



President :  
Shri Amrishbhai R. Patel  
M.L.A.

Principal :  
Dr. S. B. Bari  
M.Pharm. Ph.D., D.I.M.F.J.C.

**CRITERIA: 6**

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**SUMMARY**

Key Indicator: 6.2	Strategy Development and Deployment
Metric No : 6.2.2	Implementation of e-governance in areas of operation 1. Administration 2. Finance and accounts 3. Student admission and support 4. Examination.

Sr. No.	Particular	Page No
1	e-Governance Policy	02
2	Use of e-Governance in areas of operation	10
3	E-Governance Report	45



*S. Bari*  
**PRINCIPAL**  
H.R. Patel Institute of Pharmaceutical  
Education & Research  
Shirpur Dist. Dhule (M.S) 425 405




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M.Pharm. Ph.D., D.I.M.F.J.C.

## E-Governance Policy

Policy Title		E-Governance Policy
1.	Brief description of the policy	Information about the policy, including how it is being implemented throughout all areas of operation, including the website, general administration, finances, student admission, attendance, academics, libraries, exams, and enterprise resource planning.
2.	Drafted By	Registrar
3.	Policy Applies to	All student, stakeholders and faculty members of institute
4.	Effective from Date	2017
5.	Checked by	IQAC Head
6.	Approved by	Principal
7.	Superseding Authority	Management
8.	Last reviewed/updated	NA



  
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## 1. Introduction

In order to achieve good governance, this policy aims to improve the institute's governance system by using information and communication technology (ICT) to deliver organization services, information, communication, integration with organizational & non-organizational entities, and service exchange between organizations.

## 2. Policy Statement

The goal of the policy's design and framing is to give the institution a more straightforward and effective system of governance. This policy covers the general administration of the website as Enterprise Resource Planning, Accounts and Finance, Student Admission, Attendance, Academic, Library, and Test. The college retains the ability to use electronic governance in any area not covered here.

### 2.1 Website

2.1.1. In light of the recent changes in the educational system, the college's website has to be updated. The website should include the following content and be accessible to outsiders.

2.1.1.1. Information of the college and its vision and mission statement

2.1.1.2. Institute staff and their profiles

2.1.1.3. Approvals and Affiliation to various regulatory bodies

2.1.1.4. Infrastructure and facilities available

2.1.1.5. Admission and admission process, Courses offered

2.1.1.6. Academic calendar and time table, student support and activities


2.1.1.7. Training and placement, co-curricular and Extra-curricular activities

2.1.1.8. The achievements of the college and staff

2.1.1.9. Mandatory disclosures required by various regulatory and accreditation bodies such as AICTE, PCI, NIRF, FRA and NAAC.

2.1.2. A separate service provider/ web designer can be appointed by the principal of the institute for the designing the website.



  
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2.1.3. An existing staff should be recognized and trained to undertake the responsibility of website administration and updating at the college level also.

2.1.4. A website committee to be formed for the administration of the college website.

2.1.5. The committee will look after the process of updating, maintaining and working of the websites on the regular basis.

<https://www.hrpatelpharmacy.co.in/>

## 2.2 Administration

2.2.1. The institution Email IDs are provided to all the faculty members, non-teaching and administrative staff for purpose of exchanging information/notices/circular etc. All communication from/to office are made through institution email ID'S with also personal mail ID's.

2.2.2. The all regulatory body's authorities' approvals are uploaded on the website.

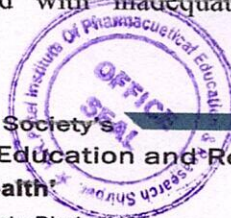
2.2.3. The academic calendar, class time tables, end-semester and first, second sessional examination time tables, calendar for co-curricular and Extra-curricular activities are prepared at the beginning of the academic year and displayed on institute website.

2.2.4. For efficient academic and administrative functioning, many committees are formed, and their details are posted on websites.

2.2.5 As part of administration, forthcoming campus drives, news, and events organised and executed by the institute should be displayed on a regular basis on the institute website and also on different social media platforms like Facebook, YouTube, Instagram, Twitter, LinkedIn, etc.

2.2.6. The college will take into opportunities to automate some of its functions related to administration.

2.2.7. Administrative staff should be provided with ~~inadequate~~ training for the development to seek new technology.



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## 2.3 Accounts

2.3.1 The account section should utilize Tally software to keep financial records in order to make it simple to use and transparent in accounting. This software should be used to generate the profit and loss statement, balance sheet, and numerous analysis reports.

2.3.2. The proper security precautions should be implemented to safeguard the transactions' secrecy.

2.3.3 The institute accountant manages the accounts for student fees, checks, invoices, and online transfers in the Tally accounting programme.

2.3.4. It is necessary to continually update the software and train the current workforce.

2.3.5 The college should make use of software to automatically determine salaries, produce pay stubs, and distribute payments to bank accounts. Moreover, all staff employees' TDS, Provident Fund, and Allowances must be managed via the programme.

2.3.6. If possible, payments should be made and received online using NEFT, RTGS, and bank transfers, among other methods.

## 2.4 Admissions

2.4.1. According to the Director of Technical Education (DTE) Government of Maharashtra on the institutional website, the Admission committee shall be constituted in the institute and charged with overseeing the present admissions process and also availabalise the registration form filling and option form filling facility.

2.4.2. The DTE, Government of Maharashtra, and the institute admission Reservation Center (ARC) coordinator oversee the entire B. Pharm and M. Pharm admission process, which is conducted entirely online and in a transparent manner.

2.4.3 As required by the Directorate of Technical Education (DTE) Maharashtra, the college staff shall receive training on how to manage the admissions process included in facilitation centres (FC) and (ARC).

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2.4.4 The management of college admissions should be done using an admissions portal.

2.4.5. All the instructions to the candidate and important dates for applying through centralized admission process should be available on the portal.

2.4.6. The fees structure for all the courses should be clearly display on the portal and fees receipt should be generated electronically.

2.4.7. The institute head admission, in charge and ARC coordinator are responsible implementation of this aspect of the policy.

<https://www.hrpatelpharmacy.co.in/courses>

<https://cetcell.mahacet.org/>

## 2.5 Attendance

2.5.1. Attendance management proceed by excel by administrative staff and teaching faculty to record and track attendance.

2.5.2. Attendance management of student to be done using textlocal online gateway.

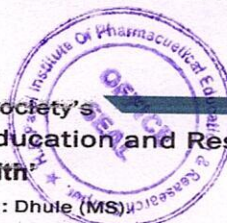
## 2.6 Academics

2.6.1. The college should have a learning management system like Google classroom, Gnomio/MOODLE, wordpress, youtube, quizizz, mentimeter. The other online platform for student learning materials including lecture notes, e-books, PowerPoint presentations, educational/informative videos, and crucial web links for more information, among other things.

## 2.7 Library:

2.7.1. For proper processing of books, their issuance and return installed and return installed in library, the institute should utilise Library Management software in the ERP.

2.7.2. When a book is issued to a student, the book accession numbers are compared to the student's name and student number.



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2.7.3. The librarian is in charge of putting the library's e-governance policy into practise. Moreover, the library offers e-journal subscriptions to students and faculty members who can access their login information at the library.

## **2.8 Examination :**

2.8.1. The institute is affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon (KBCNMU, Jalgaon). Institute follows and adheres to the examination related rules and regulation lay down by KBCNMU, Jalgaon.

2.8.2. The related activities are filling of examination forms. Revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of internet marks, etc.

2.8.3. Colleges Examination Incharge should be appointed for managing all the activities related with internal and external exam.

2.8.4. The teaching staff should be trained and evaluate answer sheets using on screen Marking (OMS) System as prescribed by KBCNMU, Jalgaon.

2.8.5. Institute should use Google sheets, Google forms, excel sheet platform for various exam related activities entry of internal assessment and end semester marks, and Mark sheets, etc.

2.8.6. Internal marks should be communicated to students via offline/online mode.

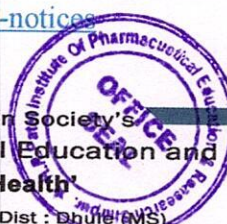
2.8.7. Examination results analysis and top rankers should be displayed on the institute website.

<https://nmu.ac.in/en-us/Student-Corner>

<https://nmu.ac.in/Student-Corner/Examination/Online-Results-Colleges>

<https://www.hrpatelpharmacy.co.in/achievement/achievements>

<https://www.hrpatelpharmacy.co.in/circulars-and-notices>



  
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## 2.9 Feedback :

2.9.1. The online student feedback portal platform is used to collect the student feedback regarding faculty for each subject as well as institute.

2.9.2. In the feedback mechanism student identity remains undisclosed and unbiased

2.9.3. The student to faculty feedback is collected through feedback committee which appointed by principal of institute.




## 2.10 ERP System

2.10.1 The college should employ enterprise resource planning (ERP) software to integrate e-governance in all areas. ERP software may help companies manage their work more effectively and make it simple for all of their stakeholders to access it.

2.10.2 The secretary of the society may designate a different service provider for ERP.

2.10.3 A committee should be established and given the necessary training to take on the duty of installing and overseeing the college-level ERP system.

2.10.4 Training for using the ERP should be provided to college employees and students.

Prepared By	Checked By	Approved By
		
<b>Mr. S. D. Bagul</b>	<b>Dr. L. R. Zawar</b>	<b>Dr. S. B. Bari</b>
<b>Registrar</b>	<b>IQAC Head</b>	<b>Principal</b>
HRPIPER, Shirpur	HRPIPER, Shirpur	HRPIPER, Shirpur



  
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**SUMMARY**

**CRITERIA: 6**

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**Use of e-Governance in areas of operation**

Area of e-governance	E-governance software used	Name of the vendor	Year of Implimentation
<b>Administaration</b>			
Institute Website	<a href="https://www.hrpatelpharmacy.co.in/">https://www.hrpatelpharmacy.co.in/</a>	Sun Technology	2008
		SV Mind Logic	2016
Enterprise resource planning software	<a href="https://cims.mastersofterp.in/">https://cims.mastersofterp.in/</a>	Thakkar Software Cloud	2013
Employee Self-Service Online Software – ESS	<a href="https://sesrcp.in/">https://sesrcp.in/</a>	Timelabs	2013
Email and other Facilities Portal for Staf	<a href="https://login.live.com">https://login.live.com</a>	Microsoft	2013
Whatsaap Groups of Staff and Students	Whatsaap	Free	--
E Bulleins	Institute Website	SV Mind Logic	2017
Online Meeting Software	Micrsoft Team and Zoom	Micrsoft and Zoom	2020
<b>Finance and Accounts</b>			
Software for Accounting	Tally	Tally Solutions	2014





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**SUMMARY**

		Private Limited	
Payroll Management System Software	Mastersoft	Mastersoft	2017
Online Transactions	State Bank of India IndusInd Bank	--	--
<b>Student Admission and Support</b>			
Student Fees report	Mastersoft	Mastersoft	2013
Admission portal	Mastersoft	Mastersoft	2013
Online fee payment platform	Feepayr - <a href="https://www.feepayr.com/">https://www.feepayr.com/</a>	Feepayr	2017
Messenger software	Textlocal Messenger - <a href="https://www.textlocal.in">https://www.textlocal.in</a>	Textlocal Messenger	2017
Transfer Certificate Software	Mastersoft	Mastersoft	2013
Portal for Fees and other students data	Cloud Based ERP CCMS Student Data Mastersoft	Mastersoft	2020
KBC NMU Digital University Portal	<a href="https://www.nmujclc.digitaluniversity.ac/">https://www.nmujclc.digitaluniversity.ac/</a>	--	--
DTE Admission Portal	<a href="https://www.dtemaharashtra.gov.in/indexview.html">https://www.dtemaharashtra.gov.in/indexview.html</a>	--	--
CET Cell Portal	<a href="http://cetcell.mahacet.org/">http://cetcell.mahacet.org/</a>	--	--
E Suvidha Portal – KBCNMU, Jalgaon	<a href="https://nmuj.digitaluniversity.ac/">https://nmuj.digitaluniversity.ac/</a>	--	--
National Digital Library of India Portal	<a href="https://ndl.iitkgp.ac.in/">https://ndl.iitkgp.ac.in/</a>	--	--





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### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### SUMMARY

Maha. DBT Portal of Govt. of Maharashtra	<a href="https://mahadbt.maharashtra.gov.in/login/login">https://mahadbt.maharashtra.gov.in/login/login</a>	--	--
DELNET/N-LIST	DELNET	DELNET	2014
E-Journals -388 (DELNET)	DELNET	DELNET	2014
E-Books-375 (DELNET)	DELNET	DELNET	2014
E-Newspaper- Marathi-77, English- 15(DELNET)	DELNET	DELNET	2014
Knowledge gainer DELNET	DELNET	DELNET	2014
<b>Examination</b>			
Examination Portal KBCNMU	<a href="https://nmu.ac.in/en-us/Student-Corner">https://nmu.ac.in/en-us/Student-Corner</a>		2009
Academic Bank Cerdit (ABC)	<a href="https://www.abc.gov.in/">https://www.abc.gov.in/</a>		2023
Examination conduction during pandemic	Google Classroom, Google form	Google	2020





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**SUMMARY**

### Screenshot of College Website





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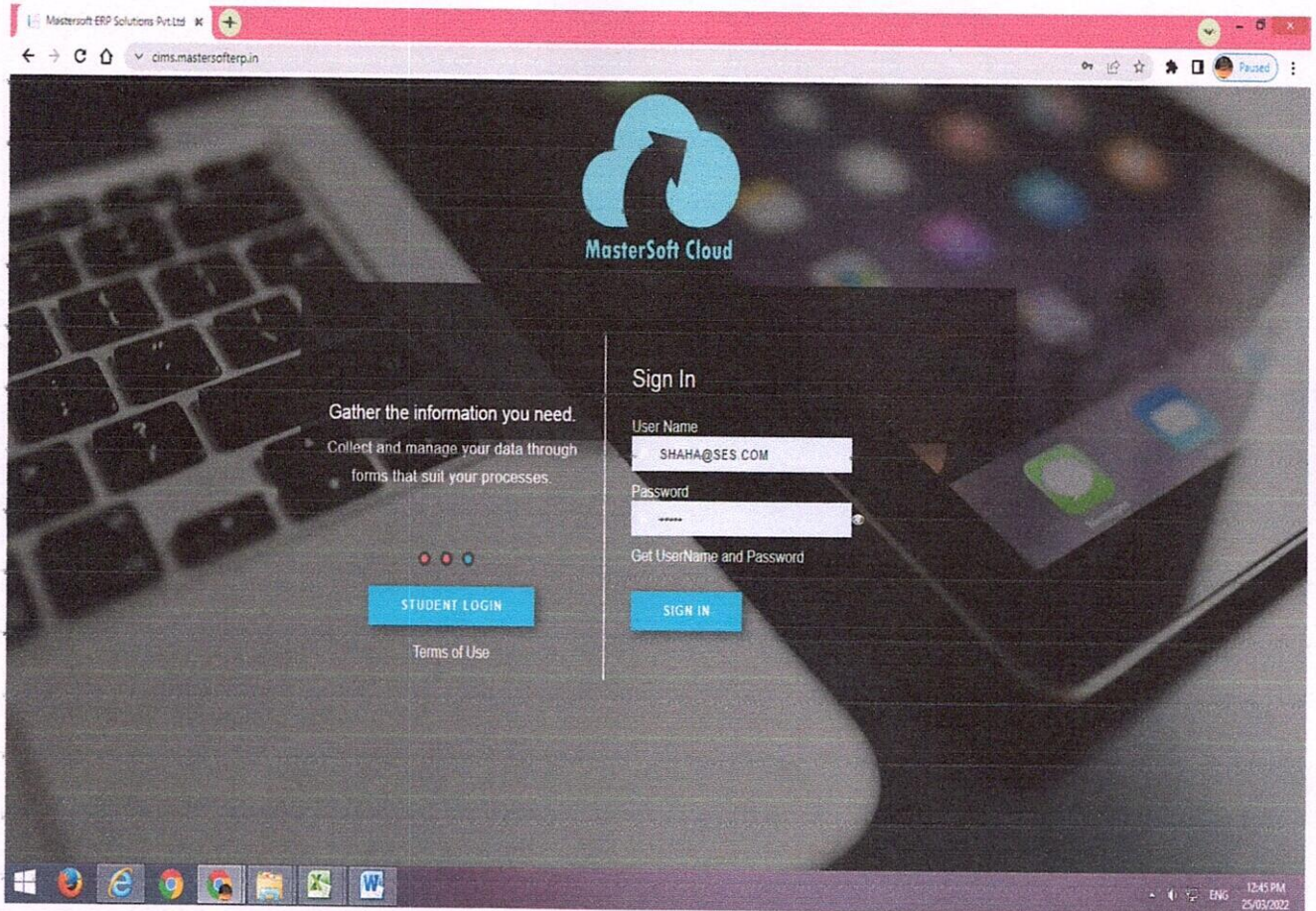
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**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**SUMMARY**

**Screenshot of Login page for MasterSoft Cloud**





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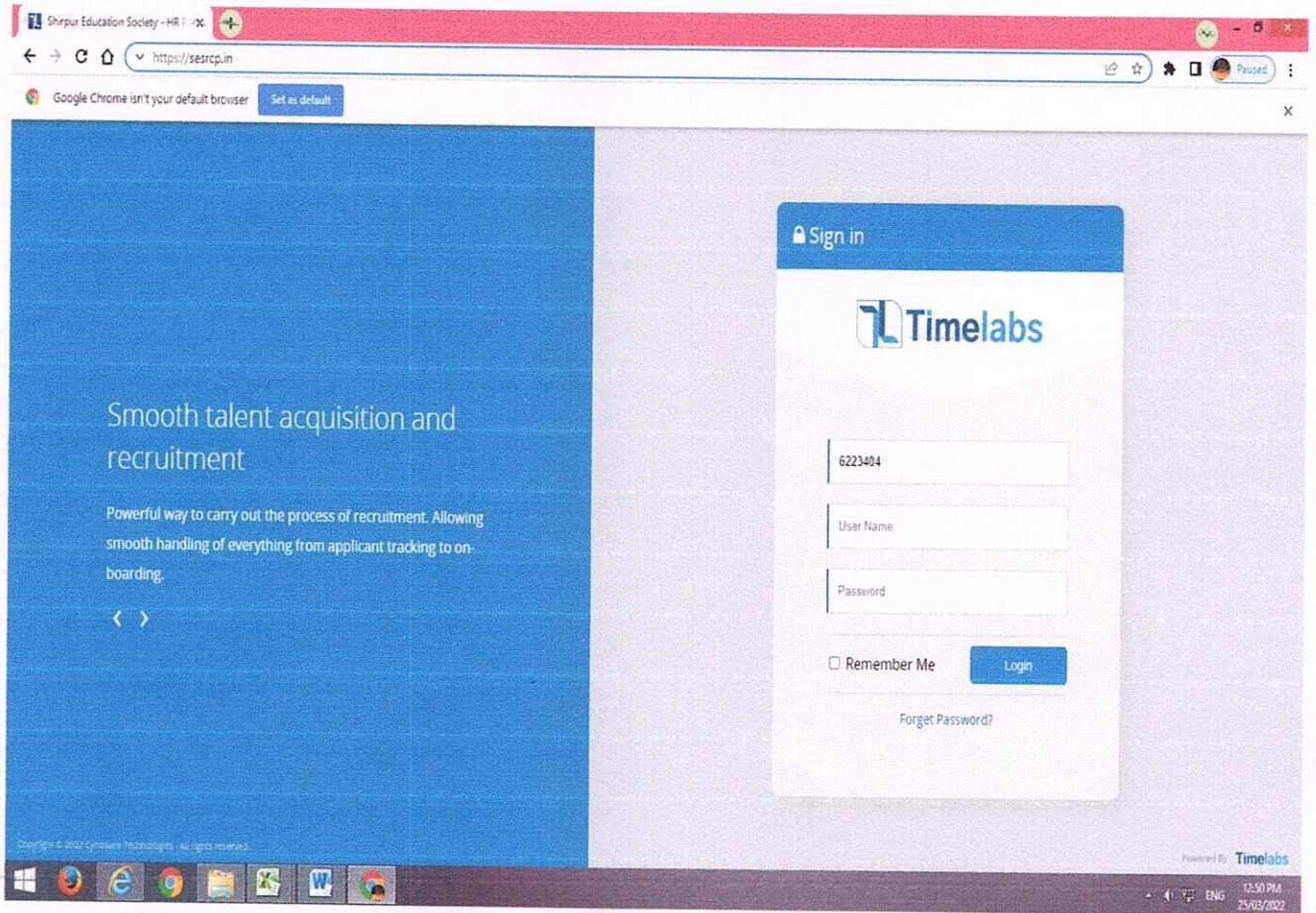
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**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**SUMMARY**

