

## Criteria 6.2.2

### Implementation of e-governance in areas of operation

1. Administration
2. Finance and accounts
3. Student admission and support
4. Examination

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## ANNUAL e-GOVERNANCE REPORT

2017-18

Indore Institute of Pharmacy drafted policy for implementation of E-Governance in various administration and academic activities of the college from the academic year 2017-18 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 teaching learning (Academic), Administration, Examinations, Finance and accounting, Admissions and HR wings.

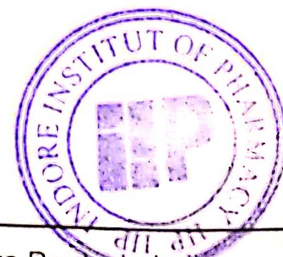
In this direction a few vendors/service providers of ERP software are called and quotations are invited as per the recommendation of the IQAC of the intuitions followed by the directions of the governing council suitable ERP has been deployed and put in to the appropriate use. Required training has been 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 Serosoft Technologies Pvt Ltd, Indore, M.P. After the trial test of the software in the year 2017-18, 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 analysing 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



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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

## 1. Administration:

**ERP:** The College Administration has been equipped with computerized ERP software which has been found to be satisfactory.

**CCTV:** Excellent and modernized coverage of the IIP campus that includes places like, corridors and canteen which helps the administration to monitor all the discipline issues at the maximum level.

## 2. Finance and support:

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 software's must be done on timely basis. Office shall continue with tally solutions for Finance management.

The salaries of employees including examination remunerations are paid online through NEFT and rarely by cheques. Not only is that, the payment of all purchasing transactions are executed necessarily cashless to maintain transparency and financial accountability in system.



### 3. Student Admission and Report:

Entry level admission to all UG and PG courses happened through online process and it managed and regulated by RGPV University through its web-portal.

### 4. Examination:

The faculty/students use RGPV portal to enter/view the marks. Faculty also used Google forms and many other applications to assess the student's knowledge.

### 5. Website:

Website is put in to full use as a vital information source to all the stakeholders and all important communication / circulars notices are made available in web site to ensure reaching of information to the needy any time anywhere.

Institution has a website to share the infrastructural, academics and placement information with its stakeholders.

### 6. E-Learning:

Every departments seminar hall in the campus are equipped with projectors and most of the teachers use PowerPoint presentation and audio/video content in teaching.

### 7. Library:

The users of the library access the publications of all major publishers and publications like IEEE , ACE, ASME, JK, Springer.

### 8. Social media outreach:

The institutions increased its visibility on various social media platforms by regularly sharing information regarding college activities and on social media platforms like Facebook, Twitter etc. with the various stakeholder and community.



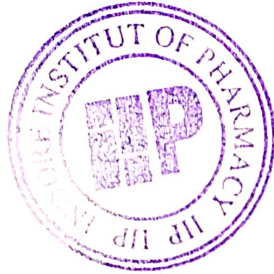


## 9. ICT Infrastructure:

Computers with internet facility were provided to the students and staff free of cost.

## 10. Placement:


Placement cell maintained student information in 'Google Drive' to conduct placement training/interview process in an easy go manner.



*Nilesh*  
(Mrs. Nilesh Naik)

*Sandeep*  
(Mrs. Sandeep Mishra)

Principal

  
Principal  
Indore Institute of Pharmacy,  
INDORE (M.P.)

## ANNUAL e-GOVERNANCE REPORT

2018-19

### 1. Administration:

The college administration has stepped ahead in the direction of paperless administration and nearly all the institutional task has been carried out using ICT. Enterprise Resource Planning (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.

To further strengthen the usage of ERP software, annual maintenance has been carried out by Serosoft Technologies Pvt Ltd, Indore, M.P.

### 2. Finance and support:

The usage of HDFC collect application and NEFT for transaction purposes has been continued by finance and accounting section.

