



Sahayog Sevabhavi Sanstha's

INDIRA COLLEGE OF PHARMACY

Sahayog Educational Campus, Vishnupuri, Nanded-431606

(Approved by PCI, New Delhi, recognized by Govt. of Maharashtra & Affiliated to SRTMU, Nanded.)



Ref. No.:

Date:

E-GOVERNANCE POLICY



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E-GOVERNANCE POLICY


Scope: E -governance envisages with the sole vision of enhancing the system of governance for development of the college by leveraging new and cutting edge technologies. The broad areas of e-governance are in the area of examinations, admissions, day-to-day operations of departments, academics, placements management information systems and stake holders inclusion in a staged manner.

The scope of this policy broadens to the following areas:

- College Administration
- Student Admission
- Examination & Evaluation
- Library Management
- Account & Finance Section
- ICT Infrastructure
- E-waste Management

OBJECTIVES

- Implementation of E-governance in all functioning of the college to provide simpler and efficient system of governance within the college.
- To achieve and create a paper-less environment in the college.
- To making green campus.
- Providing easy access to information
- To maintain the Data on a secure environment.


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- Making the institution visible globally
- To provide easy and quick access to information.
- Promoting transparency and accountability in all the functions of the college.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.
- Implementation of E-governance in various functioning of the institution
- Achieving efficiency in our functioning
- Facilitating online internal and external communication between various entities of the institution

Policy:

1. 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.
2. Institution to embrace e-governance for the seamless access of data for better decision making at various levels of the organization.

Area of Implementation:

- ✓ Website & Social Media
- ✓ Student Administration
- ✓ Academics & Office



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- ✓ Communication System
- ✓ Finance & Accounts
- ✓ Library
- ✓ Placements
- ✓ Alumni
- ✓ Feedback
- ✓ Online Video Lectures and E-Content





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E-governance in 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 & Social Media: The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. The website should act as a mirror of the college activities and

information about all activities, important notices etc. should be made easily available. Website is hosted & deployed by a third party on a secure platform. 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 updating at the college level. Important information & achievements will be posted in the Social Media. 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. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released. The website of the college to be continuously updated taking into account the new changes.

2. Student Administration Including Hostels: The College brings out its notice which is displayed on the website as well as on notice board for the



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admission process. Website and Edu cloud has to be used to manage the admissions in the college. Number of students can apply to each course by registering this website, admission fees is managed through this website only. Students are also required to submit a separate Online Application Form for taking admission to the college.

3. **Academics:** Admin Staff (Teaching as well as non-teaching Staff) to be provided with adequate training and development to keep them abreast with the new technology in regular intervals.

4. **Communication:** Regular updates about student to be communicated with respect to Student on Fees, college updates & other academic matters by uploading notices on website and whatsapp group made by Professors.

5. **Finance & Accounts:** For ease of maintaining accounts & Finance suitable Accounting & Finance Software package to be implemented. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

6. **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. Professors can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.



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The Library to install fully automated ILMS software which should have an easy to use Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.

- Entire Library System with respect to Issue, reference to be automated and Staff & Students to access the library resource in & outside the campus
- In future original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.
- The Library maintains around more collections of books, reference books, theses, monograph, back volumes, journals, audio-visuals and e-resources

Placements: Placement to maintain student info & provide access to placement information on their fingertips by placement cell. All information's related with placement cell is uploaded on website and also circulated in Whatsapp & Telegram Group.

7. Alumni: In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

9. Feedback: Feedback from students; parents and alumni of our college is taken online: The students can also give feedback to our Faculty members. The link of feedback is given here.

10. Online Video Lectures and E Content: The sudden outbreak of a deadly



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disease Covid-19 caused by a Corona Virus (SARS-CoV-2) shook the entire world. The World Health Organization declared it as a pandemic. The COVID-19 pandemic has wreaked havoc on everyone's lives, and seniors were profoundly affected. What have we learned so far? How have we adjusted, and how can we best prepare to protect our health, safety and education. This situation challenged the education system across the world and forced educators to shift to an online mode of teaching overnight. Many academic institutions that were earlier reluctant to change their traditional pedagogical approach had no option but to shift entirely to online teaching—learning. During this Pandemic period our college faculty members has developed online video lectures and e content. All lectures and contents are uploaded on website by clicking link.



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