**Screenshot of Employee Self-Service Online Software – ESS**





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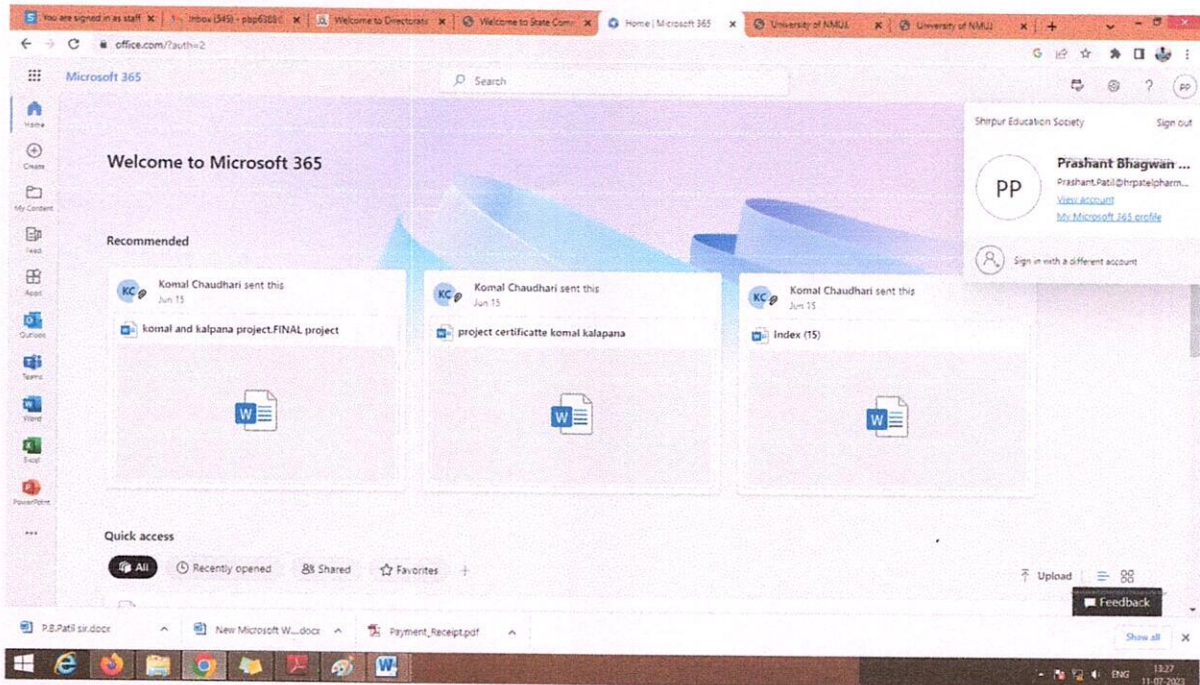
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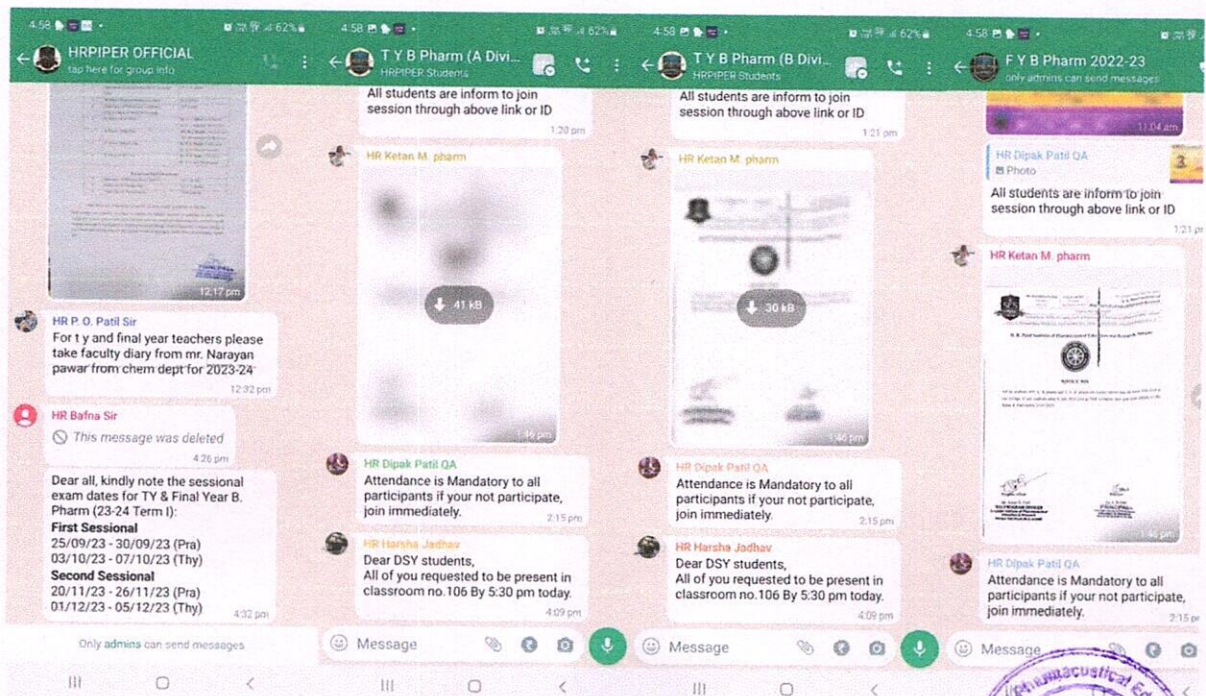
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## SUMMARY

### Screenshot of Microsoft Email and other Facilities Portal for Staff



### Screenshot of Whatsaap Group for Staff and Students





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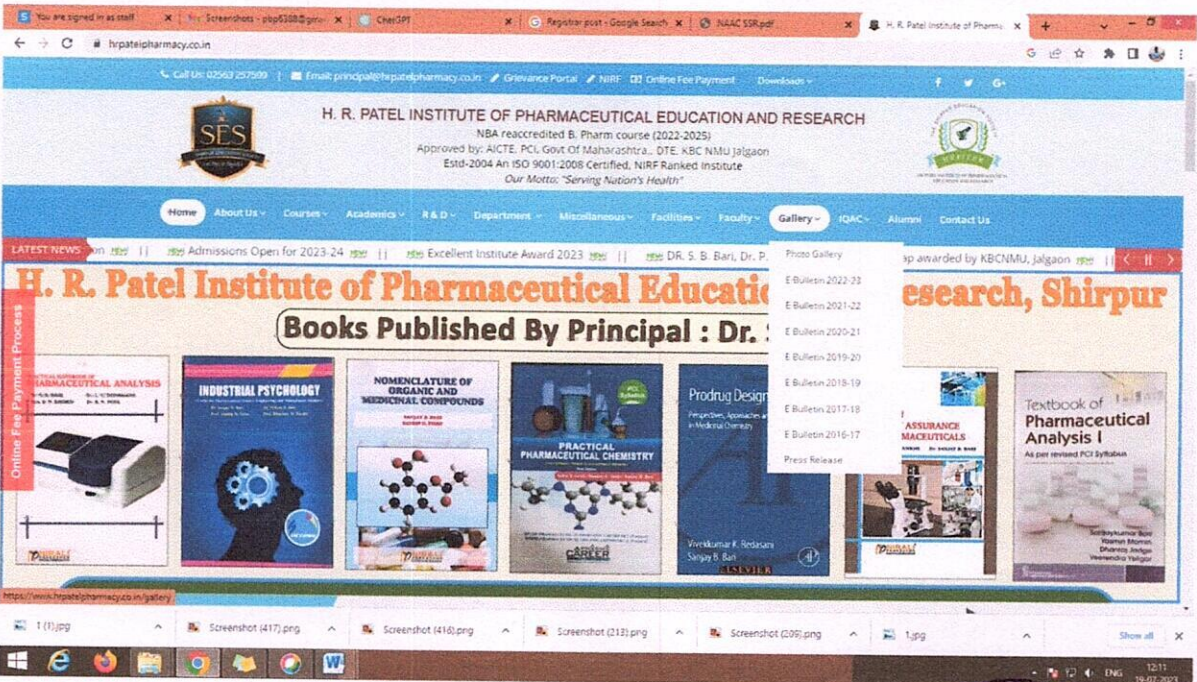
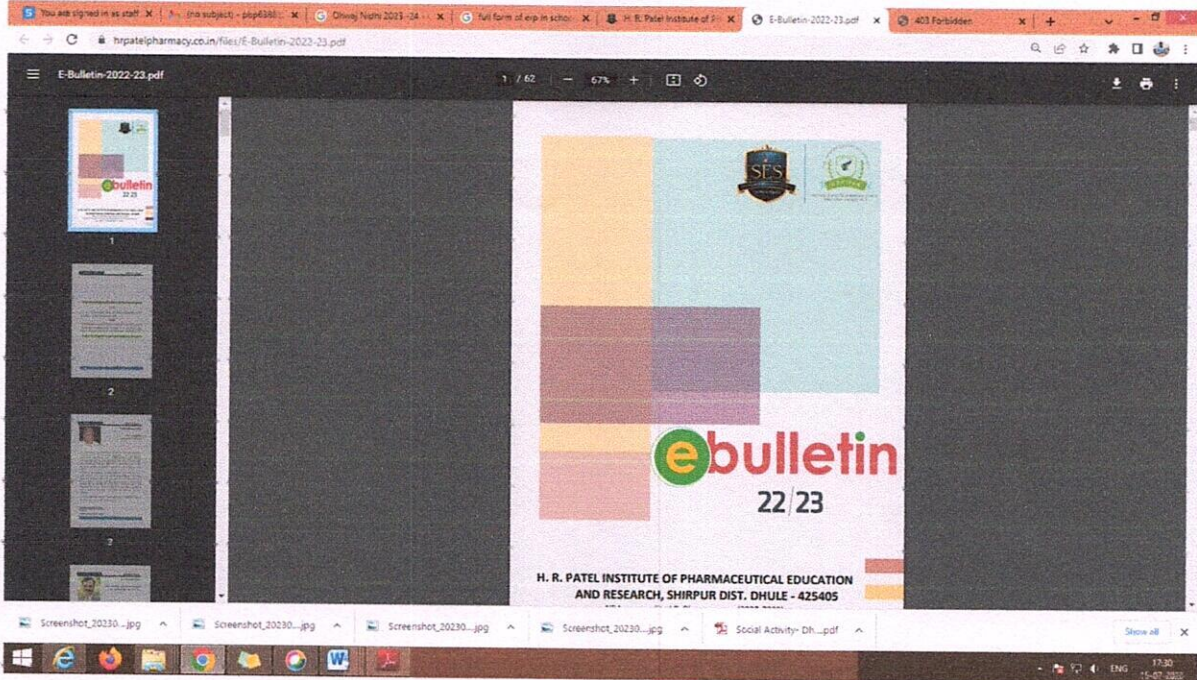
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## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**SUMMARY**

### **Screenshot of E Bulletin**







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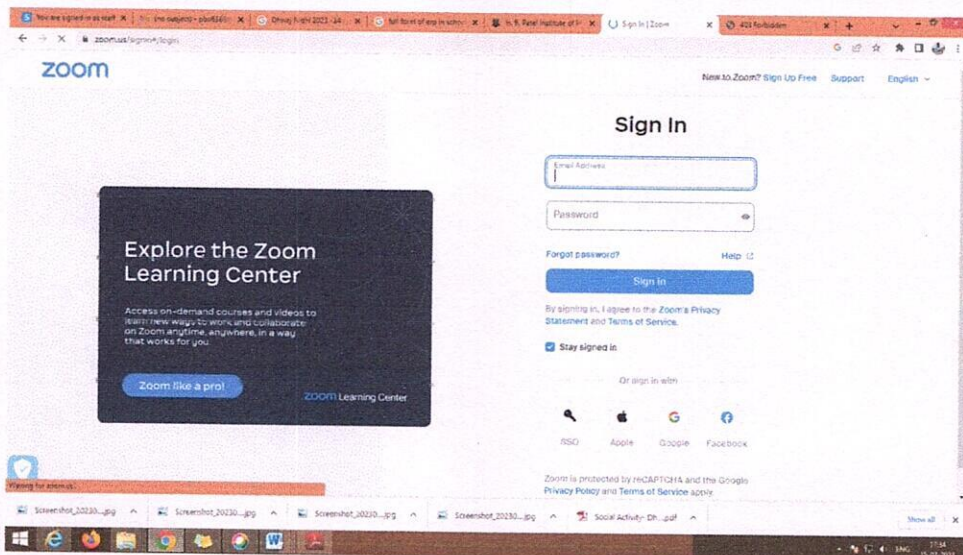
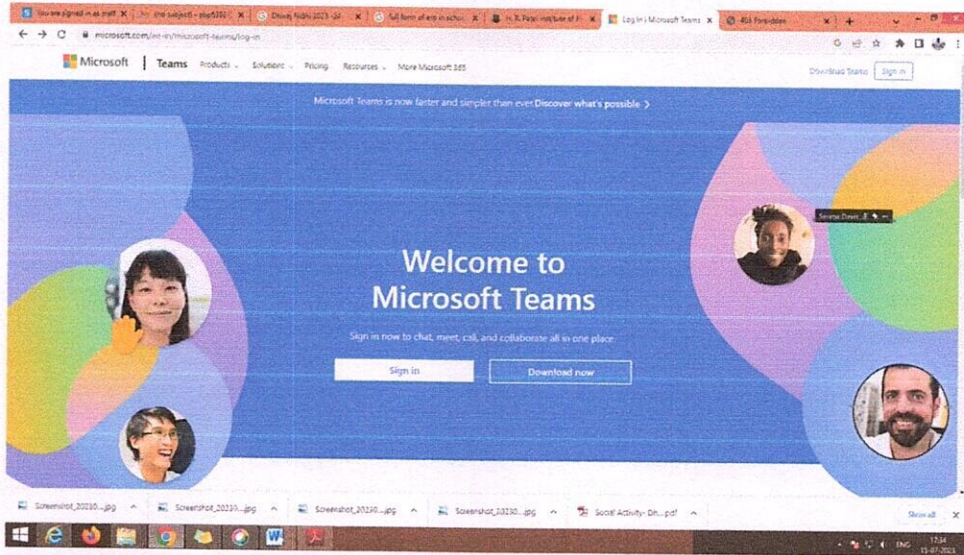
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**SUMMARY**

Screenshot of Microsoft Team and Zoom





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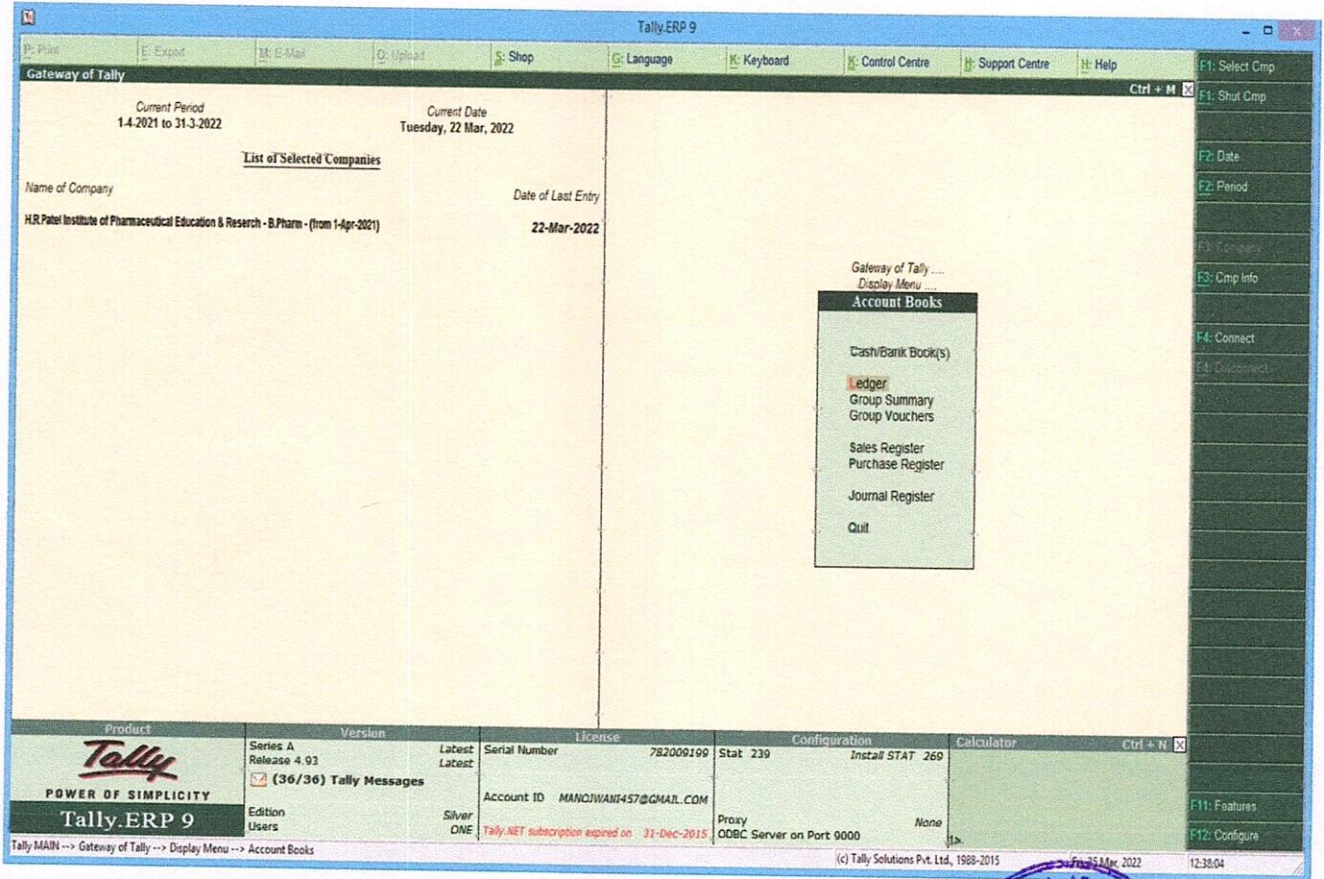
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**SUMMARY**

**Screenshot of Tally ERP Software**





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**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**SUMMARY**

**Screenshot of Payroll Management System Software**





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Principal :  
Dr. S. B. Bari  
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## GOVERNANCE, LEADERSHIP AND MANAGEMENT

**SUMMARY**

### Screenshot of Online Transactions State Bank of India

The screenshot displays the SBI YONO Business portal. At the top, it says 'Welcome : HR PATEL INSTITUTE OF PHARMACEUTICAL EDUCATION' and 'Know More Sanjay Kumar Baburao Bari'. The date and time are '15-Jul-2023 (06:01 PM IST)'. The user is currently viewing 'My Accounts > Account Summary'. A green banner indicates a 'Mail Alert: You have 86 unread mails. Please click here to read them.' Below this, the 'Account Summary' section includes a link for 'View All Balances'. The 'Transaction Accounts' section contains a table with the following data:

Account No. / Nickname	Branch	Balance
00000039772811423	SHIRPUR	<a href="#">Click here or account number for balance</a>

On the right side of the screenshot, there is a circular purple stamp that reads 'OFFICE SEAL' and 'HR Patel Institute Of Pharmaceutical Education & Research Shirpur'.



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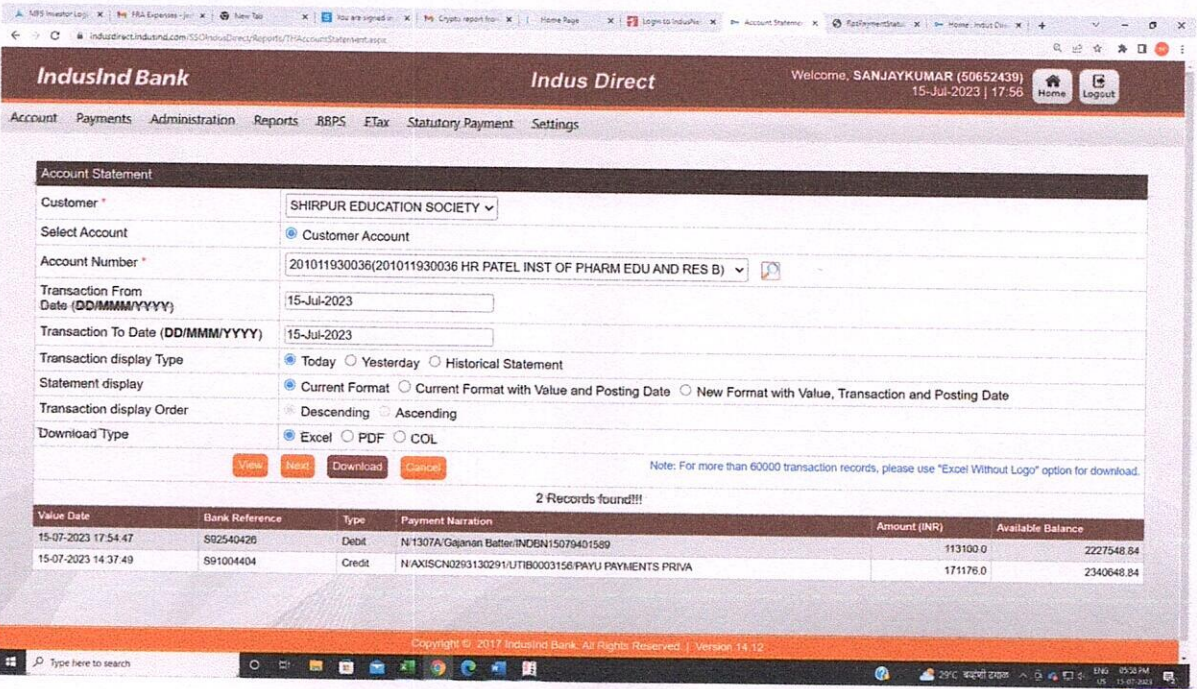
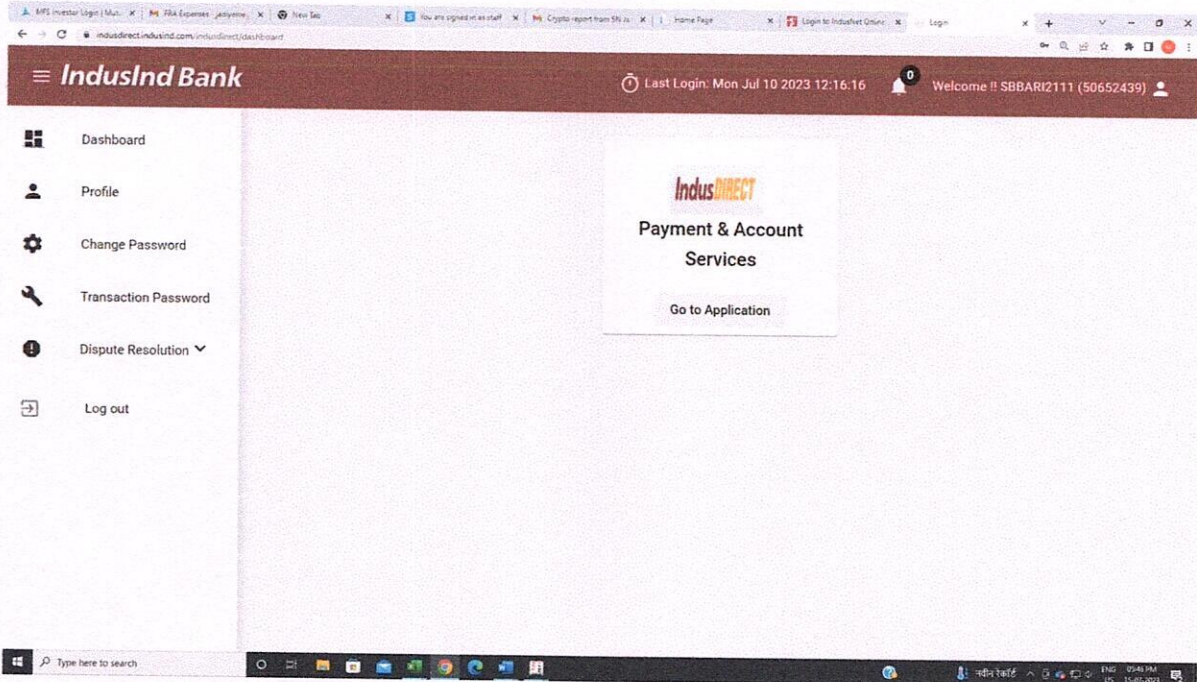
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**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**SUMMARY**

**IndusInd Bank**





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## GOVERNANCE, LEADERSHIP AND MANAGEMENT

**SUMMARY**

### Screenshot of ERP software showing Student Fees report

The screenshot displays the 'Balance/ Outstanding Fees' report in an ERP system. The interface includes a sidebar with navigation options like 'Master', 'Pre Admission', 'Transaction', 'Student Reports', 'Fees Reports', 'Tally Integration', 'Setting', and 'Import Excel Data'. The main content area shows the following details:

- Student ID:** 3523132
- Student Name:** Miss SHAH RUHI PRASHANT
- Fee Type:** EBC
- Mobile No.:** 9208563171
- Total Fees:** 102000
- Paid /Concession /Adjusted Fee:** 40000
- Payable Fees:** 0
- Remark:**
- Student Remark:**

A table on the right lists the fee components:

FEE HEAD ( Max. Fee)	AMOUNT
Tuition Fee (stu) Max.Amt: 16747	16747
Development Fee Max.Amt: 0	0
Tuition Fee (sch) Max.Amt: 45263	45263
Development Fee(sch) Max.Amt: 0	0
Excess Fee	0

The total fees are 62000. A 'Clear Installment' button is visible at the bottom of the table.





