



Shri Dhaneshwari Manav Vikas Mandal's
SVP COLLEGE OF PHARMACY
(D.Pharm & B.Pharm)

At. Hatta Tq. Basmat Dist. Hingoli (M.S.) 431705

Policy document on e-governance

A framework known as an e-governance policy describes how information and communication technology (ICT) technologies should be used and implemented in an organization's administrative procedures.

The effectiveness, transparency, and accessibility of services offered by an organisation to its stakeholders may all be improved via the use of ICT technologies. The growing significance of e-governance policies is due to our growing reliance on technology in many facets of our existence. E-government initiatives may boost public engagement in decision-making, optimise administrative procedures, and enhance service delivery. Moreover, e-governance initiatives may strengthen public confidence in the organisation, encourage accountability, and lessen uncertainty. All things considered, in the current digital world, an efficient e-governance strategy is essential to the success of any organisation.

Goal: This E-Government Policy aims to provide the college's administrative procedures a structure for the efficient use and use of information and communication technology (ICT) instruments. The purpose of this policy is to improve the effectiveness, openness, and accessibility of the college's services to all of its constituents—faculty, staff, students, and the general public.

Regulation

The institution intends to implement a comprehensive e-governance system that will assist the seamless operation of the college's administrative procedures and allow stakeholders to access services online.

The college shall guarantee that every e-governance endeavour complies with pertinent rules and regulations, including data security and privacy.

The college shall guarantee that all parties involved get the necessary training and assistance to properly use e-governance systems.

Procedures: 1. To adopt and maintain e-governance projects, the college will create standard operating procedures (SOPs).

2. The college shall see to it that every SOP is examined on a regular basis and modified as needed.

3. To oversee the execution and upkeep of e-governance programmes, the college shall appoint a specific e-governance officer or media manager.



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College Website:

1. For all parties involved, the college website will serve as the main information source.
2. Relevant information, including as admission requirements, course details, price schedules, and critical announcements, will be updated on a regular basis on the website.
3. All stakeholders will be able to easily navigate and utilise the website.

Admissions:

1. To facilitate online applications from prospective students, the institution will set up an online admissions system.

The first communication and interviews with potential students will take place virtually via e-platforms, guaranteeing equitable access for students hailing from different places.

3. All candidates would be able to easily navigate and use the admissions system.
4. To guarantee accessibility and inclusion, the e-admissions process shall coexist with conventional admissions methods.
5. To facilitate easy processing of fees and payments, the college's accounting system and admissions system will be connected.

Accounting:

1. To facilitate the prompt and transparent processing of financial transactions, the college will set up an online accounting system.
2. All authorised workers will be able to easily navigate and use the accounting system.
3. To facilitate the smooth execution of financial transactions, the college's administration software and accounting system will be connected.
4. Students will be urged to use the e-platforms to pay for all expenses related to their tuition, examinations, laboratories, uniforms, etc.

Administrative Software:

1. To facilitate the effective administration of administrative procedures, the college will put in place an administrative software system.
2. All authorised workers will be able to easily navigate and use the administration software.
3. To guarantee the administration software operates well, it will be updated and maintained on a regular basis.



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4. An internal audit and proper accounting shall be conducted for all third-party software.

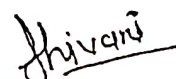
Library:

1. To allow stakeholders to use the library's online resources, the college will set up an online library system.
2. All stakeholders will be able to easily navigate and use the library system.
3. To guarantee the library system runs well, it will be maintained and updated with fresh materials on a regular basis.
4. Efforts will be made to disseminate e-books via the library and present e-learning resources in addition to repositories run by the government and universities.

ICT Tools: Software and Hardware Architecture:

1. To guarantee its effective operation, the college will make sure that its hardware and software infrastructure is updated and maintained on a regular basis.
2. Standard operating procedures (SOPs) for the maintenance and restoration of the hardware and software infrastructure shall be established by the institution.
3. The college will guarantee that all authorised staff members have access to the gear and software they need to carry out their jobs effectively.

In conclusion, the goal of this e-governance policy is to provide a thorough framework for the use and use of ICT technologies in the administrative procedures of the institution. The policy acknowledges the value of accessibility, efficiency, and openness in delivering high-quality services to stakeholders. The college will make sure this policy is still applicable and helpful in advancing the college's quality journey by reviewing and updating it on a regular basis.


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