



6.2.2 IMPLEMENTATION OF E-GOVERNANCE IN AREAS OF OPERATION

1. Administration including complaint management
2. Finance and accounts
3. Student Admission and support
4. Examination

Findings of DVV

1. Kindly provide audited financial statements include institutional spending reports for e-governance leaders.
2. Links to the ERP system
3. Screenshots of module interfaces showing the institution's name
4. An annual e-governance report approved by the Governing Council
5. Policy document on e-governance

Clarification of DVV

5. Find a Policy on e-governance



E Governance Policy

PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

E-GOVERNANCE POLICY

In order to provide simpler and efficient system of governance within the College, it is decided to adopt and implement e-governance in maximum activities of our functioning. The policy is designed and framed to make each and every function transparent, effective, fast and accountable. This policy shall apply to the Administration, Finance & Account, Student admission, Examination and many such sections of the institute. Having an e- governance system will aid in the integration of all of the institution's stakeholders as well as the automation of many functions. The main objectives to implement ERP are achieving efficiency in our functioning, promoting transparency and accountability, achieving paperless administration of the institution, facilitating online internal and external communication between various entities of the institution, providing easy access to information.

E-governance covers following areas. For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the Society reserves the right to implement e-governance even in the areas not enlisted herewith.

1. **Website:** The website of the College needs to revamp taking into account the new changes. The website should act as a mirror of the College activities and information about all activities, reports, mandatory documents, photos, etc should be made easily available to the outsiders. For this purpose, a separate service provider/web designer can be appointed by the Secretary of the society. Along with it, training should be given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updation at the College level.
2. **Administration:** Attendance Management Software (biometric system) to be used by institute to record and track Attendance of teaching and non teaching staff. Vmedulife software is used for all student details like Name, class, roll no, mail id, contact number of student and parent, etc. Users can able to view data in a tabular form where the list of all student detail is present. If the user has access to that particular department then only the user can able to view all details of the student. In this form, the user can able to update student details like student Serial Number, Roll Number, and Exam Seat Number also he/she can able to send mail to students.





3. **Finance:** For ease of maintaining accounts, the College is already using Tally software. Tally as an accounting cum ERP system is focused on delivering total workflow automation. Latest versions of the software to be purchased and used by the College. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and losses, Balance Sheet are generated through this software only. All the analysis reports to be generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and up gradation of the existing software must be done regularly.

VMEDULIFE is management system software that automates collecting fees and generating fee receipts. It offers various features like setting fees structure, configure fee structure, discount management, setting student fees, fees reports, paid fees report, and many more.

4. **Examination:** Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution. College Examination Officer needs to supervise the entire process of examination under the guidance of the Principal of the College. For internal assessment exam vmedulife software is used. Final attainment is also calculated by using vmedulife software. Software can be used like:

- To conduct continuous assessment examination with automated reports facility
- To prepare students for competitive examinations from day first
- To remove fear of online exam and practice of MCQ's from first year to sustain in competitive world
- To prepare aptitude/logical reasoning for students
- To identify slow learners / advanced learners

5. **Library:** The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database. **Delnet and N-Digital** online





library software used to maintain all library data like list of available books in library, student's book issue and return information, etc.

6. Student admission: An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the Directorate of Technical Education, Maharashtra. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the College. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the College and for this purpose online software to be used by the Admission coordinator. VMEDULIFE Provided an option to maintain the intake quantity as per the academic year of the Institute for the respective department. We can create groups for the selected students as per semesters/year of the institute. Assign groups to the parent group for managing year-wise data.

7. Infrastructure: The College ensures that it has adequate number of desktops and laptops for students and staff. Computers and printers to be made available in the administrative block. Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories. The infrastructure to be complemented by computer networking devices, scanners and interactive teaching board/smart board etc. The College to maintain adequate configuration servers to allow fast transmission of data to the various computers. Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.

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