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## GOVERNANCE, LEADERSHIP AND MANAGEMENT

**SUMMARY**

### Screenshot of Admission Portal

Student Admission

Session: 2021-2022  
Working Date: 23/03/2022  
Counter: 25

Search Menu

Master

Pre Admission

Transaction

Student Reports

Fees Reports

Tally Integration

Setting

Import Excel Data

H. R. PATEL INSTITUTE OF PHARMACEUTICAL EDUCATION & RESEARCH

Note : \* Marked Is Mandatory !

Q Search Student

Search By: STUDSRNO

Search Text

Batch \* : Please select batch!

Branch \* : Please select branch!

Course/Year \* :

Payment Type \* : Please select fee type!

Standard Fee : STANDARD FEE

Search Student

Student Details

Title \* : Please select title!

Last Name/Surname \* : ENTER LAST NAME / SURNAME

First Name : ENTER FIRST NAME

Mother Name : ENTER MOTHER'S NAME

Unicode Mother Name : ENTER UNICODE MOTHER NAME

Father Name : ENTER FATHER'S NAME

12:47 PM 25/03/2022





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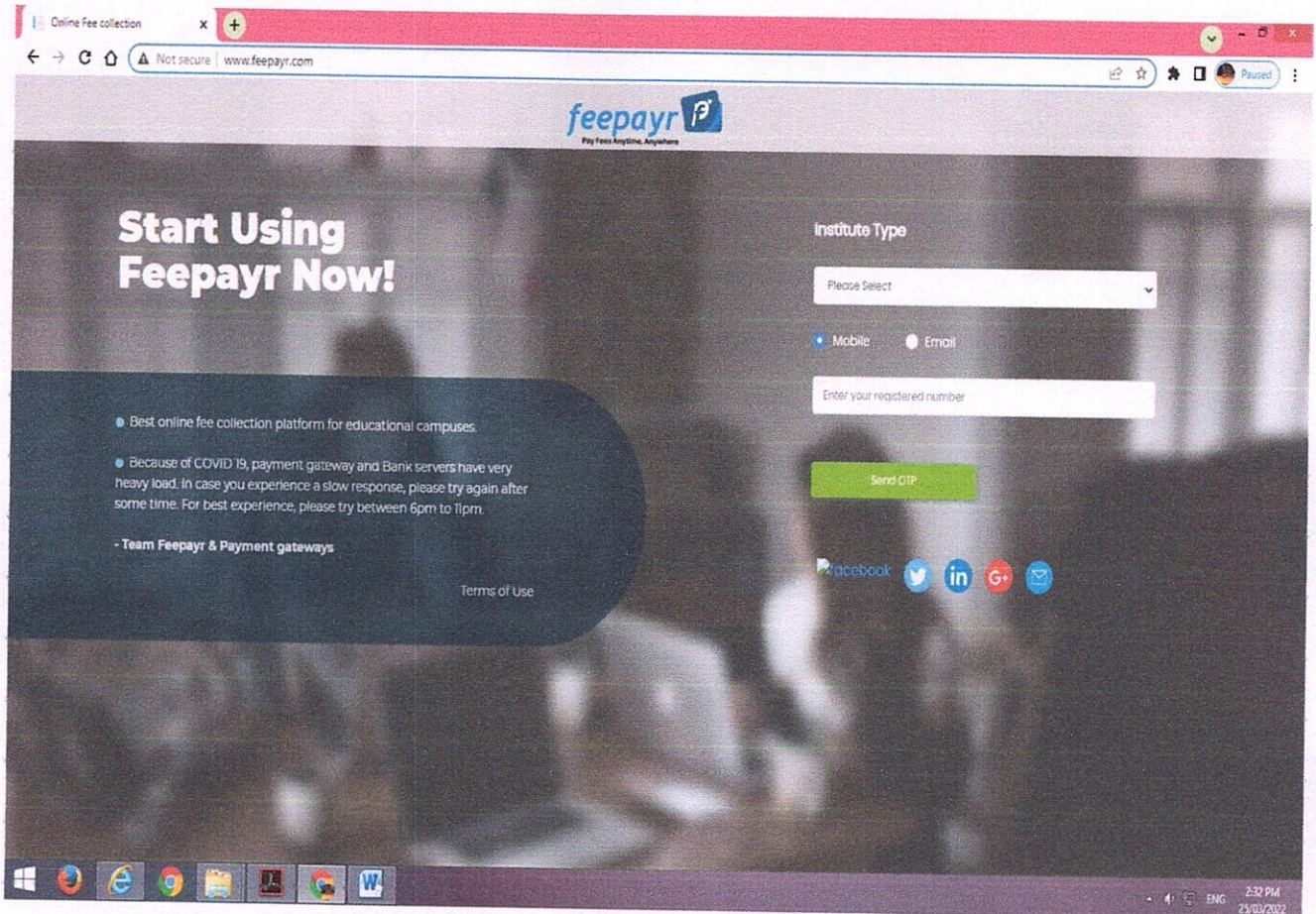
Principal :  
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### GOVERNANCE, LEADERSHIP AND MANAGEMENT

**SUMMARY**

#### Screenshot of Online Fee Payment Platform







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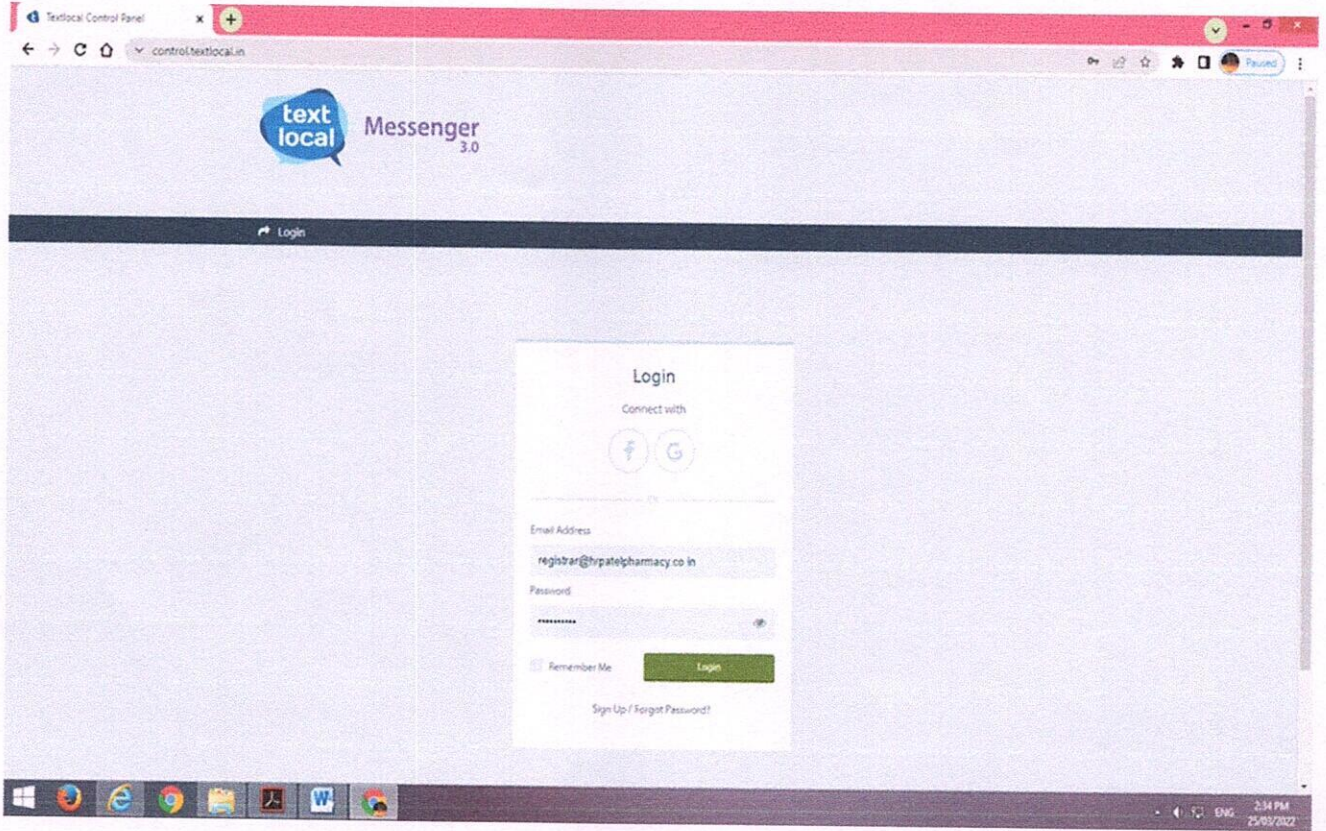
Principal :  
Dr. S. B. Bari  
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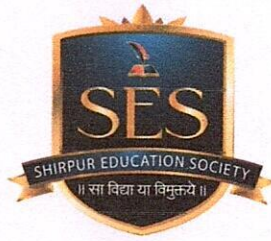
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**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**SUMMARY**

**Screenshot of messenger software**





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## GOVERNANCE, LEADERSHIP AND MANAGEMENT

**SUMMARY**

### Screenshot of Mastersoft Portal for Transfer Certificate

Transfer / Leaving Certificate

Note : \* Marked as Mandatory !

TC For

TC For  Particular Student  External Student

Session \* 2021-2022

Basic Course \* B. PHARM

Course/Year/Semester \* B. PHARM - 5

Search By \* Name

Search Text 624619 -> AGIWAL DARSHAN UDAY -> 624619

Student Details

Title *	M	Cr No	2018-1925
EID No./Reg No.		TC Date *	20/07/2022
First Name	DARSHAN	Birth Date	29/05/2000
Middle Name	UDAY	Adm. Date *	18/07/2018
Last Name *	AGIWAL	Caste Category	OPEN
Gender *	MALE	Religion	HINDU





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GOVERNANCE, LEADERSHIP AND MANAGEMENT

**SUMMARY**

Screenshot of Mastersoft Portal for Fees

Balance/ Outstanding Fees

Note : \* Marked is Mandatory !  
FeeHead with \* marked is GST Applicable !

BasicCourse/Branch/Standard \* B. PHARM

Course/Year/Standard \* B. PHARM - 1

Search By \*  Studentid  Name  Roll No  User Field

Search Text \* SHAH RUHI PRASHANT-->PRASHANT --> 0 --> --> 3523132

Student ID. 3523132 [Show Balance](#)

Student Name Miss SHAH RUHI PRASHANT

Fee Type EBC

Mobile No. 8208563171

Total Fees. 102000

Paid /Concession /Adjusted Fee 40000

Payable Fees. 0

Remark

Student Remark

Total Fees : 62000

FEE HEAD ( Max. Fee)	AMOUNT
Tuition Fee (stu) Max.Amt: 16747	16747
Development Fee Max.Amt: 0	0
Tuition Fee (sch) Max.Amt: 45253	45253
Development Fee(sch) Max.Amt: 0	0
Excess Fee	0

[Clear Instalment](#)





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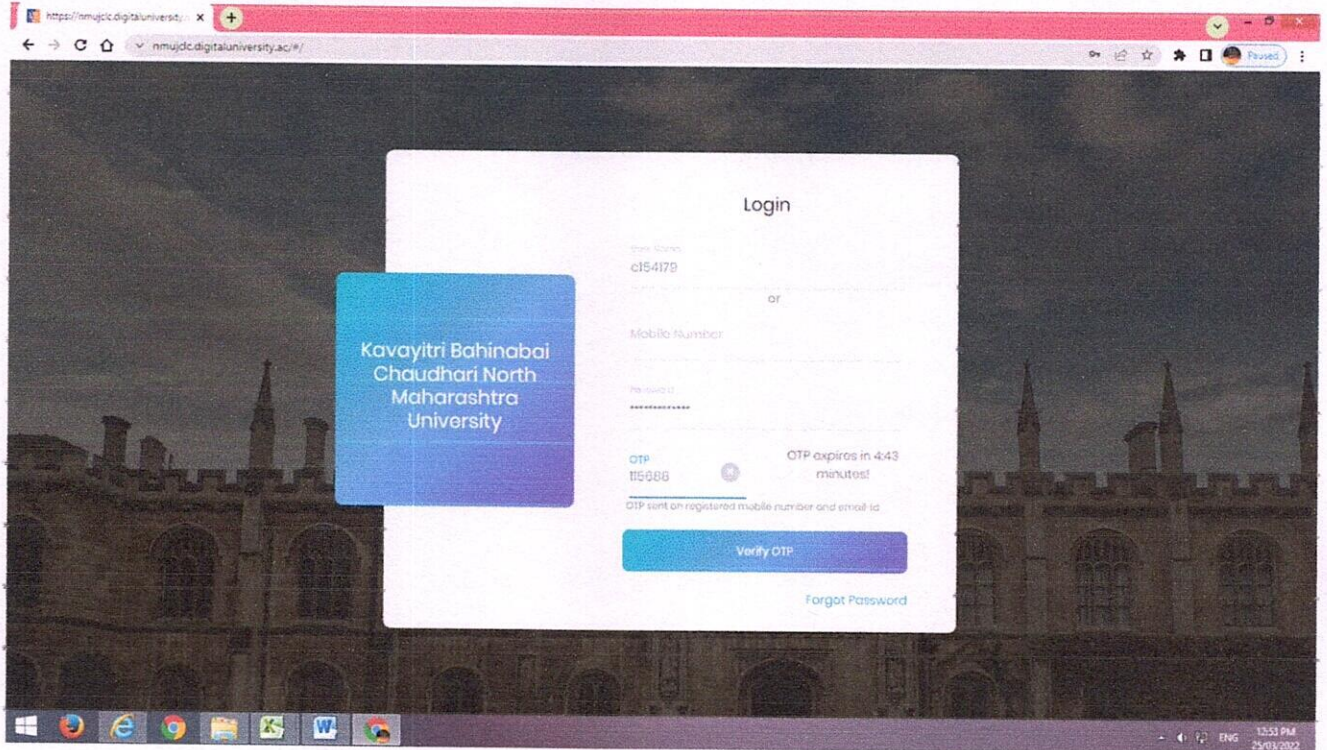
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**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**SUMMARY**

**Screenshot of KBC NMU Digital University Portal Login Page**





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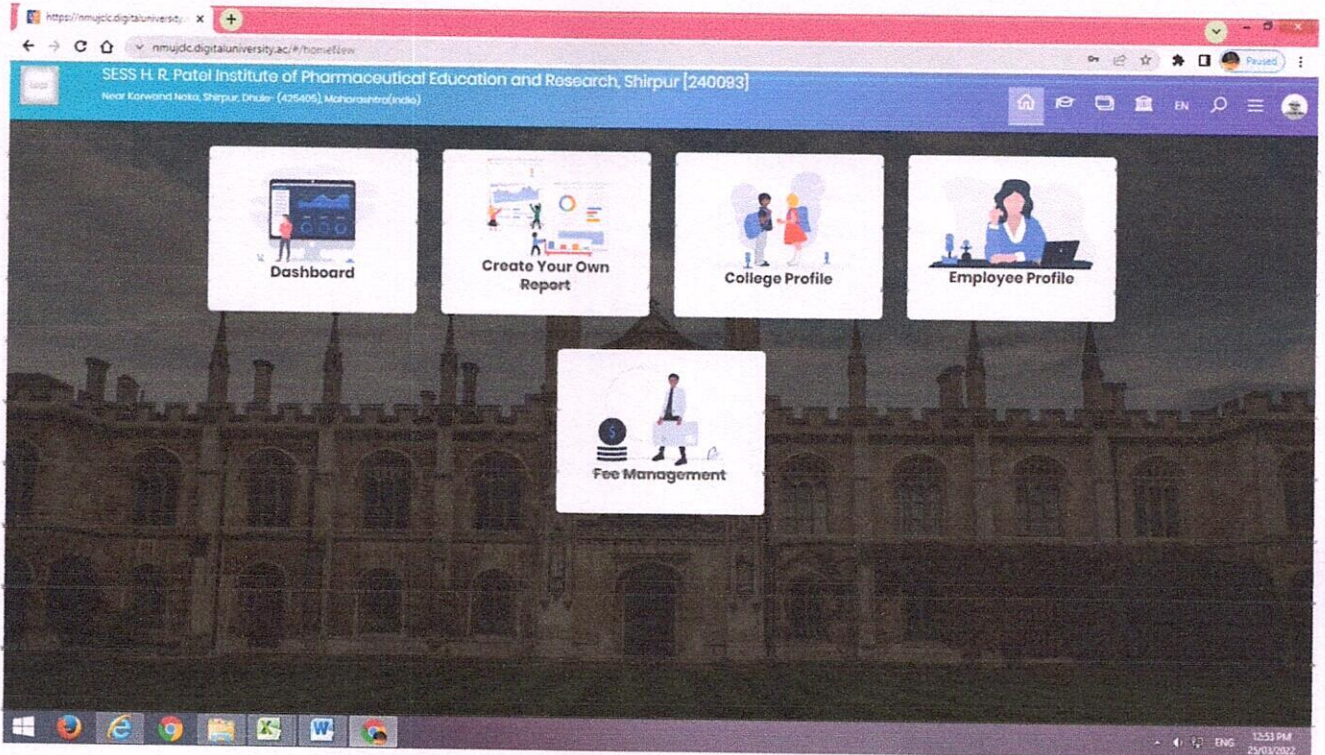
**Principal :**  
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**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**SUMMARY**

**Screenshot of KBC NMU Digital University Portal Main Page**





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## GOVERNANCE, LEADERSHIP AND MANAGEMENT

**SUMMARY**

### Screenshot of DTE Admission Portal

Government of Maharashtra  
महाराष्ट्र शासन  
Directorate of Technical Education, Maharashtra State  
तंत्रशिक्षण संचालनालय, महाराष्ट्र राज्य

Admission Portal For A.Y.2023-24

POST SSC DIPLOMA 2023    DIRECT SECOND YEAR DIPLOMA 23    POST HSC DIPLOMA D. PHARMACY 23

POST HSC DIPLOMA D. HMCT 23    POST HSC DIPLOMA D. SCT 23    UN-AUTHORIZED INSTITUTE LIST 2022-23

Helpline Numbers : 1800-123-7280 / 9873048895 (09.00 A.M to 07.00 P.M)

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**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**SUMMARY**

**Screenshot of State CET Cell Portal**

SN	CET Name	Department	Link
1	MHT-CET 2023 (PCM Group)	Technical Education	<a href="#">Click Here To View Score Card</a>
2	MHT-CET-2023 (PCB Group)	Technical Education	<a href="#">Click Here To View Score Card</a>
3	MAH-MBA/MMS CET 2023	Technical Education	<a href="#">Click Here to View Score Card</a>
4	MAH-B.HMCT CET 2023	Technical Education	<a href="#">Click Here to View Score Card</a>
5	MAH-B.A./B.Sc. B.Ed. (Four Year Integrated Course)-CET 2023	Higher Education	<a href="#">Click Here to View Score Card</a>
6	MAH-B.Ed.M.Ed. (Three Year Integrated Course)-CET 2023	Higher Education	<a href="#">Click Here to View Score Card</a>
7	MAH-B.Planning-CET-2023	Technical Education	<a href="#">Click Here to View Score Card</a>
8	MAH-M.Arch-CET-2023	Technical Education	<a href="#">Click Here to View Score Card</a>
9	MAH-M.HMCT-CET-2023	Technical Education	<a href="#">Click Here to View Score Card</a>