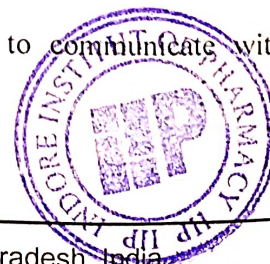
New version of Tally Business Solution was updated in college office for Accounting.

### 3. Student Admission and Report:

Entry level admission to all UG and PG courses happened through online process and it managed and regulated by RGPV university through its web-portal.

ERP software is used for student admissions, academics, library management, transport management, Grievance and feedback.

Separate WhatsApp group have been created for individual classes to communicate with students.



#### 4. Examination:

The faculty/students use RGPV portal to enter/view the marks. Faculty also used Google forms and many other applications to assess the student's knowledge.

#### 5. Website:

Institutional website has been updated on a regular basis to share the infrastructural, academics and placement information with its stakeholders.

The college website updations and maintenance services are continued with Edelytics, New Delhi. For increasing college branding and visibility by SEO services from Edelytics was purchased.

#### 6. E-Learning:

To further enrich the e-learning process faculty started using MOODLE (Modular Object-Oriented Dynamic Learning Environment), a free online learning management system (LMS). It is an interactive platform used to communicate information to students and support online interaction.

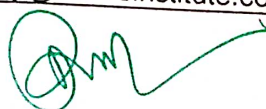
#### 7. Library:

The users of the library access the publications of all major publishers and publications like IEEE, ACE, ASME, JK, Springer. This facility helped to promote the research of staff and students by being aware of innovation works in professional communities.

#### 8. Social media outreach:

The institutions increased its visibility among its stakeholder using social media like Facebook, LinkedIn and Instagram.

SMS feature has been put into maximum use to stay connected with parents, students and staff for the purpose of intimating absentees, academic performance, holidays and other required.



A handwritten signature in green ink, appearing to be 'Om', with a long horizontal line extending to the right.

Information. For bulk SMS to students and staff, services from DUDUSMS are used.

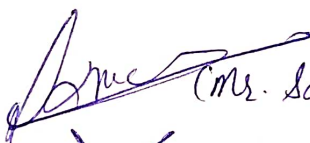
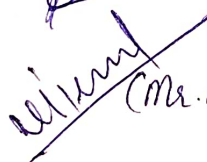
## 9. ICT Infrastructure:

To further strengthen the usage of ICT infrastructure, annual maintenance has been carried out.


## 10. Placement:

Placement cell maintained student information in 'Google Drive' to conduct placement training/interview process in an easy go manner.



  
(Mr. Sandeep Mishra)  
  
(Mr. Nilesh Naik)

Principal

  
Principal  
Indore Institute of Pharmacy,  
INDORE (M.P.)



## ANNUAL e-GOVERNANCE REPORT

2019-20

### 1. Administration:

Online video conferencing tools have been used totally to interact with internal and external stakeholders during pandemic. Separate WhatsApp group have been created for individual classes to communicate with their parents.

To ensure discipline across the campus usage of CCTV surveillance has been continued.

### 2. Finance and Accounts:

The usage of HDFC collect application and NEFT for transaction purposes has been continued by finance and accounting section. Paytm, QRcode as well as Q-fix online UPI transaction system implemented.

### 3. Student Admission and Report:

Entry level admission to all UG and PG courses happened through online process and it managed and regulated by RGPV University through its web-portal.

ERP software is used for student admissions, academics, library management, transport management, Grievance and feedback.

### 4. Examination:

Examination has been conducted online using Google Classroom.

### 5. Website:

The college website updations and maintenance services are continued with Edelytics, New Delhi.



## 6. E-Learning:

The college purchased the G suit and offered the services of the various applications such as video conferencing, online sharing and storage, individual email addresses with domain space for teachers and students. Several training /FDP/Workshops have been organized using Google Meet, Zoom , etc.

## 7. Library:

Library E-Resources was used to access the required e-books and e-journals through ERP.

## 8. Placement:

Placement cell maintained student information in 'Google Drive' to conduct placement training/interview process in an easy go manner.

