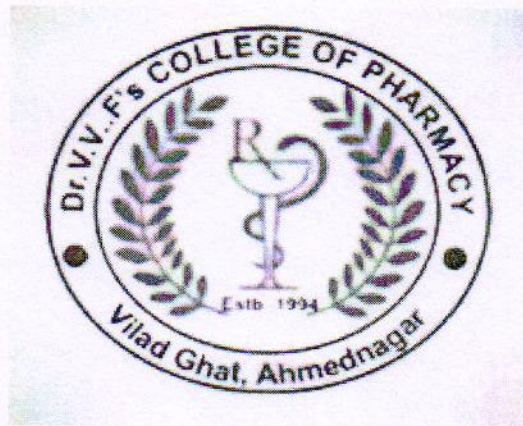# E-GOVERNANCE POLICY

PREPARED BY

Dr. VITHALRAO VIKHE PATIL FOUNDATION COLLEGE OF PHARMACY, AHMEDNAGAR

E-GOVERNANCE ARCHITECTURE DOCUMENT

❖ **Introduction:**

Electronic governance or e-governance is the use of information and communication technology (ICT) for delivering organizational services, information, communication, integration with organizational non-organizational entities and exchange of services between organizations to stake holders for implementation of good governance.

❖ **Objectives:**

The E-governance is implemented in several functioning of the institution for
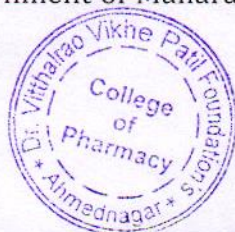
1. Implement and achieve effective and efficientfunctioning.
2. Enhance and promote transparency and accountability in various institutional functioning's.
3. Implement maximum efforts to reducepaperwork.
4. Expediting online communication between internal and external entities of the institution.
5. Easy access toinformation.
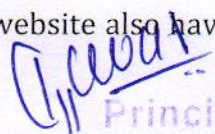6. Propagate institutional Goal, Vision, and Mission through enhancing globalvisibility.

❖ **Institute E-Governancepolicies:**

With objective of efficient and simplified implementation of governance within institute it was decided in College Development Committee and Governing Body to propagate e-governance in maximum activities of institute functioning.

1. **Institute Website:** The Dr.V.V.P.F's College of Pharmacy plays important role in implementation of E-Governance. The website of the college is updatedregularly to cope up with changes as an when required.Theinstitutewebsiteprovides information related to about organization, Vision and Mission, Institute staff and there profile, Approvals and Affiliation to various regulatory bodies, Admission and admission process, Course offered, Academic calendar and Time table, Student Support and activities, Training and Placement, Co-curricular and Extra-curricular activities, Infrastructure and facilities available etc. To update the institute website the institute website incharge is appointed and responsible to collect the relevant information from respective activity incharge and convey it to website manager for updation.

2. **Student Admission:** The Admission Committee is appointed in the institute and responsible to provide current admission procedure as per the DTE Government of Maharashtra on institutional website. The entire B. Pharm and M. Pharm admission procedure is online and transparently carried out by institute Application Receipt Centre (ARC) coordinator and under the guidelines of Director of Technical Education, Government of Maharashtra. The website also have a provision to

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Vilad Ghat, Ahmednagar

apply online for institute level admission through institute website. The Institute head, Student section and ARC coordinators are responsible for implementation of this aspect of the policy. http://www.dtemaharashtra.gov.in/

3. Examination:

Savitribai Phule Pune University online Form- The institute is affiliated to SavitribaiPhule Pune University since from establishment and follows the online examination related rules and regulations advocated by University. The related activities are for Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets,receiving of examination papers, uploading of internal marks, etc. The University have appointed the College Examination Officer and responsible for implementation of online examination form filling procedure. http://exam.unipune.ac.in/Pages/ExamFormsOnline.html
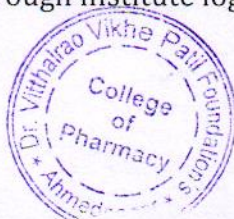
Also internal examinations/assessment of students is conducted using Smart School MIS system purchased from Twinkle IT solutions Pvt. Ltd., Pune.

4. Student Support and Academics: Online platform for availability to students learning material like faculty notes, e-books, PPT, educational/informative videos can be accessed by students using internet facility provided by college. Teachers provide PPT of respective subject in the class also students can access PPT through visiting uploads by staff on social media network like slide share and YouTube.The study material can be accessed by the students through Learning Material distribution Module.

Student Information System is utilized to collect student data more accurately and comprehensively and to inform policy and programmatic decisions related to student section, student profile and other requirements byusing Smart School MIS system purchased from Twinkle IT solutions Pvt. Ltd., Pune.

5. Accounts: For maintaining of ease and transparency in accounts institute have Tally ERP 9 software and Sinewave TDS software. The institute accountant maintains the students fees accounts, cheque, invoice, online transductions in the tally software. The institutehas facility for payment of student's fees and other fees through online system as well.

6. Library: Institute have "Digi soft Lib software Version 5" for proper management of books, their issuance and return installed in library. The book accession numbers are used against the student name and student number for issuance of book. The barcode is given to each book as well as students and it is scanned during management of book issue and return by the student. The library also have e- journal subscription like Shodhganga, K-Hub and Del-Net for students and faculty members and can access the journal through institute login ID's andpassword.
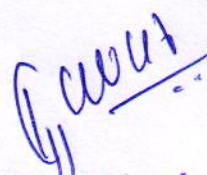
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Vilad Ghat, Ahmednagar

7. Administration: The Information related to general management of the institute and work related to administrative office faculty member eNotice and Leave management is controlled by administrative office using Smart School MIS system purchased from Twinkle IT solutions Pvt. Ltd., Pune.

8. Feedback: The online feedback system is used to collect the feedback from the stake holders regarding the institute. The important is the identity remains undisclosed and unbiased feedback results are obtained. The feedback is collected though Smart School MIS system purchased from Twinkle IT solutions Pvt. Ltd., Pune.

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