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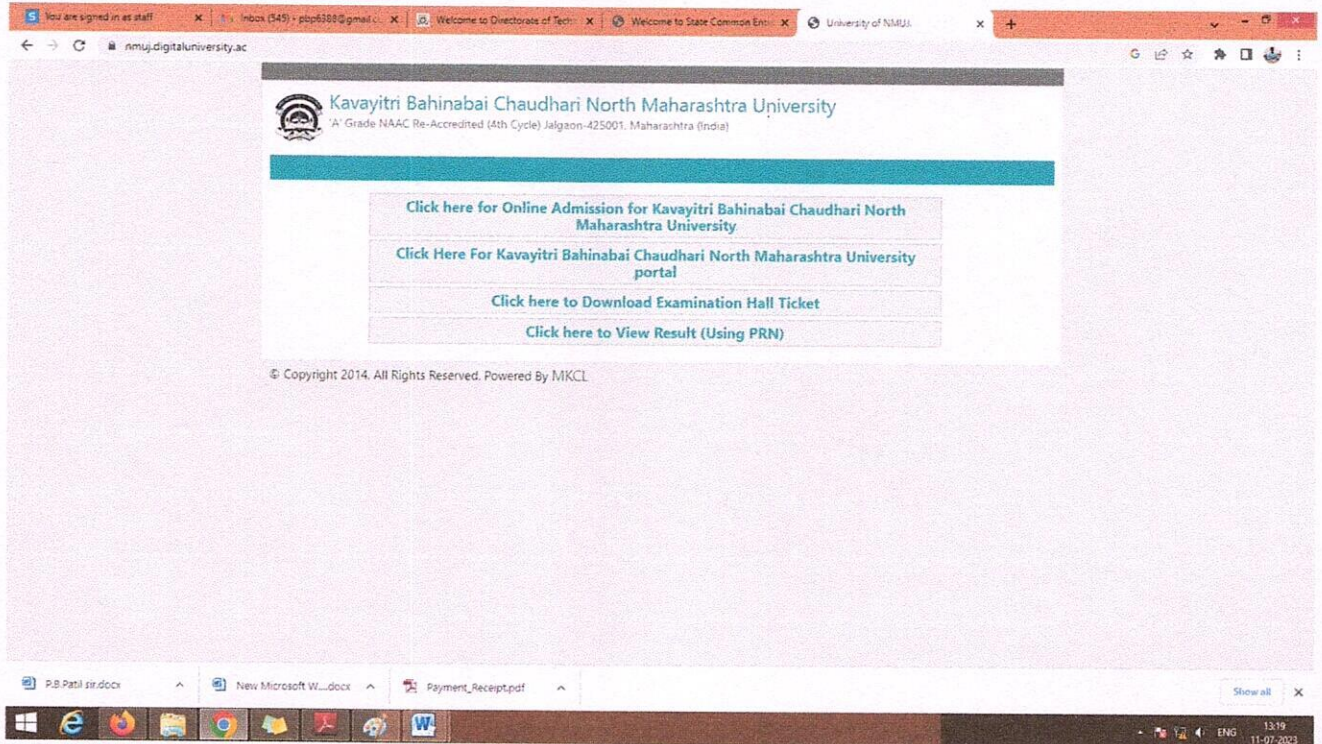
**Principal :**  
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### GOVERNANCE, LEADERSHIP AND MANAGEMENT

## SUMMARY

#### Screenshot of E Suvidha Portal – KBCNMU, Jalgaon







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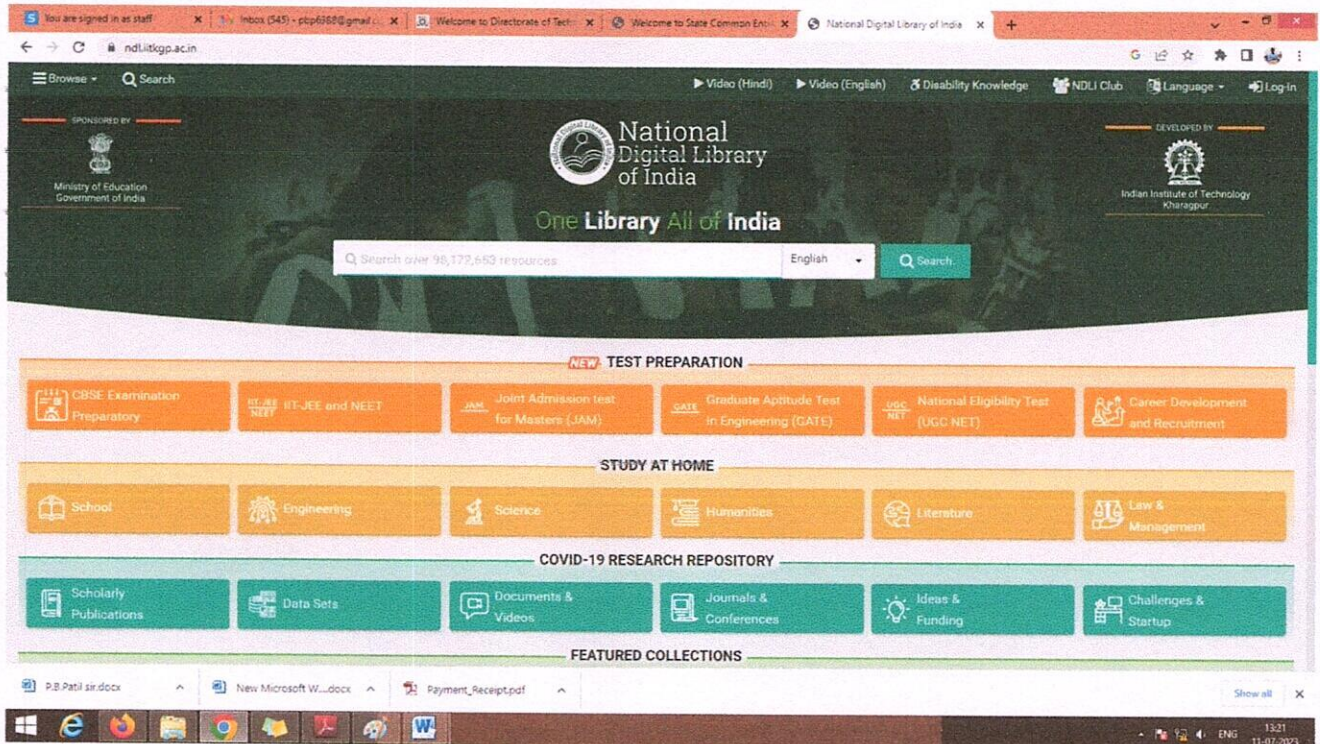
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## GOVERNANCE, LEADERSHIP AND MANAGEMENT

## SUMMARY

### Screenshot of National Digital Library of India Portal





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# SUMMARY

### Screenshot of Maha. DBT Portal of Govt. of Maharashtra

The screenshot shows the login interface of the Maha DBT Portal. At the top, there is a navigation menu with various scheme categories. The main heading is 'Login', and the sub-heading is 'Applicant Login Here'. There are input fields for 'Enter UserName' and 'Enter Password'. A security image with the text 'NMNAY' is displayed. Below the input fields are buttons for 'Login Here', 'Forgot Password', and 'Forgot Username'. To the right of the login form, there is a list of instructions for login. On the left side, there are several links for guidelines and notices. At the bottom, there is a notice about the commencement of application acceptance for A.Y. 22-23.





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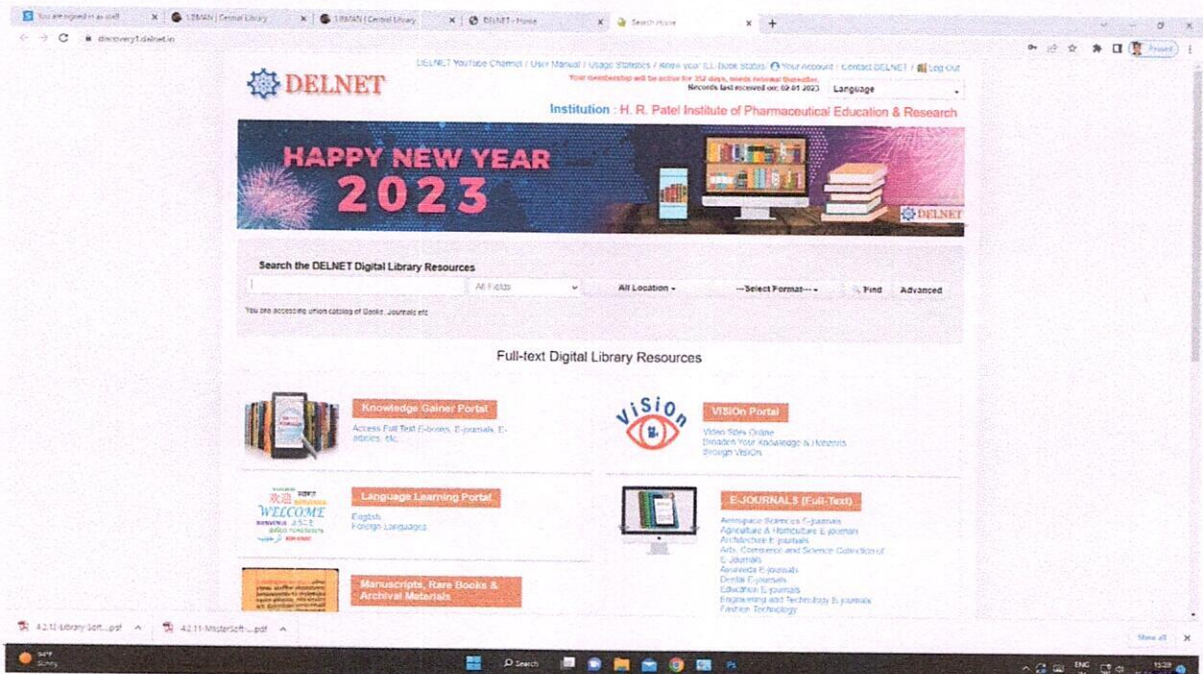
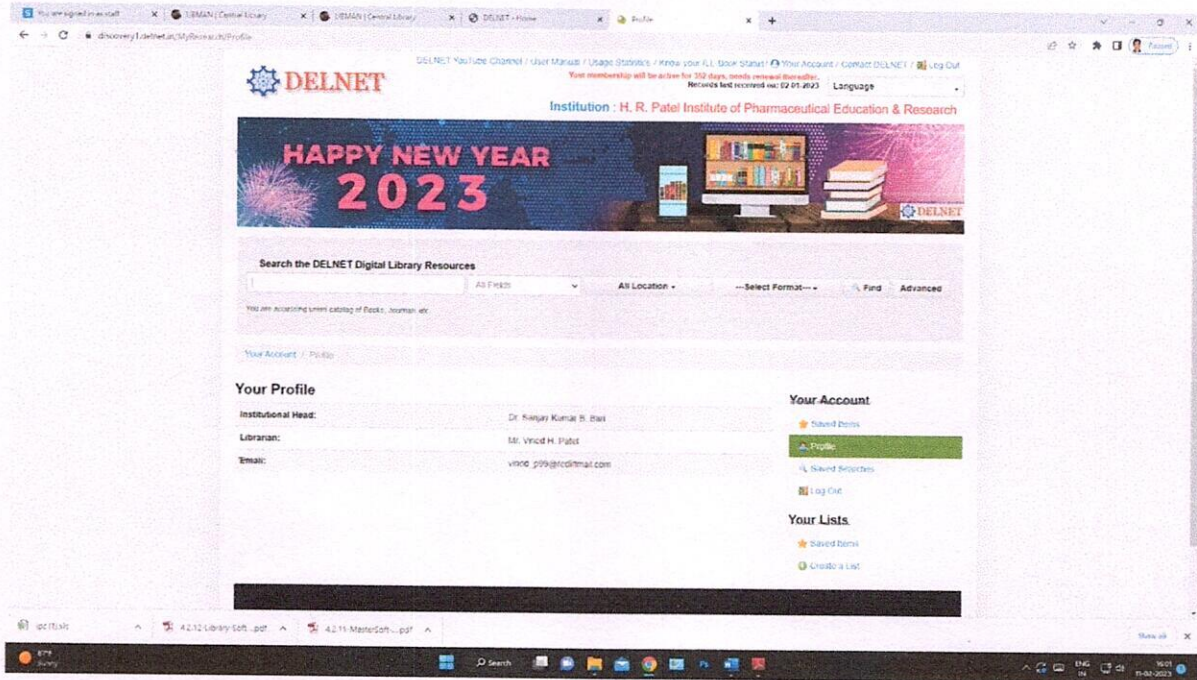
**Principal :**  
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## GOVERNANCE, LEADERSHIP AND MANAGEMENT

**SUMMARY**

### Screenshots of Home page & Login page of DELNET/N-LIST





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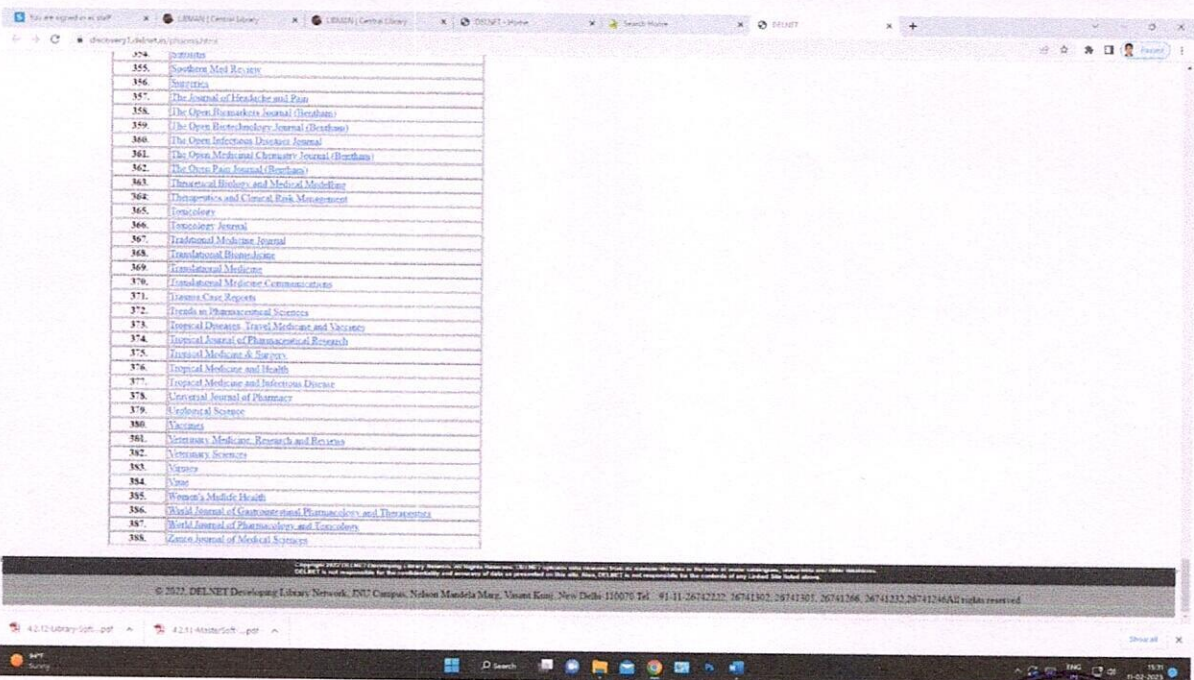
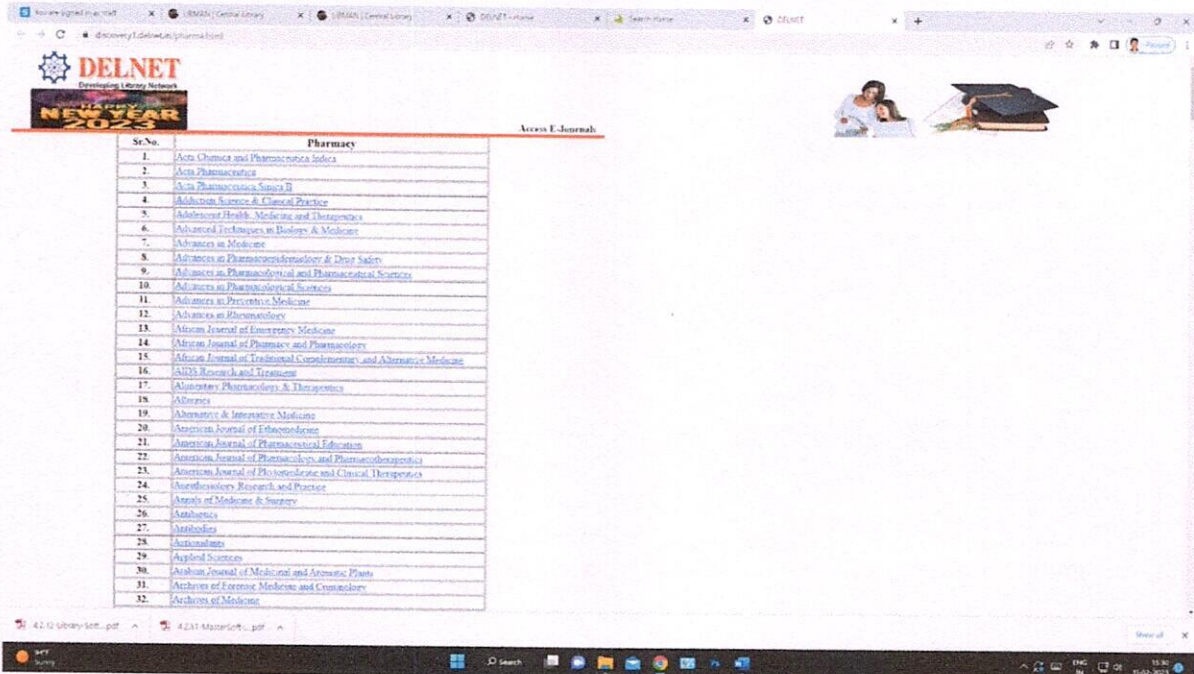
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**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**SUMMARY**

**Screenshot of E-Journals -388 (DELNET)**





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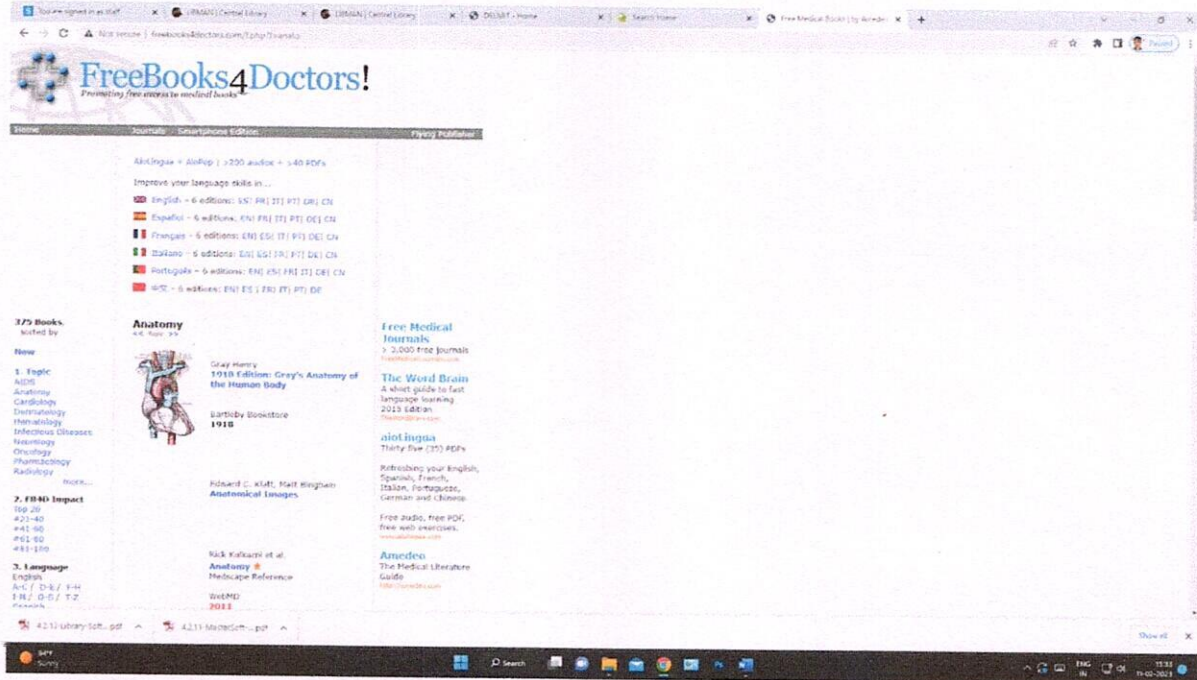
**Principal :**  
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## GOVERNANCE, LEADERSHIP AND MANAGEMENT