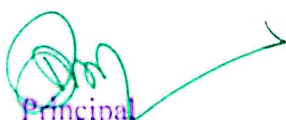
Skill rack, and various digital practices platforms were used to train the students effectively for placement activities.

## 9. Social media outreach:

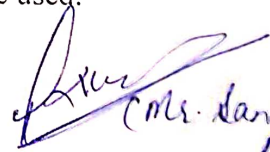
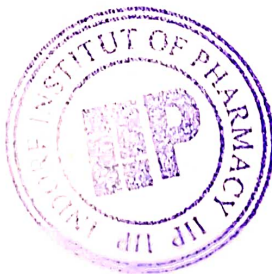
The institutions increased its visibility among its stakeholder using social media like facebook, LinkedIn and Instagram.

SMS feature has been put into maximum use to stay connected with parents, students and staff for the purpose of intimating absentees, academic performance, holidays and other required information. For bulk SMS to students and staff, services from DUDUSMS are used.


Principal



Principal  
Indore Institute of Pharmacy,  
INDORE (M.P.)



(Mrs. Sandeep  
Mishra)



(Mrs. Nilesh Naik)

## ANNUAL e-GOVERNANCE REPORT

2020-21

In 2020-21, we have developed our in-house college management system (CMS II) and implemented it in library and academic section.

### 1. Administration:

Online video conferencing tools have been used totally to interact with internal and external stakeholders during pandemic. Separate WhatsApp group have been created for individual classes to communicate with their parents. To ensure discipline across the campus usage of CCTV surveillance has been continued.

### 2. Finance and Accounts:

The usage of HDFC collect application and NEFT for transaction purposes has been continued by finance and accounting section. Paytm, QRcode as well as Q-fix online UPI transaction system implemented.

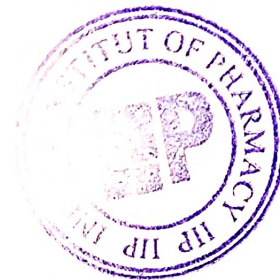
### 3. Student Admission and Report:

Entry level admission to all UG and PG courses happened through online process and it managed and regulated by RGPV University through its web-portal.

CMS software is used for student admissions, academics, library management, transport management, Grievance and feedback.

### 4. Examination:

Examination has been conducted online using Google Classroom.





## 5. Website:

The college website updations and maintenance services are continued with Edelytics, New Delhi.

## 6. E-Learning:

The college purchased the G suit and offered the services of the various applications such as video conferencing, online sharing and storage, individual email addresses with domain space for teachers and students. Several training /FDP/Workshops have been organized using Google Meet, Zoom, etc.

## 7. Library:

Library E-Resources was used to access the required e-books and e-journals through ERP.

## 8. Placement:


Placement cell maintained student information in 'Google Drive' to conduct placement training/interview process in an easy go manner.

## 9. Social media outreach:



The institutions increased its visibility among its stakeholder using social media like facebook, LinkedIn and Instagram.

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Principal

  
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 (Mr. Nilesh Naik)  
 (Mr. Sandeep Mishra)



## ANNUAL e-GOVERNANCE REPORT

2021-22

In 2021-22, we have continued with our in-house college management system (CMS II) and implemented it in library and academic section.

### 1. Administration:

Online video conferencing tools have been used totally to interact with internal and external stakeholders during pandemic. Separate WhatsApp group have been created for individual classes to communicate with their parents. To ensure discipline across the campus usage of CCTV surveillance has been continued.

### 2. Finance and Accounts:

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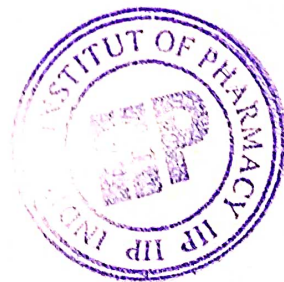
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CMS software is used for student admissions, academics, library management, transport management, Grievance and feedback.

