



## Policy Document on e-Governance

|    | Policy Title                      | Policy Document on e-Governance  |
|----|-----------------------------------|--|
| 01 | Policy Number and Functional Area | IIP/2021/EGP1<br>Administrative  |
| 02 | Brief Description of the Policy.  | e-Governance is the use of the information and communication technology for delivering organizational services, information, communication, integration with organizational and non-organizational entities and exchange of services between organizations to stake holders for implementation of good governance.   |
| 03 | Drafting                          | IQAC   |
| 04 | Policy Applies to                 | All Stake Holder of IIP (Teaching and Support staff of the institute)  |
| 05 | Effective from the date           | 1 <sup>st</sup> July 2021  |
| 06 | Approved By                       | Principal  |
| 07 | Responsible Authority             | Principal  |
| 08 | Suspending Authority              | IIP Management   |
| 09 | Main Objectives of the policy     | <ul style="list-style-type: none"><li>• Biometric enrolment for recording real time attendance of the staff of the institute.</li><li>• To store the students data digitally and make this data available to the students in the form of various certificates and other documents.</li><li>• To maintain the stock inventory for various goods required in the institute.</li><li>• To store and maintain the library records digitally.</li></ul> |



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## Policy Document on E-Governance

The e-Governance Policy of Indira Institute of Pharmacy, Sadavali, upon implementation will change the way of administration. The e-governance in an educational Institution makes the process easy, well-organized and hassle free. This is designed to make the system user-friendly, time-saving, and cost-effective too. It helps in improving transparency, providing speedy information, and dissemination. Along with this e-governance also aids in improving administrative efficiency and services to stakeholders in all aspects of education.

With the objective of efficient and simplified implementation of the e-governance within the institute, it was decided by the management to propagate the e-governance in overall activities of the institute.

### Policies:

- 1. Biometric enrolment** - As a part of computerization and digitization of the activities of the Institute, Biometric system was introduced in 2012 for recording the attendance of the staff of the Institute. The institute has implemented eTime TrackLite system to monitor the attendance as well as working hours of staff.
- 2. Student ERP** - With the aid of Perfect Education System software, it is easy to cater to student-related services such as Student data entry, Fee details, Fee reconciliation, and Receipt generation. Various certificates such as Bonafide, Character, Transfer, and Leaving certificates can be generated, and records of the same are maintained through this software.
- 3. Academics** – Advanced Learning Management Systems (LMS) were introduced to ease and regulate the teaching activities of the institute.
- 4. Store records** - Records pertaining to recurring and nonrecurring items are maintained through Advantech software. This includes stock as well as deadstock entry. Records related to the requisition and issue of recurring items is maintained.
- 5. Digital library** - The central library is fully automated using Easylib advanced multi user software. This software facilitates the users to make new entries, give the accession number, barcoding, search catalogue (OPAC), enrolment of members, Circulation, book bank facility, Reports related to circulation, and fine. The software also provides access to the digital version of e-resources such as DELNET, epathshala, and National digital library.
- 6. Finance and Accounts** – Advanced software are used for accounting and financial tasks. The payment paid receipts and outbound payments are done digitally along with tax filing.



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