# SUMMARY

### Screenshot of E-Books-375 (DELNET)





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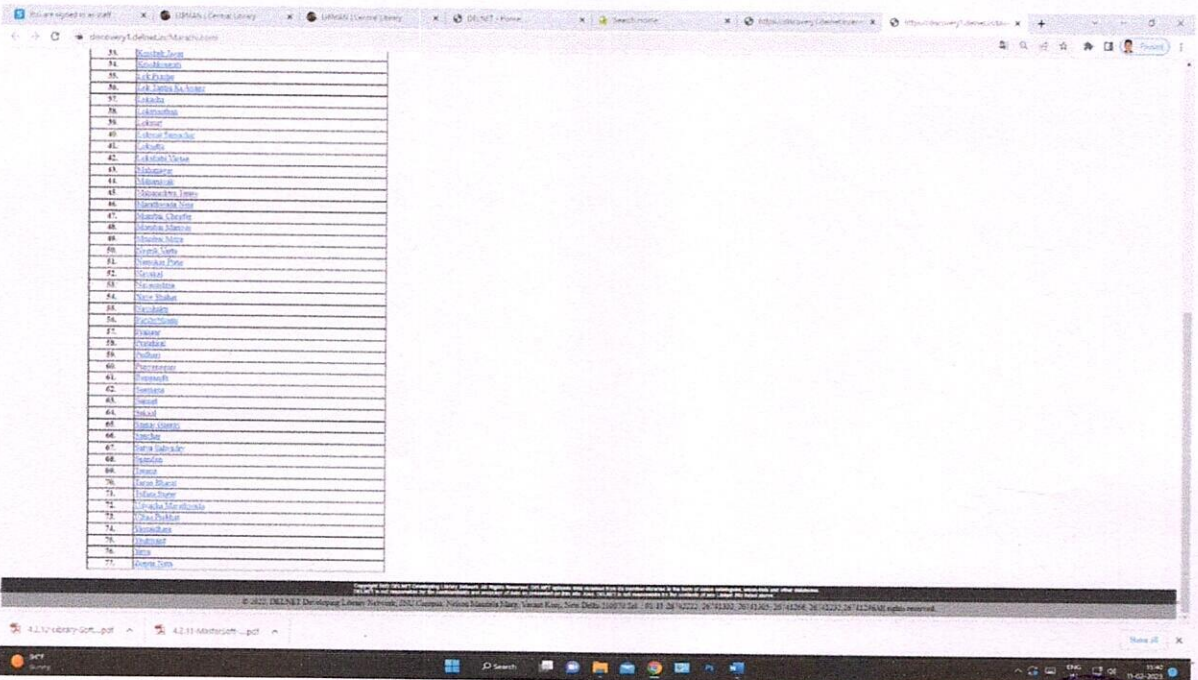
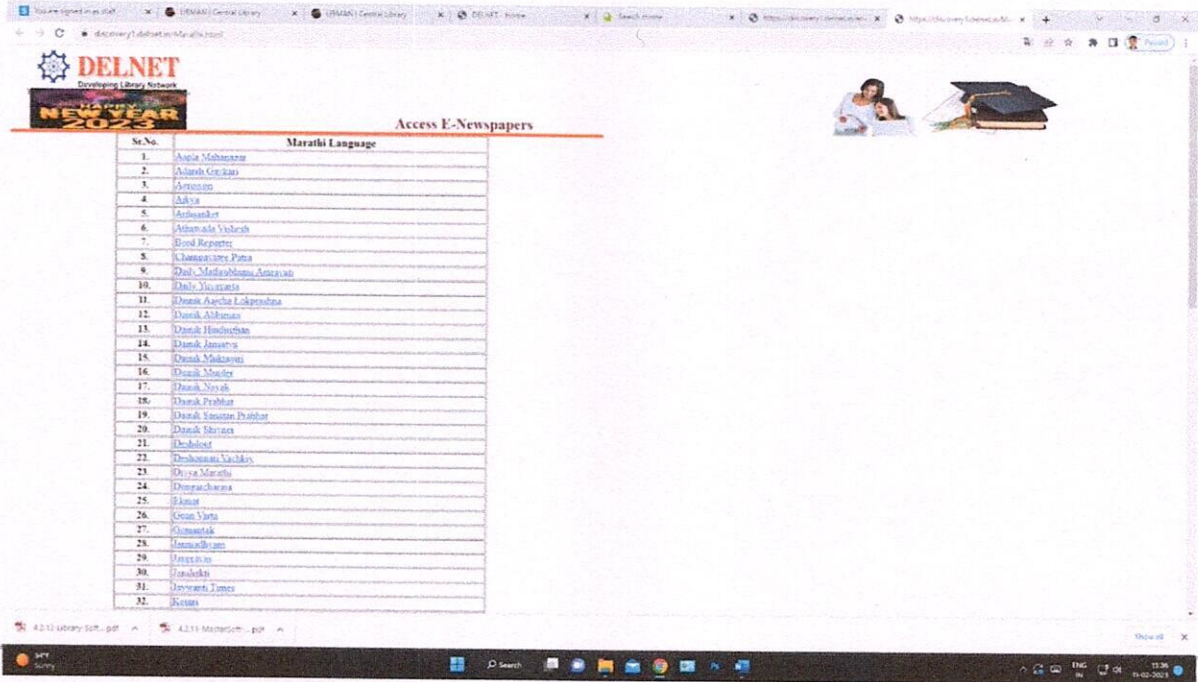
**Principal :**  
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**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**SUMMARY**

**Screenshot of E-Newspaper- Marathi-77, English-15(DELNET)**





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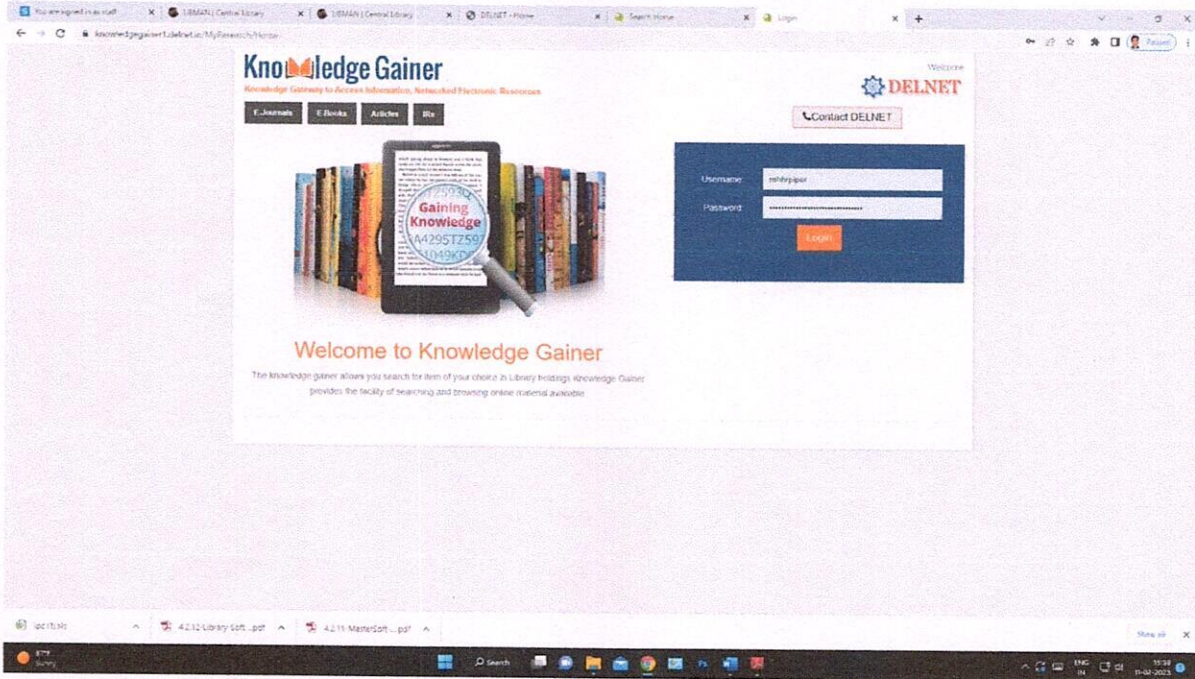
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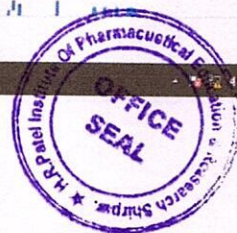
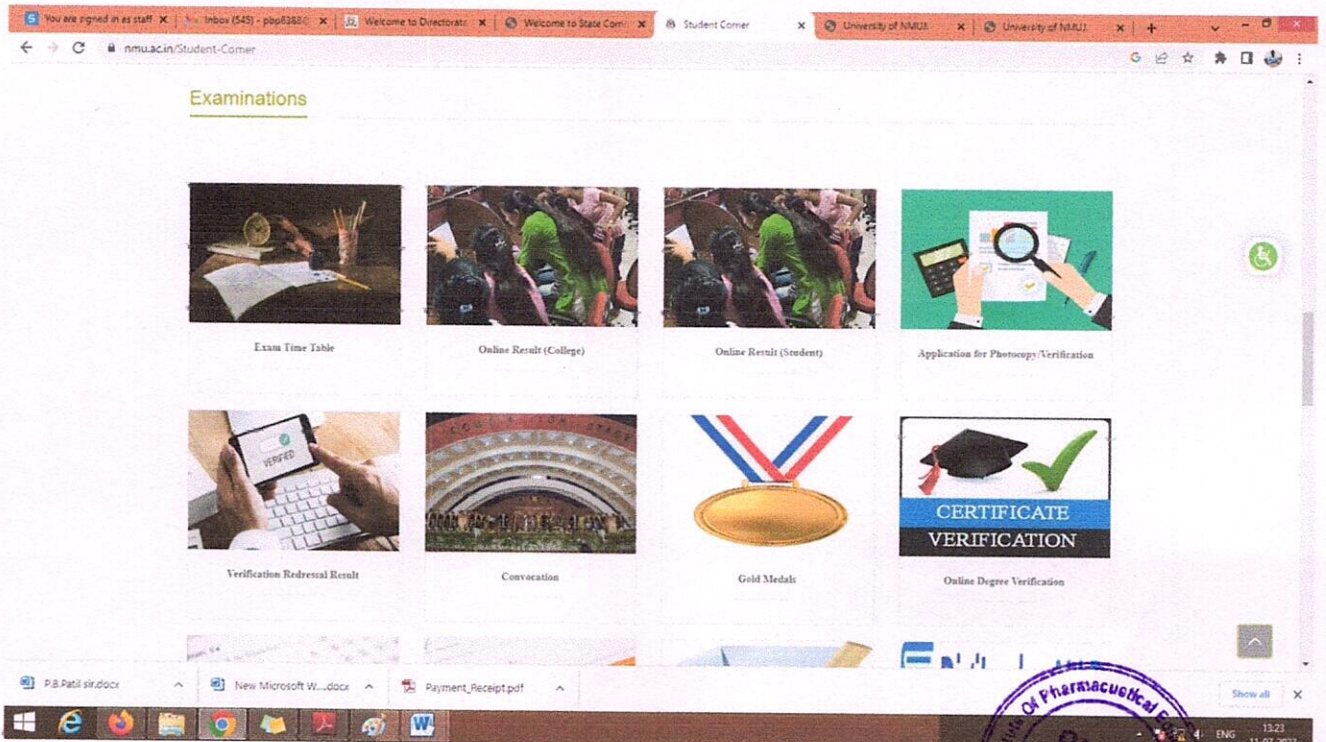
**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**SUMMARY**

**Screenshot of Knowledge gainer DELNET**



**Screenshot of Student Support – Examination Portal KBCNMU**





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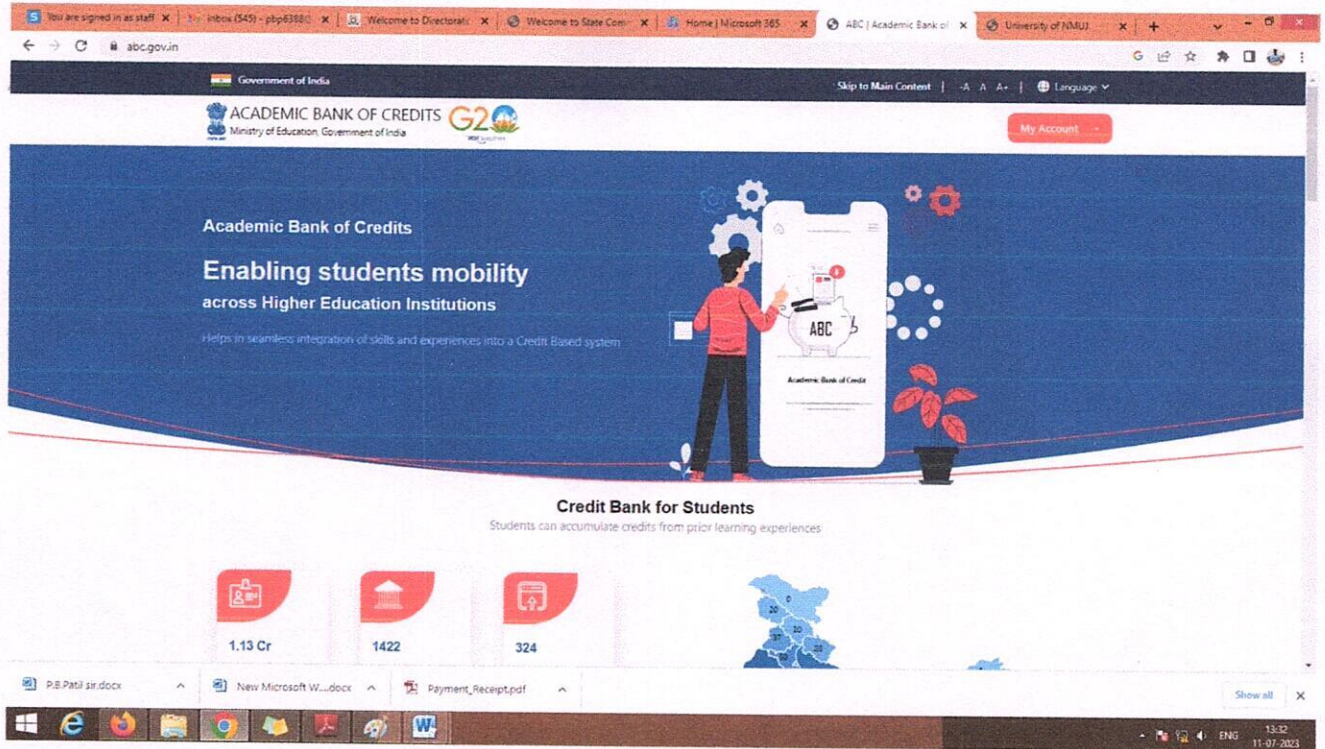
**Principal :**  
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**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**SUMMARY**

**Screenshot of Academic Bank Cerdit (ABC)**







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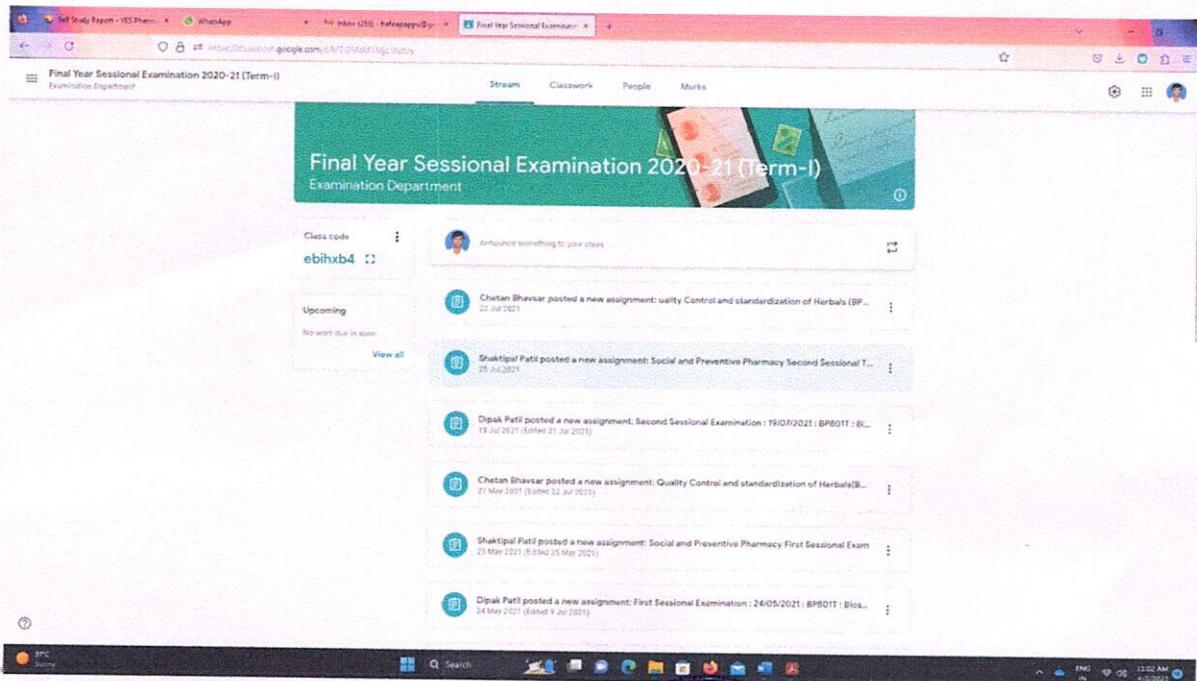
**CRITERIA: 6**

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**SUMMARY**

**Screenshot of Examination conduction during pandemic through G Suit (Google Classroom, Google form)**

Abhishek Shinkar Handed in	Akash Patil Handed in	Akshay Patil Handed in	Amol Patil Handed in	archana patil Handed in	Atiq Khan Handed in	Bhatu Patil Handed in
Bhushan Jagtap Handed in	Bhushan Nikumbhe Handed in late	Darshan Agival Handed in	Darshan Patil Handed in late	Devyani Pawar Handed in	Dhiraj Patil Handed in	Dnyaneshwar Shejul Handed in
earth patele Handed in late	grishma pawar Handed in	Harshal Mali Handed in	Hrutik Pawar Handed in	Kuldip Patil Handed in	lalit patil Handed in	Mangesh Chaudhari Handed in
Manish Patil Handed in	MAYUR KAPADE Handed in	Mohit Patil_05 Handed in	Neha Pardeshi Handed in	Nikita Chaudhari Handed in	NUTAN PATIL Handed in	Patil Nayan Handed in
Pranali Chaudhari Handed in late	Prashant Mahajan Handed in	prashant patil Handed in late	PRIYANKA NILKANTHE Handed in	rohit mahajan Handed in	Rohit Shitole Handed in late	Rushikesh Dusing Handed in
Sameer Qureshi Handed in	sameer shaikh Handed in	saarabh badgujar Handed in	Sayali Kothawade Handed in	Shaikh Aadil Handed in	Sneha Patil Handed in	Sohel Shaikh Handed in





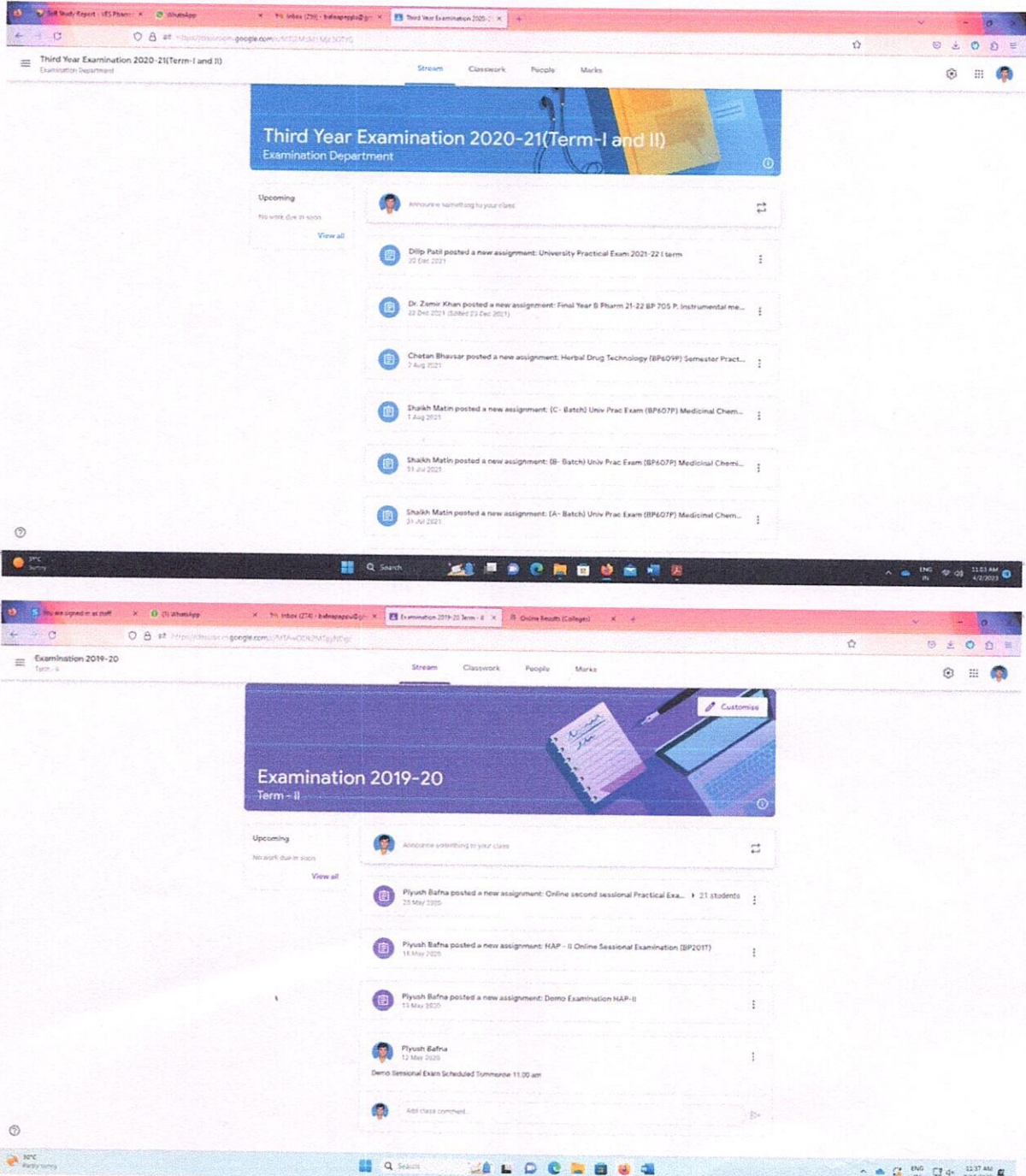
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## GOVERNANCE, LEADERSHIP AND MANAGEMENT

**SUMMARY**





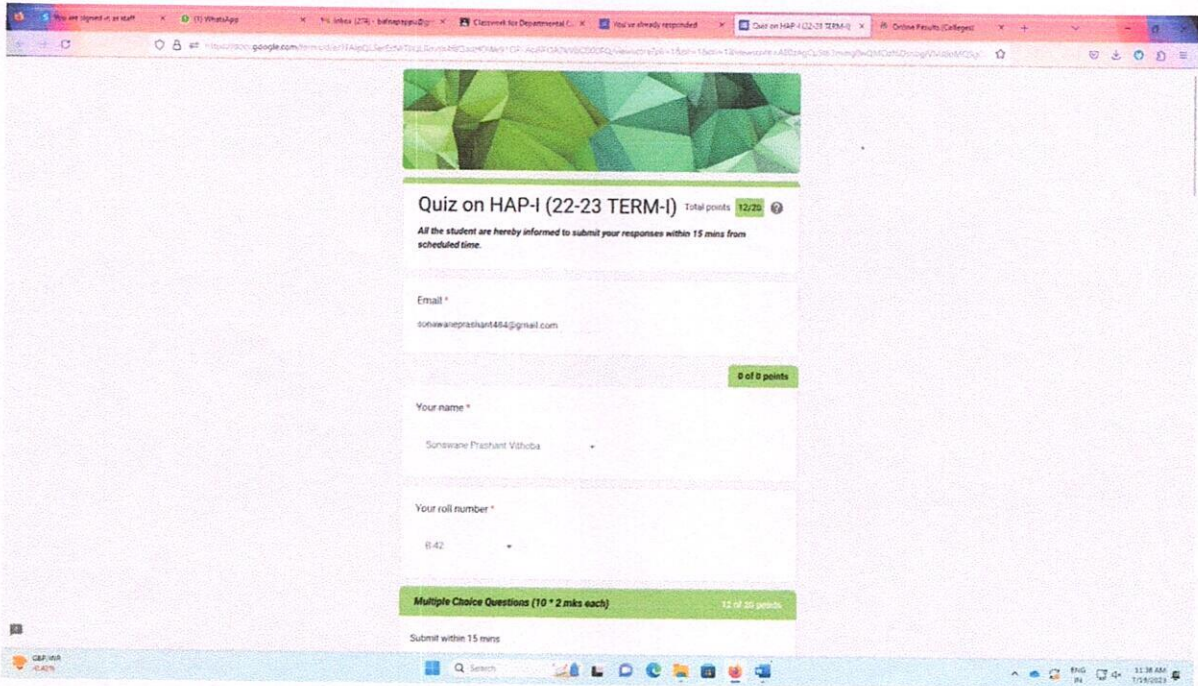
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**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**SUMMARY**



*S. B. Bari*  
**PRINCIPAL**  
H.R. Patel Institute of Pharmaceutica  
Education & Research  
Shirpur Dist. Dhule (M.S) 425 400



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## **E-Governance Report**

The main aim of H R Patel Institute of Pharmaceutical Education and Research, Shirpur is to establish an e-Governance Policy that will enable the effective implementation of e-governance across various operations, transactions, and services within the institution. The policy seeks to enhance efficiency, transparency, and accountability in the functioning of the Administration, Finance and Accounts, Student Admission and Support and Examination.

