St.Pauls
College of Pharmacy
Approved by PCI I Affiliated to OU I Accredited by NBA (UG Program)

ANNUAL E-GOVERNANCE REPORT

A. Y. 2020-21

St. Pauls College of Pharmacy, IQAC drafted policy for implementation of E-Governance in various administration and academic activities of the college from the academic year 2020-21 to accelerate college functioning and development in terms of speed, efficiency and reliability.

Implementation of E-governance in areas of operation

It has been decided to automate all the various operation of the instructions in an integrated manner in order to enable transparency clarity in different functionalities of the instructions pertaining to Academics (teaching learning), Administration, Examinations, Finance and accounting, Admissions and HR wings.

In this direction a few venders/service providers of Enterprise Resource Planning (ERP) software are called and quotations are invited as per the recommendation of the IQAC of the intuitions followed by the directions of the Governing Council suitable ERP has been deployed and put in to the appropriate use. Required training has been given for teaching and non-teaching fraternity of the college with a view to get the optimal benefits from the software and strangle connect with stake holders.

Academic & Examination

For the ERP solutions, College has initiated its service with WEBPROS Solutions Pvt Ltd. After the trial test of the software in the year 2020-21, various modules are given for all the areas of operation.

All the assessment marks have to be uploaded in the automation software which simplifies the work by expanding the analyzing capacity and faster feedbacks. Controller of Examination needs to supervise the entire process of examination under the guidance of the Principal of the college through e-governance.

1. Master Management
2. Staff Management
3. User Management

4. Student Management
5. Fee Management
6. Time Table
7. Academic Activity
   - Syllabus
   - Class Plan

8. Student Attendance
9. Student Evaluation and Assessment
10. Examination
11. Material Upload
12. Online Exam
13. Student Feedback
14. Training & Placement Activity
15. Staff Attendance and Leave

Administration: ERP aims at immediate availability of data in required formats that ease the work of staff and management and increase in transparency and accountability in administration. Facilities should be provided for online leave management of employees, internal communication between the employees etc.

Accounts: Tally software is being used for maintaining Finance & Accounts. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software's must be done on timely basis. Office shall continue with Tally solutions for Finance management.

Website: The website of the college needs to be revamped taking into account the new changes. The website should act as a mirror of the college activities. Information about all activities, important notices, etc should be made easily available to the outsiders. For this purpose, a separate service provider/web designer can be identified. Along with it, training should be given to the existing staff who will undertake the responsibility of website administration and updation at the college level.

The E-Governance report for the academic year 2020-21 is submitted to the Governing body. The Governing body has verified and accepted the report.

IQAC-Coordinator   **PRINCIPAL**