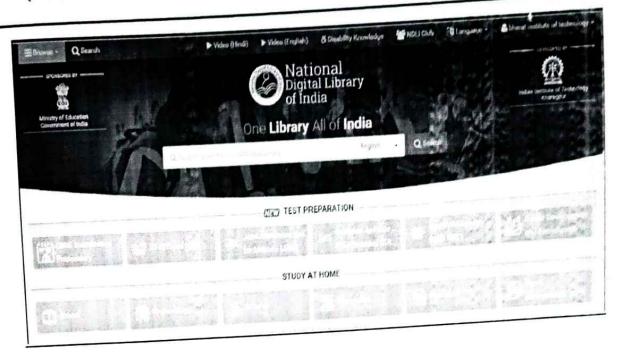
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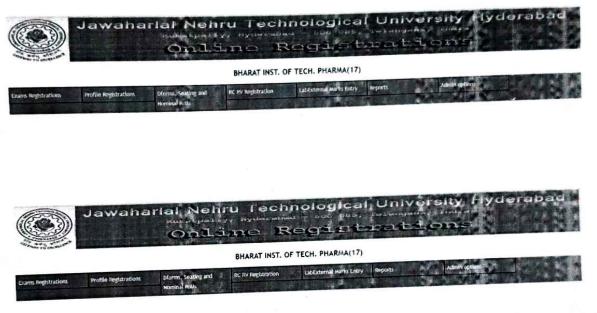
2. EXAMINATION WORK

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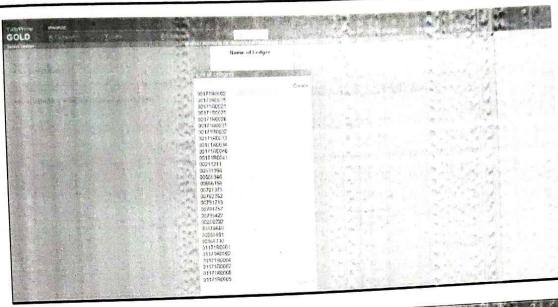




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1. STUDENT SUPPORT

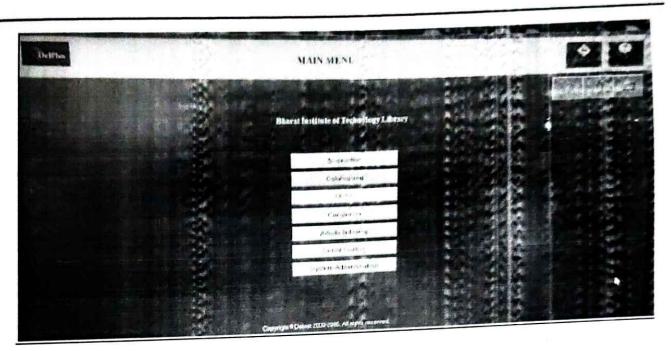
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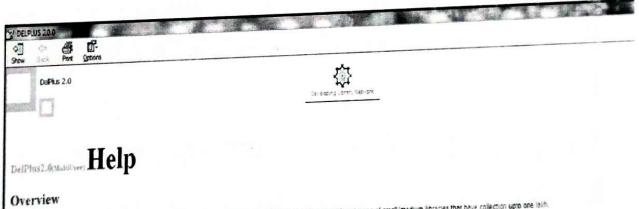




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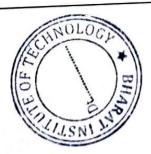




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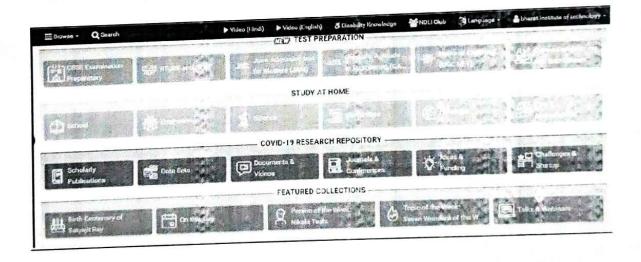
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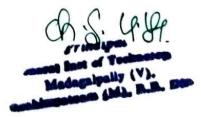
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E-Governance Policy

To be recognized nationally and internationally, every educational institution must have a good E-Governance Policy, a good Governance Document, and good Government initiatives. BIT has established an excellent E-Governance Document and has been implementing several good E- Governance initiatives to maintain and make its mark as one of the country's Institutes of Excellence among the Higher education institutions. For the system to run smoothly, governance must be made inclusive, participatory, accountable and transparent.

Objectives:

- 1. Incorporate e-governance in to several departments of the organization.
- 2. To enhance the effectiveness of the operations.
- 3. To encourage transparency and accountability.
- 4. To minimize the use of paper in office administration.
- 5. To facilitate internal and external communication among the various departments of the institute connected through internet.
- 6. To ensure easy accessible information

Policy:

E-Governance policy is implemented in the following areas

- 1. Planning and development
- 2. Administration
- 3. Finance and Accounts
- 4. Student Admission and Support
- 5. Examination

E-Governance must be followed in order to create an honest and effective governance system within the institution

Website: The website must be functioning and reflect the operations of the institution, Offers an easy access to information on all activities, changes, and other important information to the visitors. For updating information, maintaining and working of website, the institution needs a service provider and a system administrator.

