



Onkar Bahu-Uddeshiya Vikas Sanstha's

**Prof. Ravindra Nikam College of Pharmacy**

Approved by: PCI; Govt. of Maharashtra; DTE; KBC NMU Jalgaon  
Morane-Gondur Bypass Road, Gondur, Dhule- 424002



## E-Governance policy

PRNCOP has designed an e-governance policy for implementing e-governance in various operations, transactions and services of the institution for better effectiveness transparency and accountability. This policy shall apply to the administration, finance accounts student admission and support, examination sections of institute under the primary objective of e-governance.

### Objectives of E-Governance:

- To provide a simpler and more efficient system of e-governance in the institution.
- To promote transparency and accountability in all functions of the college.
- To achieve and create paperless environment in the college.
- To provide easy and quick access to information.
- To provide automate, transfer and analyzation of data or information to different modules of institutional functioning.
- To make campus Wi-Fi enabled.

### Areas of implementation:

#### • **Institute Website:**

The institute website displays information related to organization, Vision and Mission, staff and their profile, approvals and affiliations to various regulatory bodies, admission and admission process, course offered, student support and activities, training and placement, co-curricular and extra-curricular activities, infrastructure and facilities available etc.

#### • **Student Admission and Support:**

All admission to the Institute is done inter-se merit in accordance with DTE/CET CELL Govt. of Maharashtra through online portal. The entire institute premise is Wi-Fi enabled with internet connectivity.

#### • **Examination:**

As per the directions of KBC North Maharashtra University, Jalgaon, it is mandatory to perform examination related work in online mode. Thus, filling of examination forms, revaluation forms, obtaining hall tickets, examination papers, marks entry and photocopy forms is done online using KBC North Maharashtra University, Jalgaon website.



*Sahit*  
**Dr. Avinash Vishwanath Patil**  
**Principal**  
OBVS

Prof. Ravindra Nikam College of  
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• **Administration:**

The institutional Email ID's and What's app groups are provided to all the faculty members for exchange of information/Notices/Circular etc. Biometric facility is available to monitor staff attendance and punctuality. CCTV Cameras are installed at various places of need.

• **Finance and Accounts:**

The accounts of the institution will be maintained through Tally software. Generate all the analysis reports through Tally. Implement appropriate security measures for maintaining confidentiality in transactions. Provide regular training in updated versions of software to the new as well as existing staff. Use automated Payroll Management System in all aspects including salary calculation, salary slips, disbursement of salary to the bank accounts, TDS, Provident Fund, allowances, etc.

• **E-learning:**

The institute website displays information related to e-learnings for students which provides the previous question paper for study, study material for all four year (first to final year), MCQs and GPAT cell for guidance etc.



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## Annual E-Governance Report 2022-2023

In order to effectively handle of Prof. Ravindra Nikam College Pharmacy, Gondur, Dhule continually improving the following domains of e-governance in the following areas

- **Administration:**

College administration was carried out by using Employee personal Profile, Generation of Employee Id's, Biometric Dashboard Day wise, Individual Attendance report, Month wise Attendance report, Day wise attendance of Teaching and non-Teaching staff.

- **Finance and Accounts:**

College are using Tally software for finance and account functioning. Online payment gateways/digital payment systems are also successfully executed. Appropriate security measures are taken for the financial transactions.

- **Examination:**

For the examination the University provides the e-savidha portal for the examination form filling, hall tickets generation, internal marks submission and external practical marks submission. The e-savidha portal were used for the examination related work like examination form submission, hall tickets download, internal and external mark submission.

- **Student Support:**

The college has achieved substantial progress in the implementation of e-Governance, which includes support to students.

1. DTE and CET cell Maharashtra provides the portal for admission to first year B pharmacy and M Pharmacy.
2. e-savidha KBCNMU created the student's profile for admission and examination.
3. E- Library is useful for students to search the topics for research and syllabus.



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