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Examination has been conducted online using Google Classroom.



## 5. Website:

The college website updations and maintenance services are continued with Edelytics, New Delhi.

## 6. E-Learning:

The college purchased the G suit and offered the services of the various applications such as video conferencing, online sharing and storage, individual email addresses with domain space for teachers and students. Several training /FDP/Workshops have been organized using Google Meet, Zoom, etc.

## 7. Library:

Library E-Resources was used to access the required e-books and e-journals through CMS-II. DELNET, a major digital library implemented for student and it aims to collect, store, and disseminate information besides offering computerised services to users, to coordinate efforts for suitable collection development and also to reduce unnecessary duplication wherever possible.

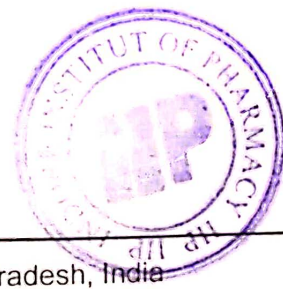
## 8. Placement:

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## 9. Social media outreach:

The institutions increased its visibility among its stakeholder using social media like facebook, LinkedIn and Instagram.


SMS feature has been put into maximum use to stay connected with parents, students and staff



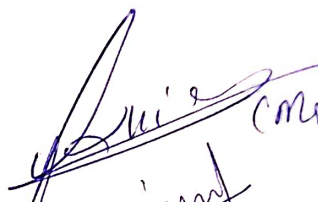
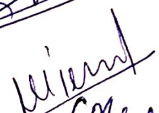
for the purpose of intimating absentees, academic performance, holidays and other required information.

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 (Mr. Sandeep Mishra)  
 (Mr. Nilesh Naik)

ERP Detail

	ERP
2017-18	20,882.50
2018-19	172,033.00
2019-20	254,165.00
2020-21	- 2
2021-22	-

PO/56/27.04.2022

Master Soft (MS) ERP Solutions

Advance 100,000.00 17/06/22





**Shail Educational & Welfare Society 17-18**  
 Opp. IIM, Pithampur Road, INDORE

**Serosoft Solutions Pvt Ltd**

Ledger Account

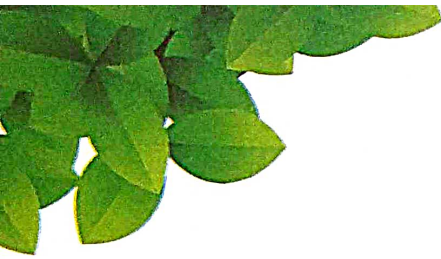
402 Royal Estate  
 9/2 South Tukoganj, Indore  
 07314010730

1-Apr-2017 to 31-Mar-2018

Date	Particulars	Vch Type	Vch No.	Debit	Credit
31-3-2018	By (as per details)	Journal	JV/03/115		41,765.00
	Repair and Maintance Software			20,882.50 Dr	
	Prepaid Exp (AMC Charges) - 2018-19			20,882.50 Dr	
	New Ref JV/03/115 30 Days			41,765.00 Cr	
	<i>Date 08.03.2018 AMC From 01.01.2018 to 30.06.2018 Payable amount to Serosoft</i>				
	To TDS(Profession)	Journal	JV/03/116	3,539.00	
				3,539.00	41,765.00
	To Closing Balance			38,226.00	
				<b>41,765.00</b>	<b>41,765.00</b>

*(Handwritten Signature)*

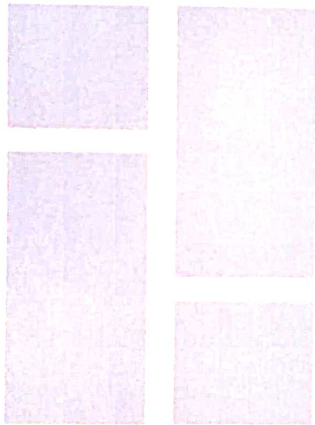




**Indore Institute of  
Pharmacy**

Affiliated to - RGPV (Bhopal) | Approved by - AICTE (New Delhi) & PCI (New Delhi)