Accounts: Tally Gold software is used by and accounting. Appropriate security transaction

harmacy) to keep track of finances

measures should be adopted to ensure



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ERP DOCUMENT

IMPLEMENTATION OF E-GOVERNANCE IN AREAS OF OPERATION

Areas of e-Covernance	Software	Page no.
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		2-5
		6
	Areas of e-Governance Finance and Accounts Student Support Examination Work	Finance and Accounts Tally Prime Gold Student Support Delplus, DELNET, NDL

1. FINANCE AND ACCOUNTS

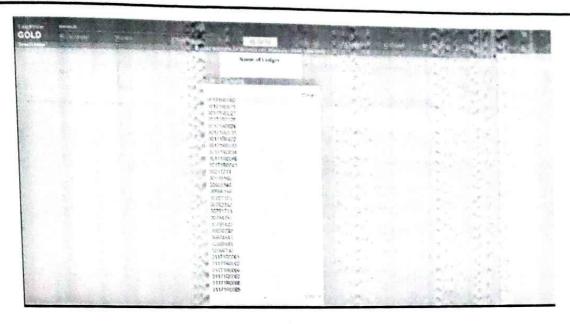
Tally Prime Gold is used for finance and accounts. It is used for final accounts purposes, payments, Receipts and Ledgers.





Condition (V)

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1. STUDENT SUPPORT

LIBRARY:

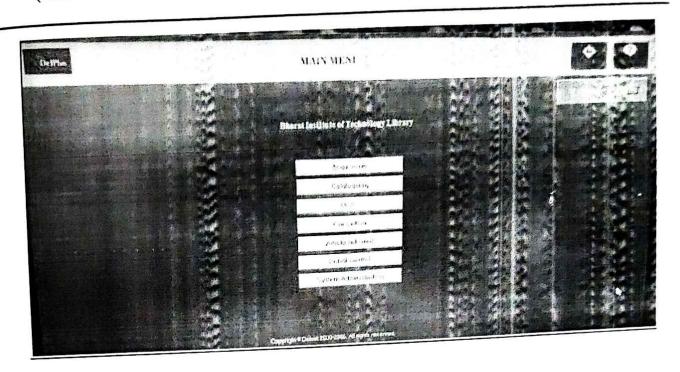
Delplus & DELNET are fully featured, scalable library management system used to maintain the record of the library. It stores the data regarding issues and returns of books borrowed by students and faculty members with the respective submission dates, searching titles, journals, and other library reports.

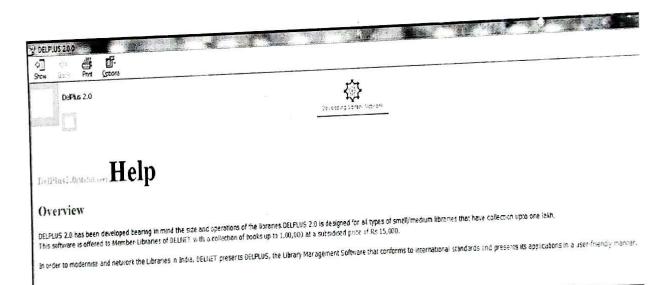


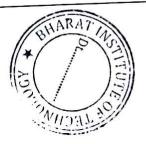


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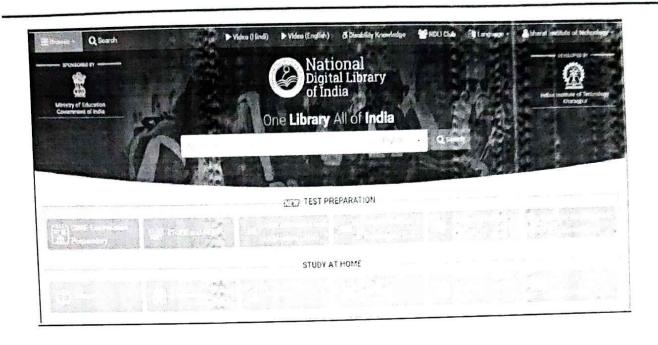


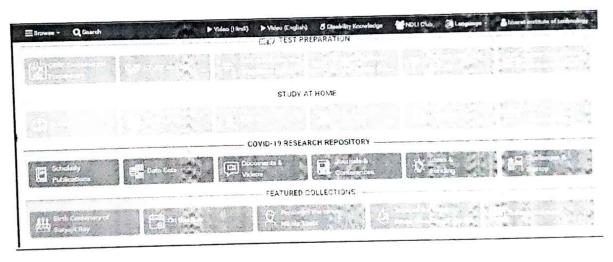




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2. EXAMINATION WORK

All the examinations are conducted as per the notifications given by JNTUH. Admissions, attendance, exam registrations, hall tickets, and marks uploading will be completed via JNTUH website. The college Exam Incharge is responsible for managing the entire

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examination process under the supervision of the Principal, and while handling examinations, secrecy and confidentiality is maintained and work will be completed with great care and attention.



BHARAT INST. OF TECH. PHARMA(17)

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17-1-Year-HUMAN ANATOMY & PHYSIOLOGY, LAB (PH109): External Marks Report, odf
17-1-Year-MEDIGHAL BIOCHEMSTRY LAB (PH109): External Marks Report, odf
17-1-Year-MEDIGHAL BIOCHEMSTRY LAB (PH109): External Marks Report, odf
17-1-Year-PHARMACEUTICAL ORGANIC CHEMISTRY LAB (PH111): External Marks Report, pdf
17-1-Year-PHARMACEUTICAL INGRGANIC CHEMISTRY LAB (PH112): External Marks Report, pdf
17-1-Year-PHARMACEUTICAL INGRGANIC CHEMISTRY LAB (PH112): External Marks Report, pdf
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