



Policy on e-governance

INTRODUCTION:

Academic institutions have benefited greatly from technology in the sphere of education, which keeps educational standards higher and streamlines governance structures. The ability to handle the demands and obstacles of the present circumstances is referred to as good governance. An institution's e-governance strategy helps to improve the governance framework of the organization through newer and advanced technologies. It helps to plan and enable any infrastructure needed for the deployment of cutting-edge applications and deployment of solutions for the flawless administration of the institution. Considering the importance of e-governance policy, **Shree Santkrupa College of Pharmacy** has designed an e-governance policy to integrate e-governance into different area of operations for better efficiency, transparency and accountability.

SCOPE:

This policy has scope in the following areas of operations

- ❖ **General Administration**
- ❖ **Finance and Accounts management**
- ❖ **Student Admission and Support**
- ❖ **Examination**
- ❖ **Library**

OBJECTIVES:

- To integrate e-governance into all aspects of the organization's operations to create a more simple and efficient system of governance within the institution.
- To improve productivity, transparency and accountability in all the areas of operations.
- To create ICT enabled classrooms, equipped with smartboards and projectors etc

- To automate, transfer, and analyse the data or information in the college administration for all the purposes of admissions, workload, timetable, internal assessment, examination, attendance, result etc.
- To automate the Library's Infrastructure.
- To reduce the manual tasks like record keeping, inventory, stock checking and filing with the use of digital technology. The voluminous data is handled efficiently and smoothly with paperless work within the institute.
- Make information easily accessible and to maintain the data on a secure environment

The college Implements e-governance in the following areas of operation

Administration: To provide hassle-free and convenient administration the administrative Office uses customized user-friendly Mastersoft ERP Software. Regular and sufficient training is given to the administrative staff to enable them stay up to date with new technologies. The accounts office uses Mastersoft ERP Software which offers advanced features to maintain financial records effectively and efficiently. Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance. The college has a functional website that reflects the operations of the institute and provides the information about all events, updates, and other necessary information. The college has Email with institute affiliation for the overall administration work.

Finance and Accounts: The College uses Mastersoft ERP Software for the ease of maintaining finance and accounts. The Mastersoft ERP Software is used to manage the funds received from the Government, Payroll Management System, helping in ease of salary calculation, generation of salary slips, dispersal of the same to various bank accounts. TDS, Provident Fund, Allowances are also managed through Mastersoft ERP Software

Student Admission and Support: The admissions process is conducted with an open and transparent strategy, which is reinforced by Admission Regulatory Authority. The complete admission database is stored in ERP Software which also generates Student's fees receipt, Bonafide Certificates etc. The college library uses "Library Management Software" to supply books and maintain student records in order to help students. .VM Edu-life is the software which provides completely maintain library and academic database for student as well as college administration. Also, DELNET, Biyani's Language Lab facilitates the student's growth. Zoom meeting and google meet were used for online lectures in pandemic period. Students and faculties are trained for using these software's.

Examination: The College is affiliated to Shivaji University, Kolhapur and all examination procedures are conducted in online mode on Shivaji University portal. Filling application forms, revaluation forms, obtaining hall tickets, uploading of internal examination marks is done on the portal by Exam in-charge under the supervision of Principal. Through Vmedulife software online Internal Exams of students are taken wherever necessary. Also, yearly result analysis of students is also calculated in Vmedulife software

Library: The College's well-stocked library helps to keep academic excellence. The College is going to keep adding e-learning materials to help both students and teachers. The college has "Library Management Software" to supply books and maintain student records. VM Edu-life is the software which provides completely maintain library database.