



Progressive Education Society's  
**MODERN COLLEGE OF PHARMACY**

Accredited by NAAC & NBA  
DST FIST Funded College

'Best College Award' by Savitribai Phule Pune University



Approved by All India Council for Technical Education, New Delhi, Pharmacy Council of India, New Delhi,  
Directorate of Technical Education, Mumbai (MS), Permanently affiliated to  
Savitribai Phule Pune University, Pune & Approved under Section (2 (f) & 12 (B) of UGC Act, 1956

Sector No. 21, Yamunanagar, Nigdi, Pune - 411 044. (M.S.) Tel. : 020-27661314 / 15

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Prof. Dr. P. D. Chaudhari  
M.Pharm., Ph.D.  
Principal

Prof. Dr. Gajanan R. Ekbote  
M.S, M.N.A.M.S.  
Chairman, Business Council  
P.E.Society, Pune

Ref :

Date :

### Policy of e-governance

#### 1. Preamble

In the era of modernization there is necessity of efficient work to be done in less time. Therefore, Modern College of Pharmacy, Nigdi Pune always emphasis on use of technology. e- Governance also known as SMART governance which is simple, moral, accountable, responsive and transparent governance to deliver fastest service to the stakeholders. This can be achieved through e-governance.

#### 2. Objectives

1. The main objective is to implement e-governance in all the possible areas/functioning of the institute to make an efficient system of governance.
2. To strengthen the accountability, accuracy and transparency in the various governing functions/processes of the college with the help of ICT that can be used to generate, transfer and analyze the data.
3. To gear up the access and to make it ready for information.
4. To make the governance smooth and paperless and thus cost effective.

#### 3. Scope

E-governance aims to strengthen governance in various areas of administration, student support, students' admission, finance and accounts, library and examination. However, the scope of this policy is not limited only to these areas but also extends to the possible areas which can be governed through ERP software. New areas of the governance are to be come into force as and when necessary.

#### 4. Policy

Modern College of Pharmacy, Nigdi, Pune implements e-governance in severalfacets of governance in the areas of administration, student support, students' admission, finance and accounts, library and examination and academics and so on for which the following policies have been designed.

  
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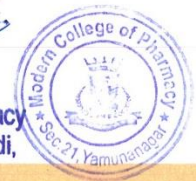
**1) Administration**

- 1) Administration comprises the use of ICT and e-governance which helps to enhance administration processes and the internal working of the departments within an educational organization.
- 2) The policy benefits the user to enhance the participation, transparency and accountability in the work.
- 3) The vision, mission and quality policy of the college, information about the college and related to faculty, infrastructure, courses offered, various activities, initiatives taken by the college, important notices etc are to be displayed on the official website of the college which should be reflective.
- 4) Notifications required for admission, upcoming events in the college, news updates/student roll numbers and many other facets required to be updated to all the stakeholders by office administration or portfolio administration are to be displayed on the college website.
- 5) Modern College of Pharmacy, Nigdi, Pune promotes environment friendly paperless work wherever possible.
- 6) Dedicated portal is to be used to stay connected with the alumni through e-governance. Alumni portal consisted of forms and list of Alumni.

**2. Finance and Accounts**

- 1) The software, Tally, which offers advanced features in maintaining financial records, is to be used and practiced effectively and efficiently by accounts office. Appropriate security measures are to be taken for maintaining confidentiality of the transactions. The softwares are to be updated on regular basis. Additionally, efficient use of MS office-excel software is to be appreciated wherever possible.
- 2) Public Financial Management System (PFMS) is to be used to manage the funds received from the government, funding agencies etc.
- 3) Financial transactions are to be carried out through e-mode with university, regulatory council, accreditation boards, and funding agencies.

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**3. Student admission and support**

- 1) All the details of the admission process to all courses of the college are to be displayed on the college website.
- 2) Students and the college authority have to use online portal for scholarship.
- 3) The information required to the students is to be uploaded on the college website such as students roll numbers, eligibility numbers, formats of different certificates, policies, fee structure, fee payments and so on.

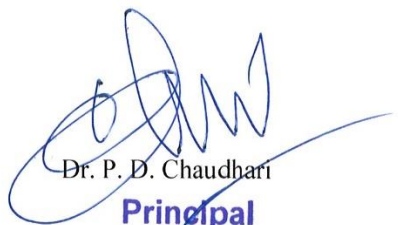
**4. Examination**

- 1) To conduct online Internal Examination ERP software-portal is to be used.
- 2) To enroll for examination of university and to pay for the same, students have to use university online portal.
- 3) Faculty has to submit internal and external marks to the university through online portal of the university.

**5. Library**

1. Biometric method is to be used for IN and OUT purpose.
2. New arrivals are to be displayed on the electronic boards.
3. N-List programme of Inlibnet through which students can register themselves and download e-books and e journals.
4. Curriculum, question papers and curriculum related updates in newspaper are to be forwarded to students of all classes through library email.
5. AutoLib is to be used for book circulation.



  
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