**INDORE INSTITUTE OF PHARMACY (IIP)  
Institutional Policy  
On  
E-Governance**



**Indore Institute of  
Pharmacy**

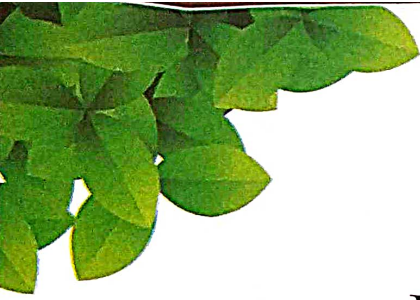


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## E-GOVERNANCE POLICY

Indore Institute of Pharmacy, Indore has designed E- Governance Policy, with primary purpose of implementing E-governance in various interactions and services of the institution. This policy will help in achieving efficiency in all the various operation of the instructions in an integrated manner in order to enable transparency, clarity in different functionalities of the instructions.

### Objectives:

1. Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
2. To promote transparency and accountability in all the functions of the college.
3. To achieve and create a paperless environment in the college.
4. To provide easy and quick access to information.
5. To make campus Wi-Fi enabled.
6. To make our Classrooms ICT Enabled having Desktops, Projectors, etc.
7. To establish a fully automated Library.

### Policy:

1. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
2. Institution to embrace e-governance for the seamless access of data for better decision making at various levels of the organization.
3. To have integrated, user friendly Enterprise resource planning (ERP) solutions to automate various modules like teaching learning, administration, Examinations, Finance and accounting, library and admission.

  
Principal  
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## Standard Operating Procedure (SOP):

Various vendors/service providers are identified and called for demonstration with quotation. comparative statement with unique features have made and the basis of recommendation of the Technical committee of the intuitions followed by the directions of the Governing Council suitable ERP, Website development and maintenance, SMS Services, Digital Marketing partners are shortlisted and put into 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.

## E-Governance Domains:

### 1. Website & Social Media:

- The website of the college to be continuously updated taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices etc. should be made easily available. Important information & achievements will be posted in the Social media.
- A Website / Social Media Committee to be formed for the administration of the college website / social media. The Committee will also look for other changes that are required on the website. The college strives to showcase its vibrant self and activeness through its website.

### 2. Student Admission:

- An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the RGPV University. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. Complete Admission process will manage by DTE thus e-governance policy of the DTE to be adopted in this regard. At college level Admission Portal to be used manage the admission enquiry and visit in the college.



### 3. Academics:

- Institution to manage student academics using a suitable ERP Solution with Real time communication.
- E-Governance will reflect in recording attendance, feedback, lesson plan, posting note, assignment and etc.

### 4. Accounts

- The office continues to maintain its account on Tally. Advanced feature help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet is generated through this software only. All the analysis reports are also generated through tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing

### 5. Library:

- The College continues to maintain its academic excellence through maintaining a wellstocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.
- Complete atomization of library process to include new arrival, entry, issue, return, renewal, and reference, e-journals, and projects reports.

### 6. Administration:

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.



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- CCTV: Excellent and modernized coverage of the IIP campus that includes places like corridors, class rooms, labs and canteen which helps the administration to monitor all the issues at the maximum level.
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

#### 7. Examination:

- The Examination process is regulated by the RGPV University and thus e-governance policy of the University to be adopted in this regard. As per the directions of the University, it is mandatory to handle various part of examination in online manner like examination forms, revaluation forms, Examination Hall tickets, uploading the marks etc.
- Utmost secrecy and confidentiality needs to be maintained while documenting examination data.

#### 8. Transport:

- CCTV and GPS facility must be installed for student's safety and administrative officer or transport officer monitor the bus through GPS app.


#### 9. ICT Tools:

##### Hardware Infrastructure

- The College to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by computer networking devices and scanners etc.

##### Software Infrastructure

- The college to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.

  
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