### **The objectives of this policy are as follows:**

1. Introducing an integrated Enterprise Resource Planning (ERP) solution for streamlining different aspects of institutional functioning.
2. Implementing e-governance to establish a more simplified and efficient system of governance within the institution.
3. Promoting transparency and accountability in all college functions.
4. Working towards creating a paperless environment in the college.
5. Providing easy and rapid access to information for all stakeholders.

### **I. Implementation of E-Governance at H R Patel Institute of Pharmaceutical Education and Research in the Administration Area:**

H R Patel Institute of Pharmaceutical Education and Research has embraced E-Governance to streamline its administrative processes and enhance overall efficiency. This implementation utilizes various software solutions and platforms to cater to different administrative functions. The following is an overview of the different E-Governance tools and their respective implementations:

1. The institute's official website, <https://www.hrpatelpharmacy.co.in/>:

The college website plays a crucial role as a reflection of the institution, shaping its image in society, H R Patel Institute of Pharmaceutical Education and Research, Shirpur which is a part of The Shirpur Education Society, Shirpur, maintains its

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NBA accredited B. Pharm Programme

**'Serving Nation's Health'**

Karwand Naka, Shirpur - 425405, Dist : Dhule (MS).

☎ (02563) 257599, ☎ 9423918023, 9850223277.

@ <http://www.hrpatelpharmacy.co.in> @ [principal@hrpatelpharmacy.co.in](mailto:principal@hrpatelpharmacy.co.in), [registrar@hrpatelpharmacy.co.in](mailto:registrar@hrpatelpharmacy.co.in)





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official website at <https://www.hrpatelpharmacy.co.in/>. To ensure its effective design and management, a dedicated web designer or service provider has been appointed. To oversee the website's content and updates, a college website committee has been established. The committee members are responsible for verifying and submitting accurate data to the individual in charge of the website committee. Before any data is updated on the website, the committee leader seeks prior approval from the principal. The institute's website serves as a comprehensive platform that provides a wide range of information related to the organization, including its Vision and Mission, details about the staff and their profiles, approvals and affiliations with various regulatory bodies, admission procedures, courses offered, academic calendar, and timetables. It also showcases information about student support and activities, training and placement opportunities, co-curricular and extra-curricular activities, as well as information about the institute's infrastructure and facilities.



2. Enterprise Resource Planning (ERP) Software - MasterSoft Cloud (<https://cims.mastersofterp.in/>) - Since 2013: The institute integrated the MasterSoft Cloud ERP software in 2013. This solution provides comprehensive management of various institutional functions, facilitating better resource planning, streamlined workflows, and enhanced communication between different departments.



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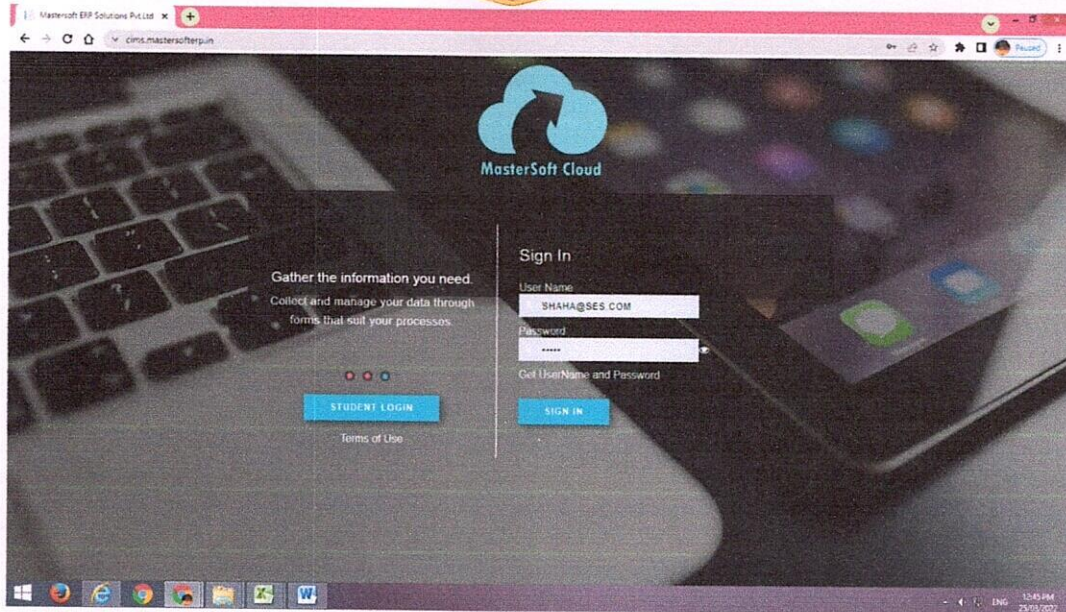
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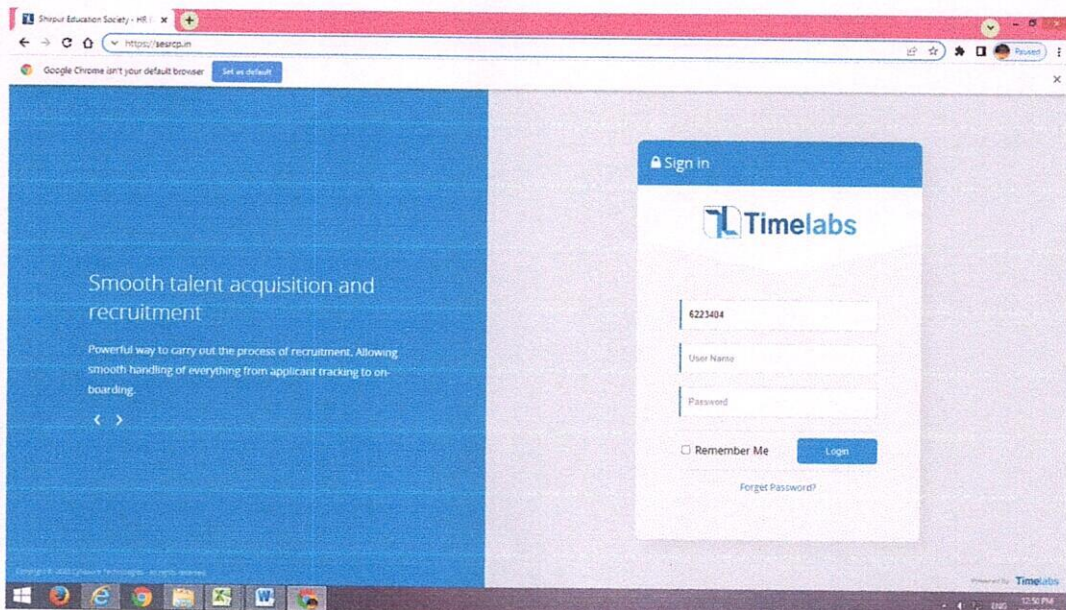


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3. Employee Self-Service Online Software - ESS (<https://sesrcp.in/>) - Timelabs from 2013: The adoption of Timelabs' ESS in 2013 enables employees to access and manage their personal information, leaves, attendance, and other HR-related tasks online. This self-service portal empowers staff to handle administrative matters efficiently and reduces paperwork.



4. Email and other Facilities Portal for Staff - Microsoft (<https://login.live.com>) - From 2013: The institute integrated Microsoft's email and other facilities portal in 2013. This platform provides staff members with official email addresses.

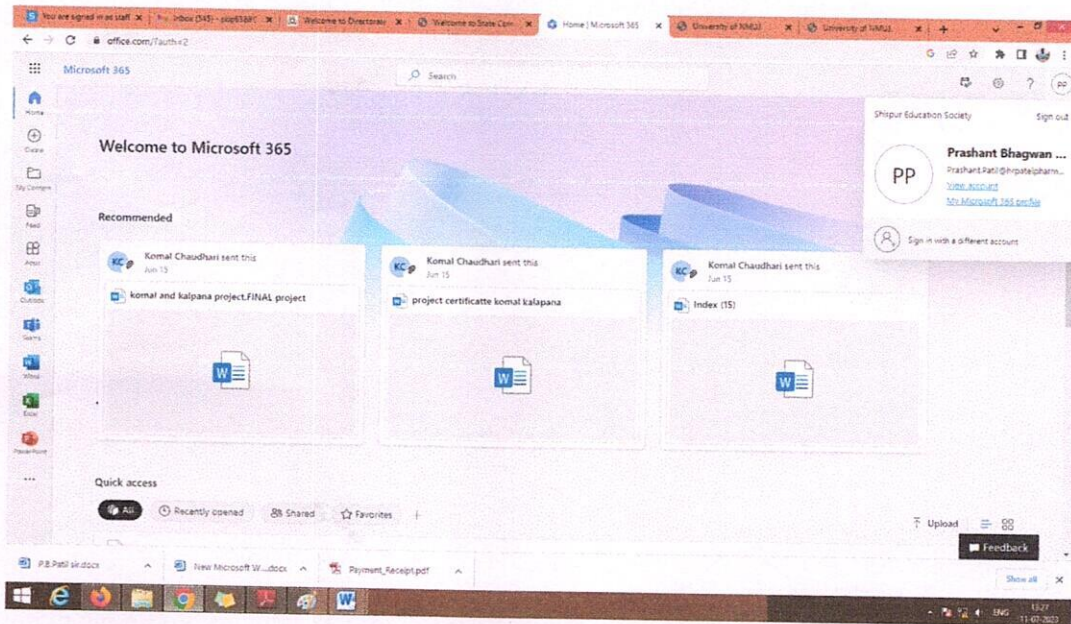




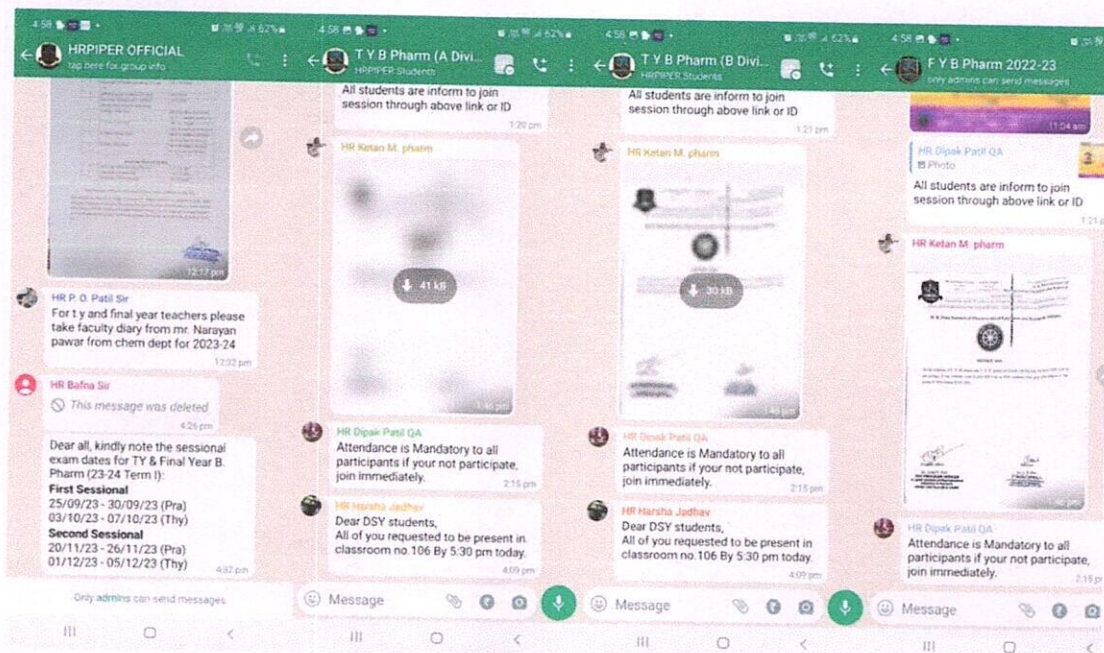
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enhancing communication and collaboration within the organization. Additionally, it offers access to various Microsoft Office tools for productivity.



5. WhatsApp Groups of Staff and Students - From 2014: In 2014, the institute created WhatsApp groups for staff and students. These groups serve as a communication channel for instant updates, important announcements, and quick information sharing within their respective communities.



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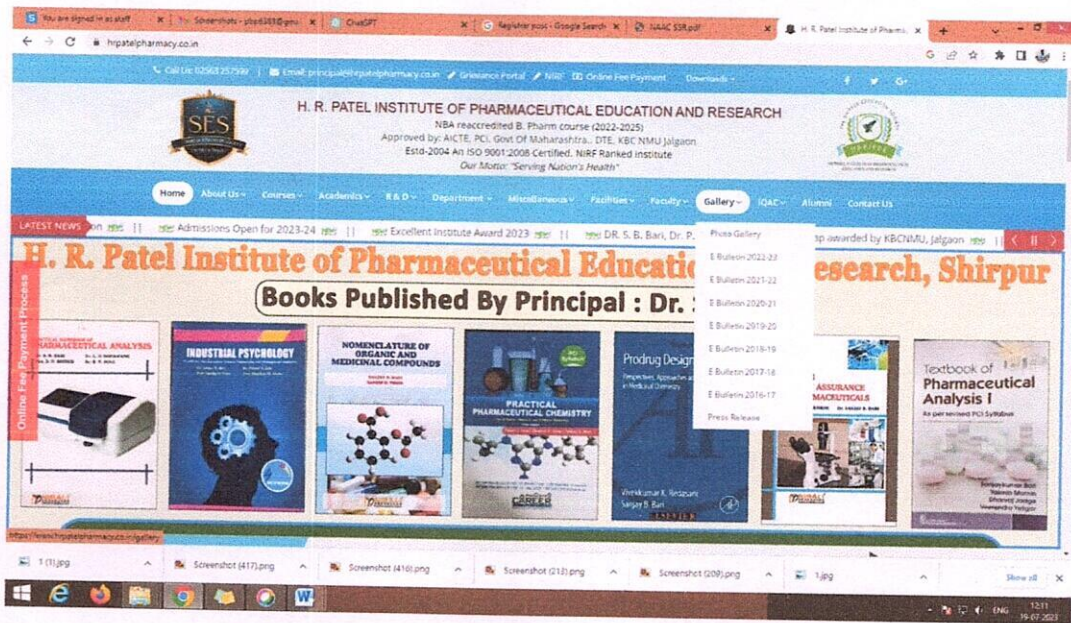




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6. E-Bulletins on Institute Website – Since 2016 E-Bulletins is published on its official website (<https://www.hrpatelpharmacy.co.in/>). This allows easy dissemination of newsletters, circulars, and other important communications to the entire institute community.



7. Online Meeting Software - Microsoft Teams and Zoom - From 2020: To adapt to the changing needs during the pandemic and beyond, H R Patel Institute started using Microsoft Teams and Zoom for online meetings, webinars, and virtual collaborations since 2020. These platforms have proven instrumental in maintaining seamless communication and academic activities.



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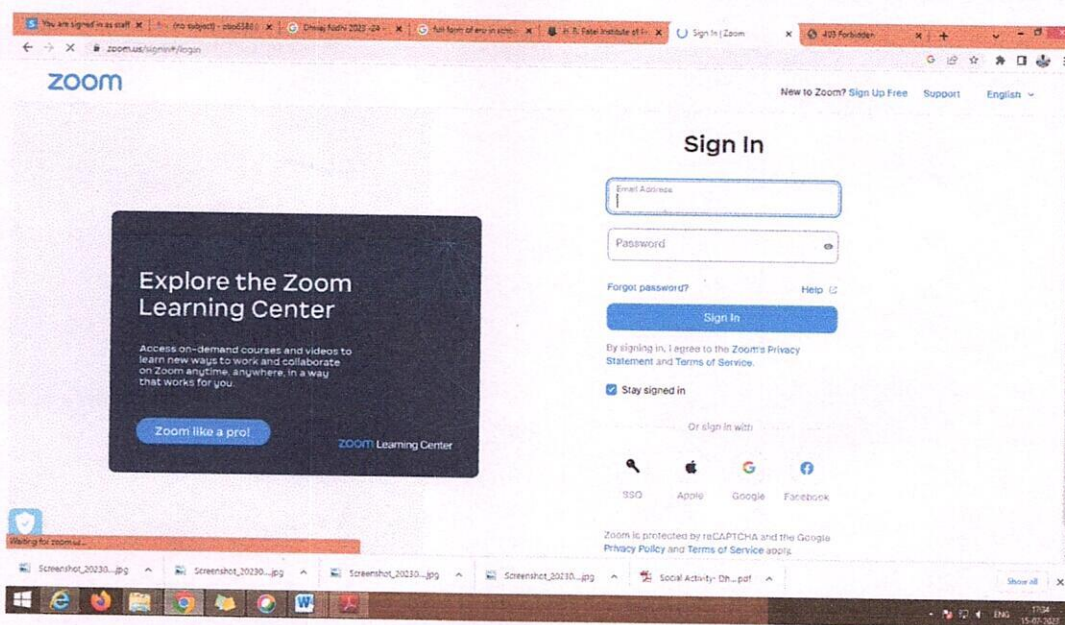
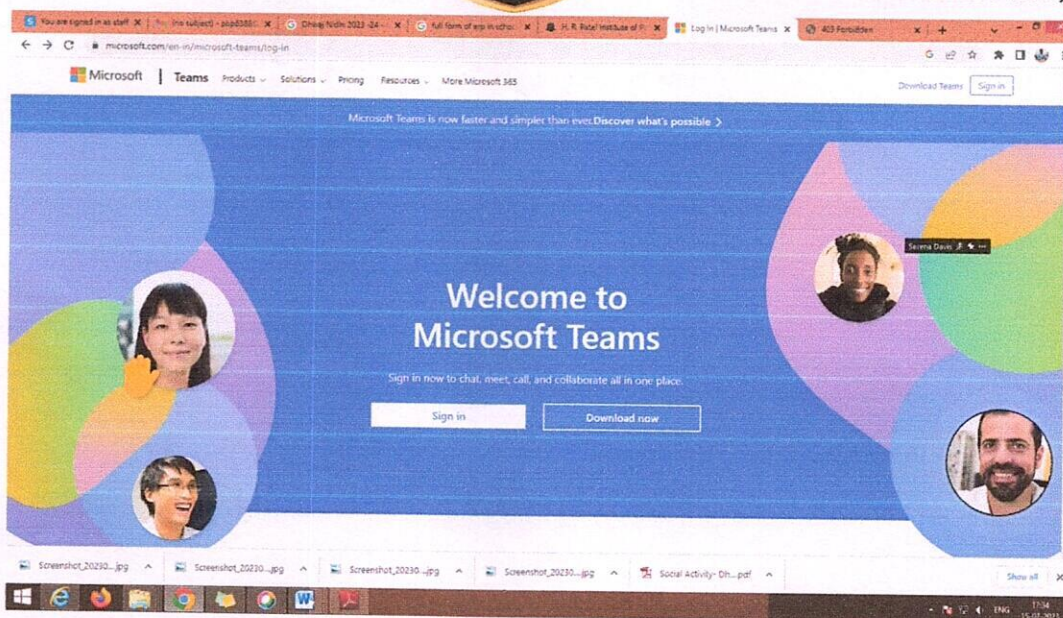
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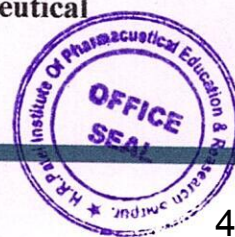
By integrating these various E-Governance tools and platforms, H R Patel Institute of Pharmaceutical Education and Research has achieved a more efficient and transparent administrative system. These technologies have enabled streamlined processes, reduced paperwork, and enhanced communication, resulting in a more effective and collaborative institutional environment.

## II. Implementation of E-Governance at H R Patel Institute of Pharmaceutical Education and Research in the Finance and Accounts Area:

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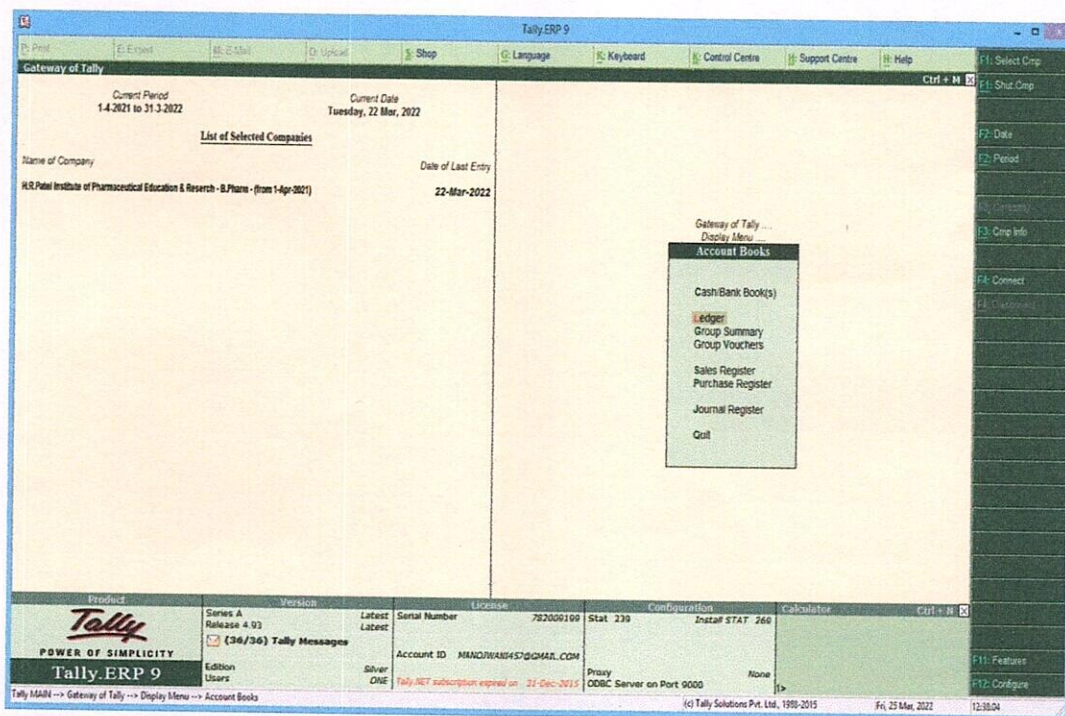


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The H R Patel Institute of Pharmaceutical Education and Research has successfully implemented E-Governance in the Finance and Accounts area, leveraging various software solutions and online banking methods. The institute has effectively streamlined financial processes to ensure efficiency, accuracy, and transparency. Here is an overview of the key components and implementations:

1. Accounting Software - Tally Software with Biyani Technologies (since 2005): Since 2005, the institute has been using Tally Software for Accounting in collaboration with Biyani Technologies. This software simplifies and automates financial record-keeping, ensuring precise bookkeeping, ledger management, and generating various financial reports.



2. Payroll Management System using Mastersoft (since 2017): The institute adopted the Mastersoft Payroll Management System in 2017. This system handles all aspects of payroll management, including salary calculations, generating salary slips, and disbursing salaries directly to employees' bank accounts. It also takes care of important elements like TDS (Tax Deducted at Source), Provident Fund, allowances, etc., ensuring accurate and timely payment to the staff.

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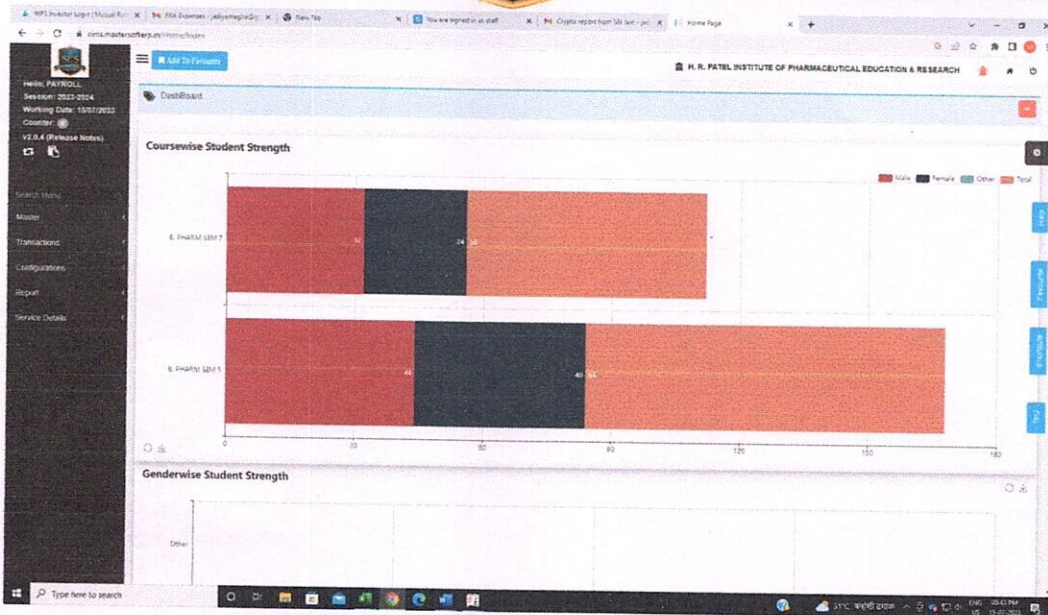
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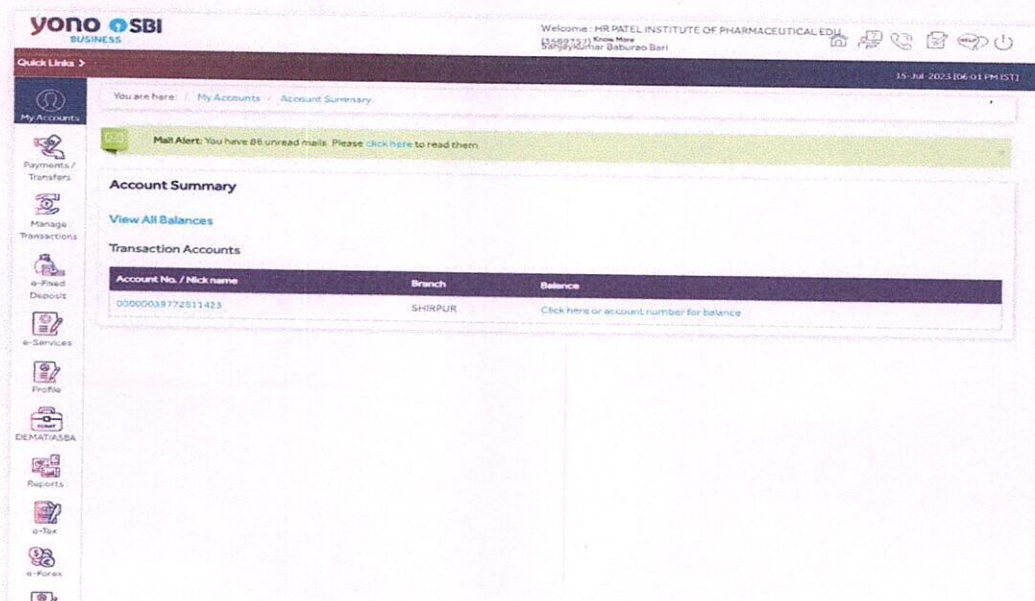


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3. Online Payments/Transactions through Internet Banking: The implementation of E-Governance in Online Payments/Transactions through Internet Banking at H R Patel Institute of Pharmaceutical Education and Research has resulted in efficient and secure financial transactions. With the services of State Bank of India and IndusInd Bank, the institute now enjoys seamless fund transfers using National Electronic Funds Transfer (NEFT) and Real-Time Gross Settlement (RTGS) modes, ensuring prompt and reliable payments to various stakeholders. This digital transformation has significantly enhanced financial transparency and convenience within the institution.



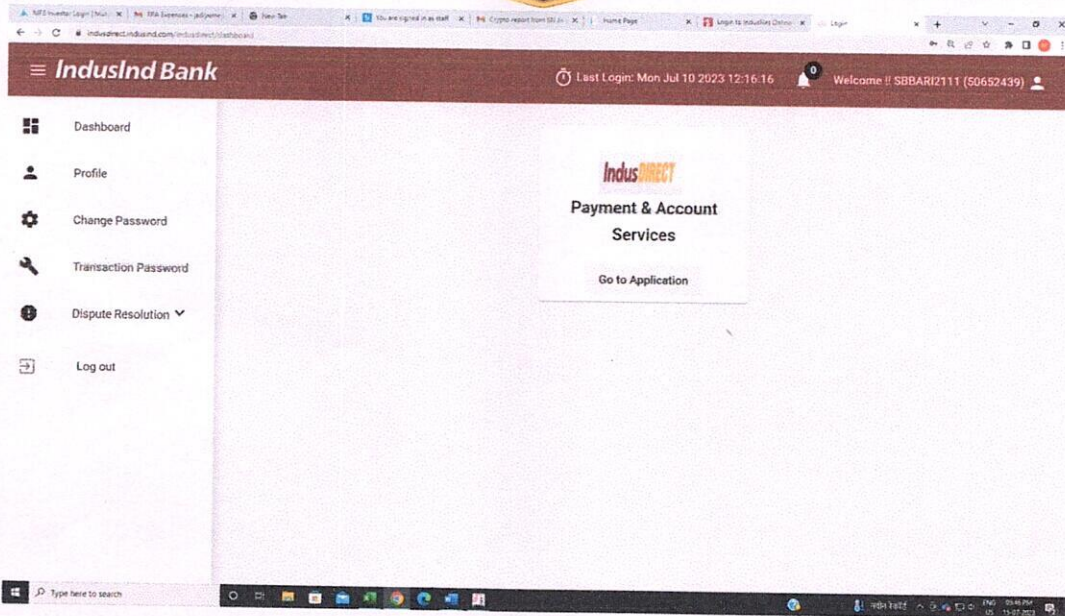
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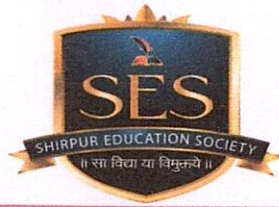


### III. Implementation of E-Governance at H R Patel Institute of Pharmaceutical Education and Research in the Student Admission and Support Area:

1. The H R Patel Institute of Pharmaceutical Education and Research has successfully implemented E-Governance in the Student Admission and Support Area through a range of software solutions and portals. Since 2013, the institute has been using Mastersoft for generating Student Fees reports and managing the Institute Admission portal, managing Transfer Certificate issuance. In 2017, Feepayr (<https://www.feepayr.com/>) was integrated for an online fee payment platform, and Textlocal Messenger (<https://www.textlocal.in>) for efficient communication.

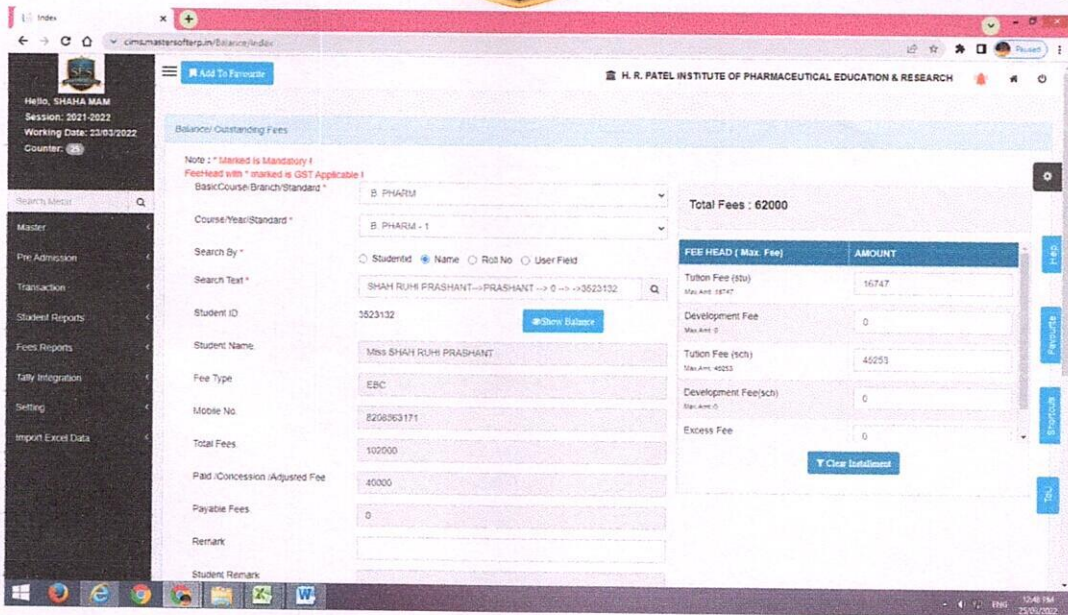
**Screenshot of ERP software showing Student Fees report**



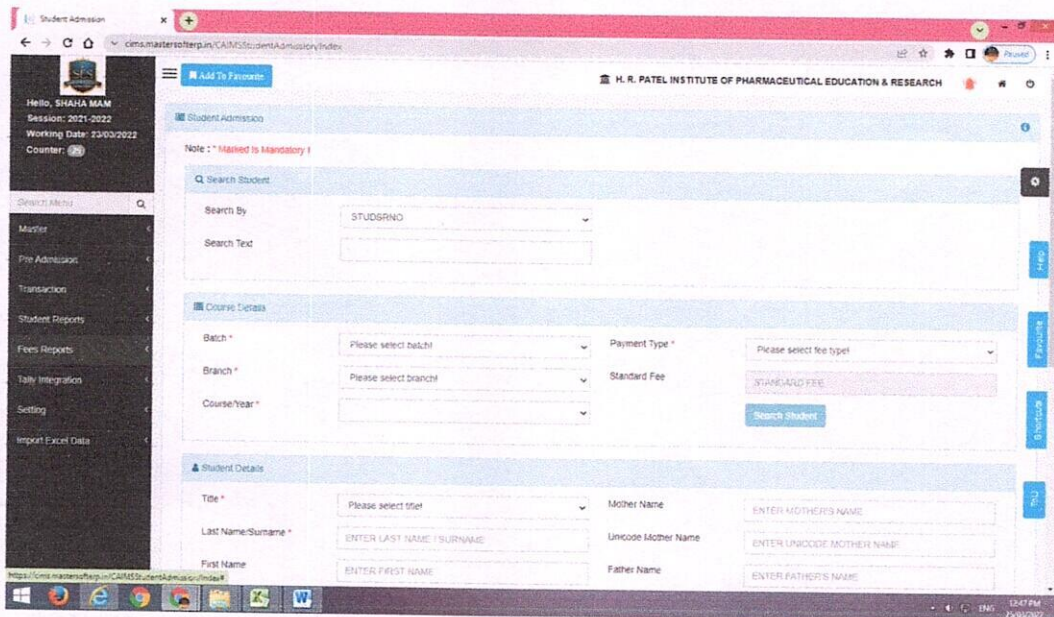


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**Screenshot of Admission Portal**



**Screenshot of Online Fee Payment Platform**



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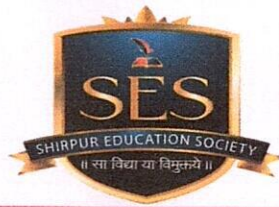
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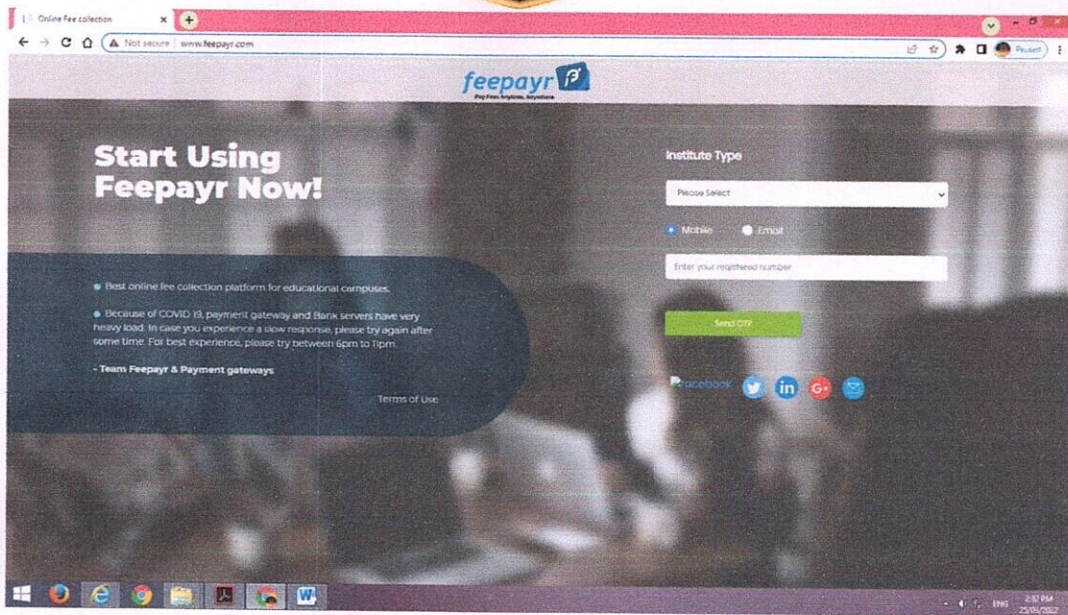
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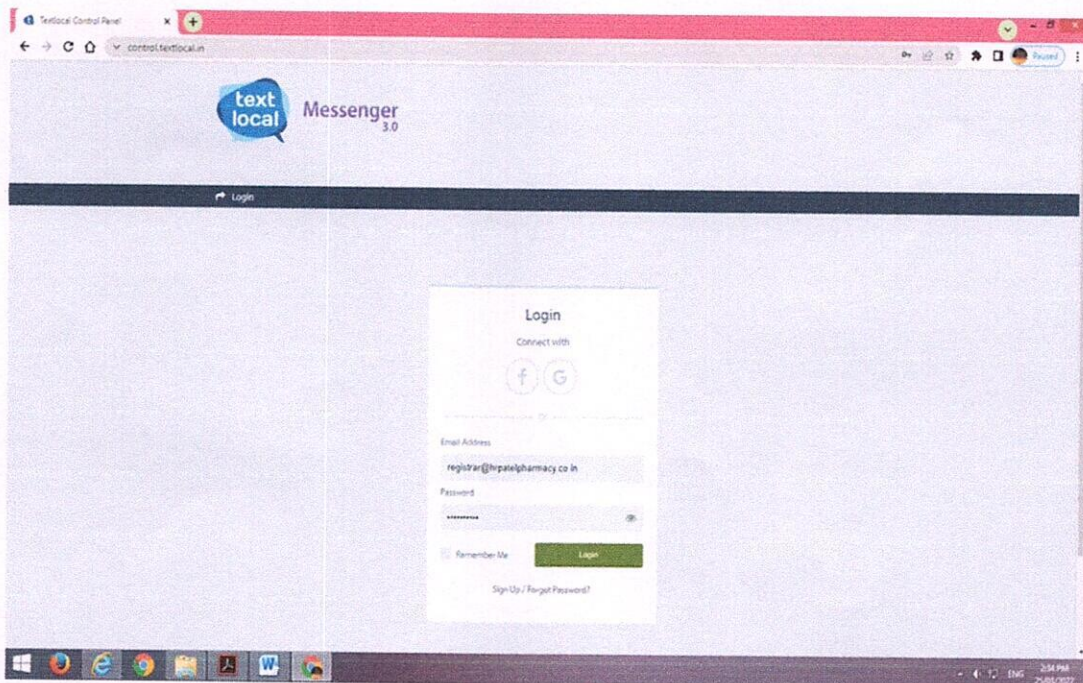


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**Screenshot of messenger software**



**Screenshot of Mastersoft Portal for Transfer Certificate**



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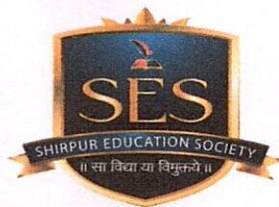
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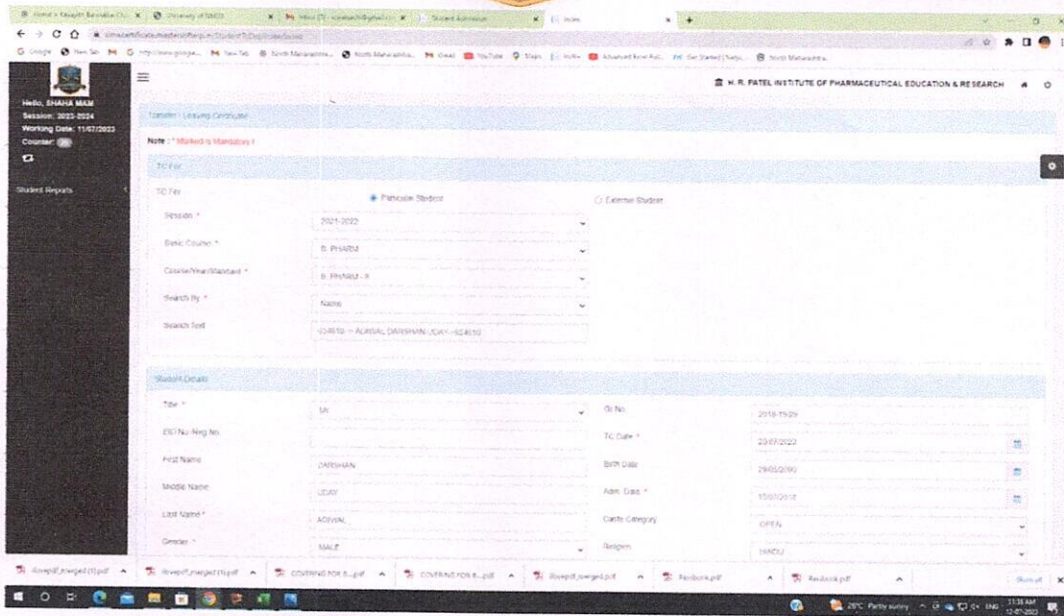
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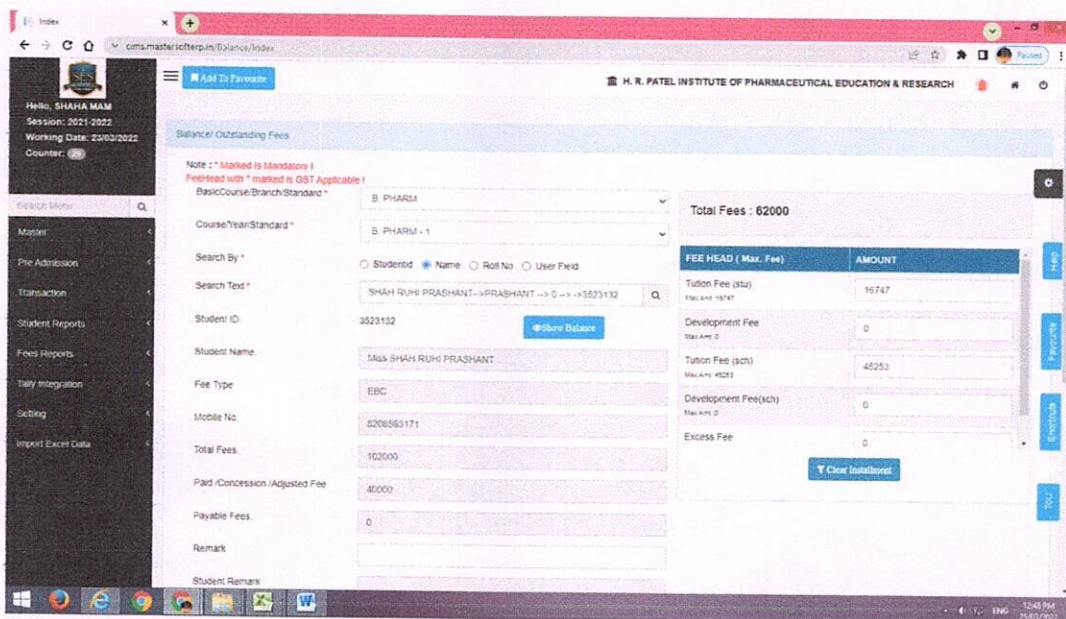


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**Screenshot of Mastersoft Portal for Fees**

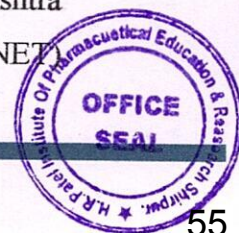


2. Additionally, the institute utilizes various external portals to enhance student support and access to resources. These include KBC NMU Digital University Portal (<https://www.nmuclc.digitaluniversity.ac/>), DTE Admission Portal (<https://www.dtemaharashtra.gov.in/indexview.html>), CET Cell Portal (<http://cetcell.mahacet.org/>), E Suvidha Portal – KBCNMU, Jalgaon (<https://nmuj.digitaluniversity.ac/>), National Digital Library of India Portal (<https://ndl.iitkgp.ac.in/>), Maha. DBT Portal of Govt. of Maharashtra (<https://mahadbt.maharashtra.gov.in/login/login>), and DELNET/N-LIST (DELNET

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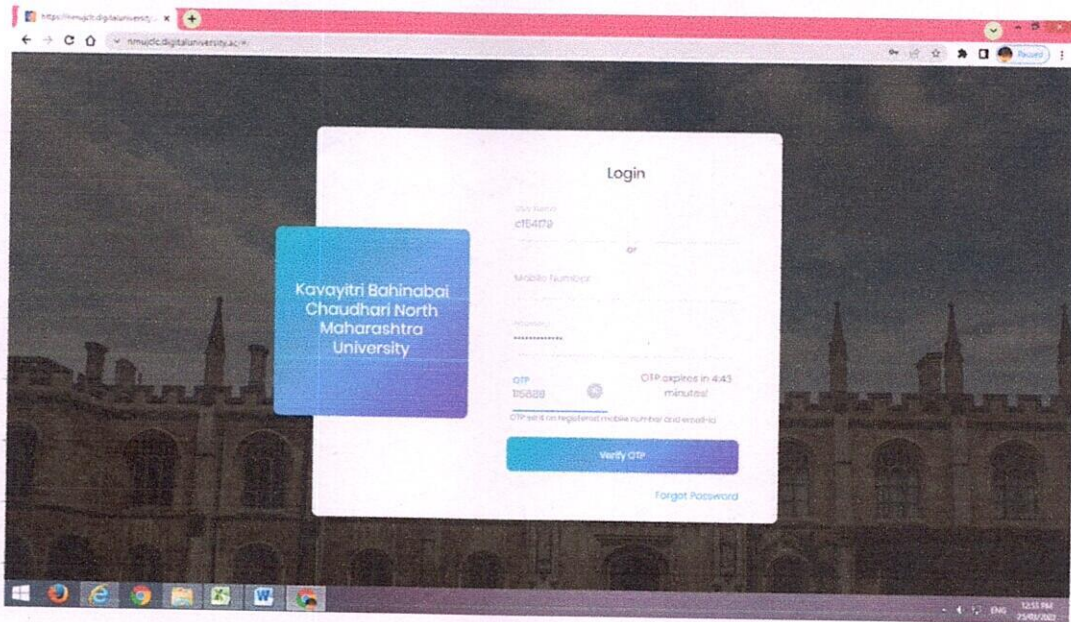


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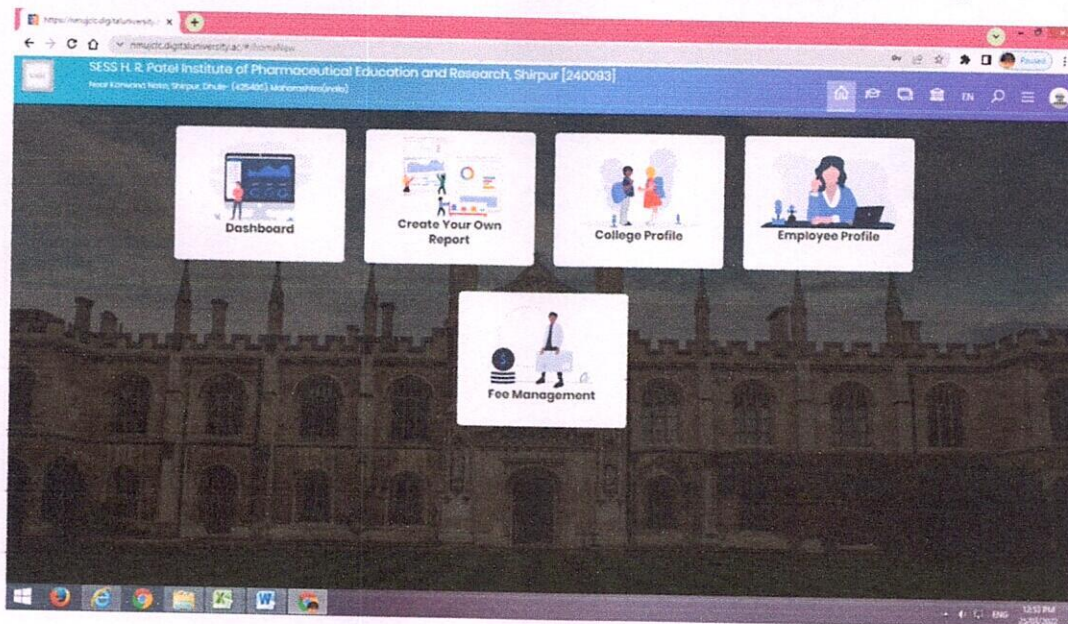
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since 2014 for access to E-Journals (388), E-Books (375), E-Newspaper (Marathi-77, English-15), and Knowledge gainer DELNET.

### Screenshot of KBC NMU Digital University Portal Login Page



### Screenshot of KBC NMU Digital University Portal Main Page



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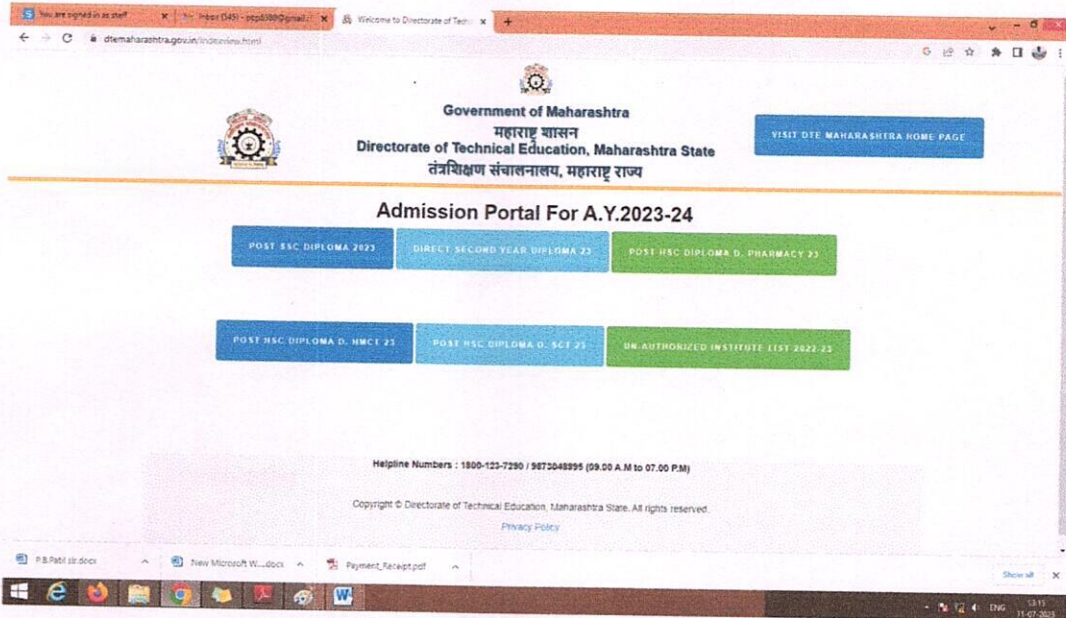




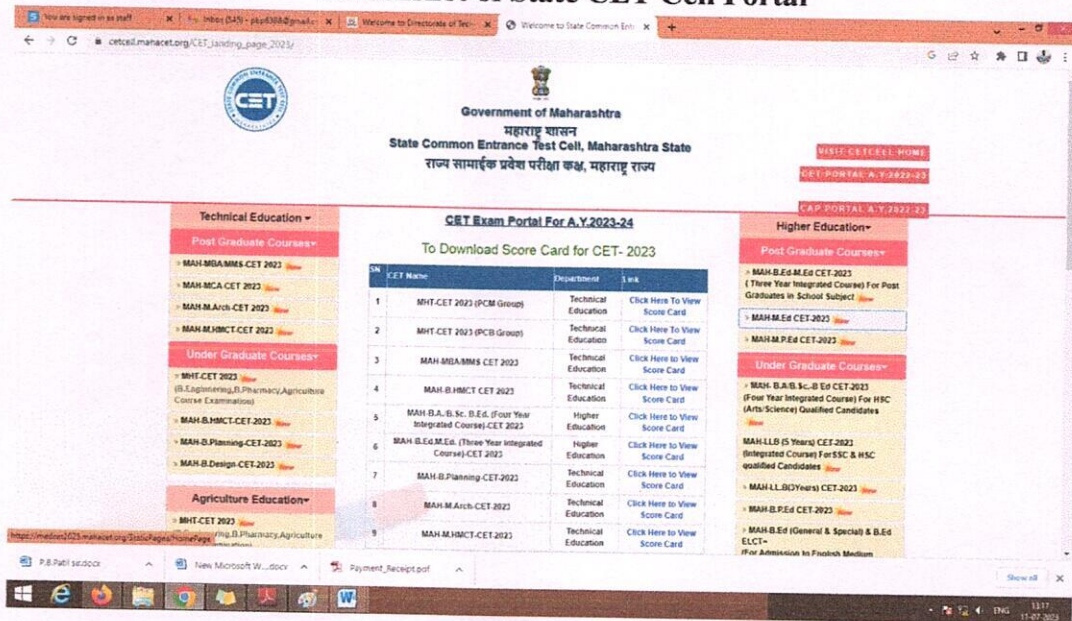
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### Screenshot of DTE Admission Portal



### Screenshot of State CET Cell Portal



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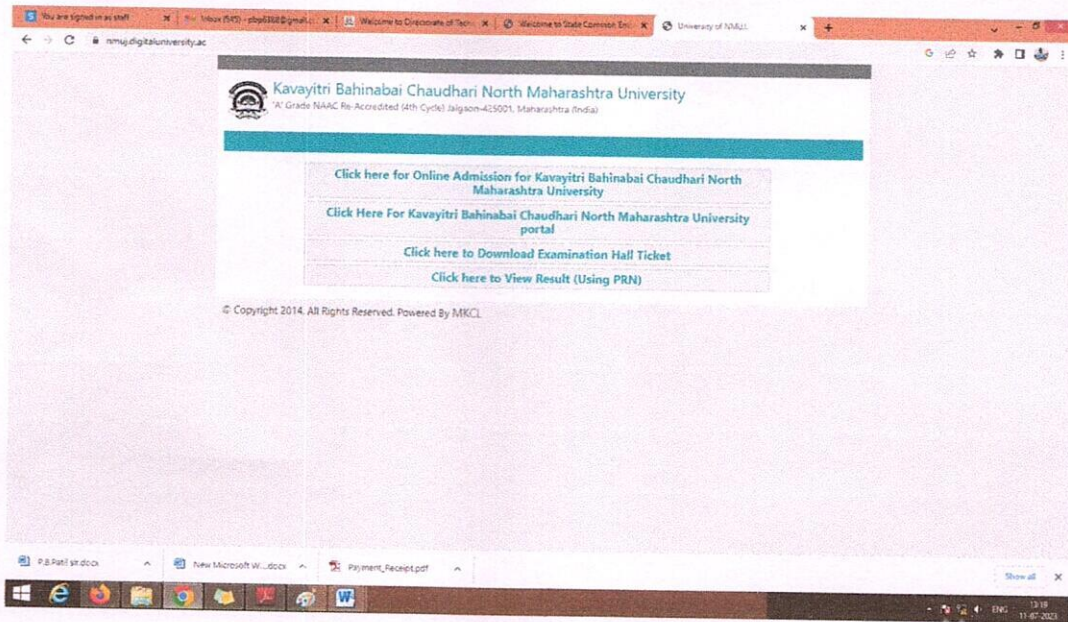
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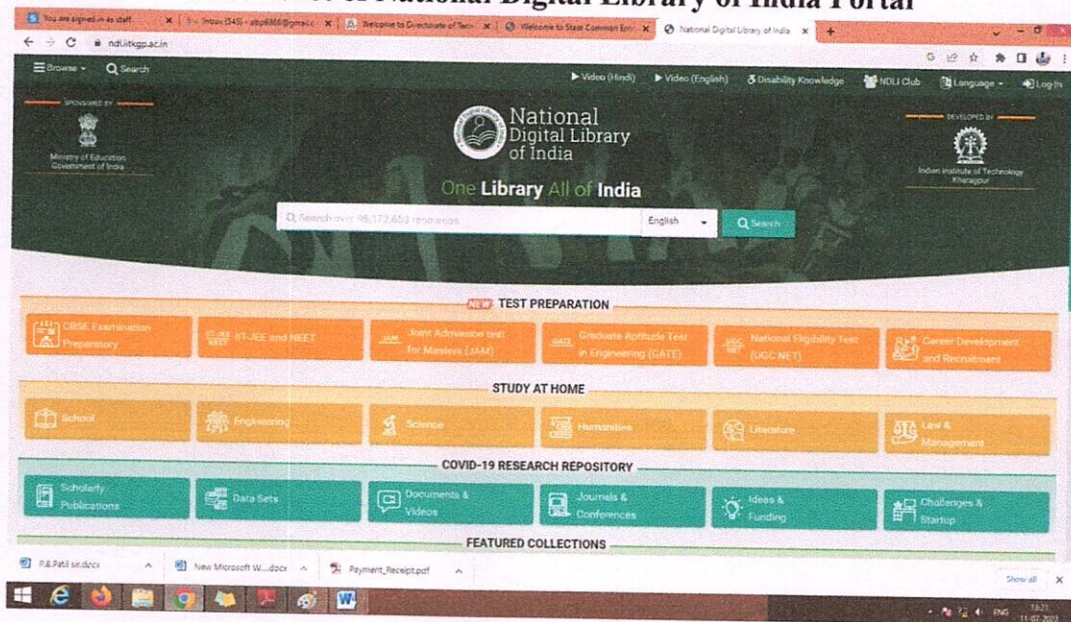
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### Screenshot of E Suvidha Portal – KBCNMU, Jalgaon



### Screenshot of National Digital Library of India Portal



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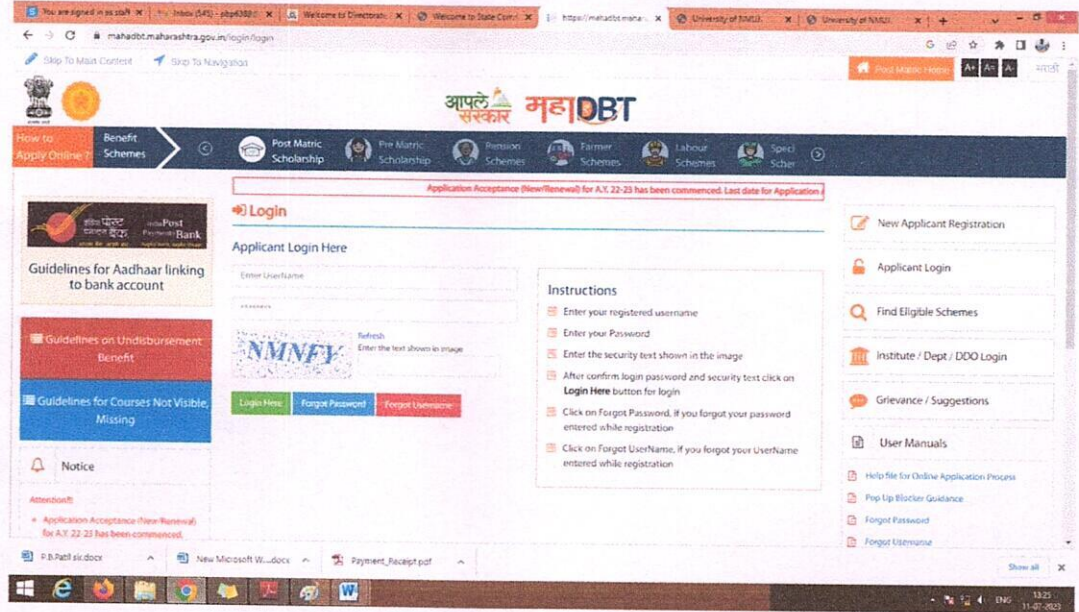
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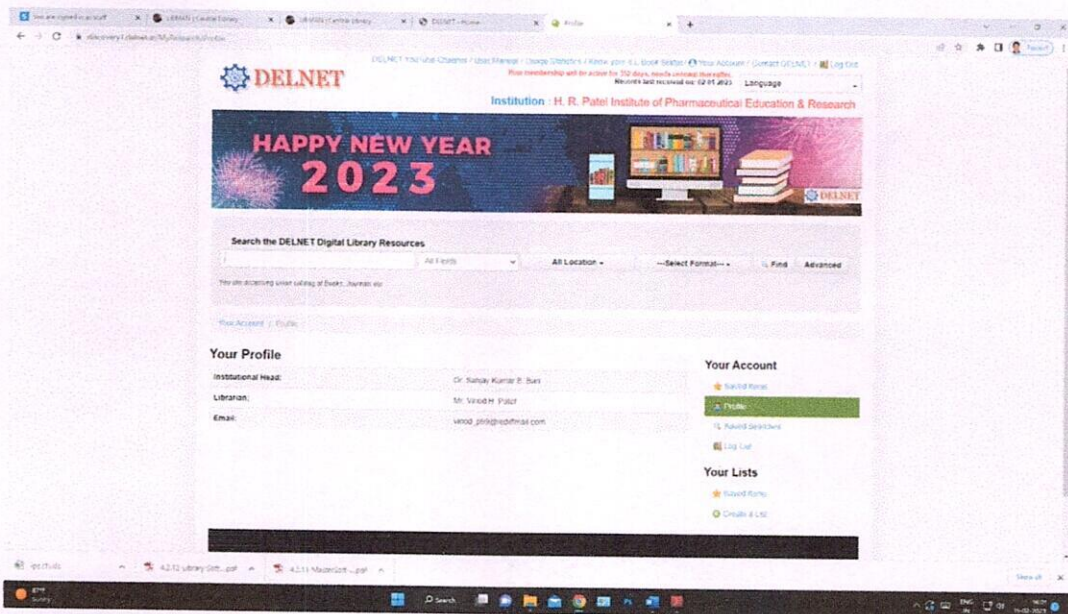
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### Screenshot of Maha. DBT Portal of Govt. of Maharashtra



### Screenshots of Home page & Login page of DELNET/N-LIST



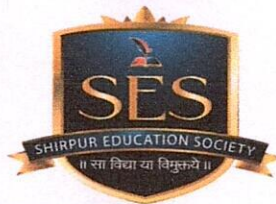
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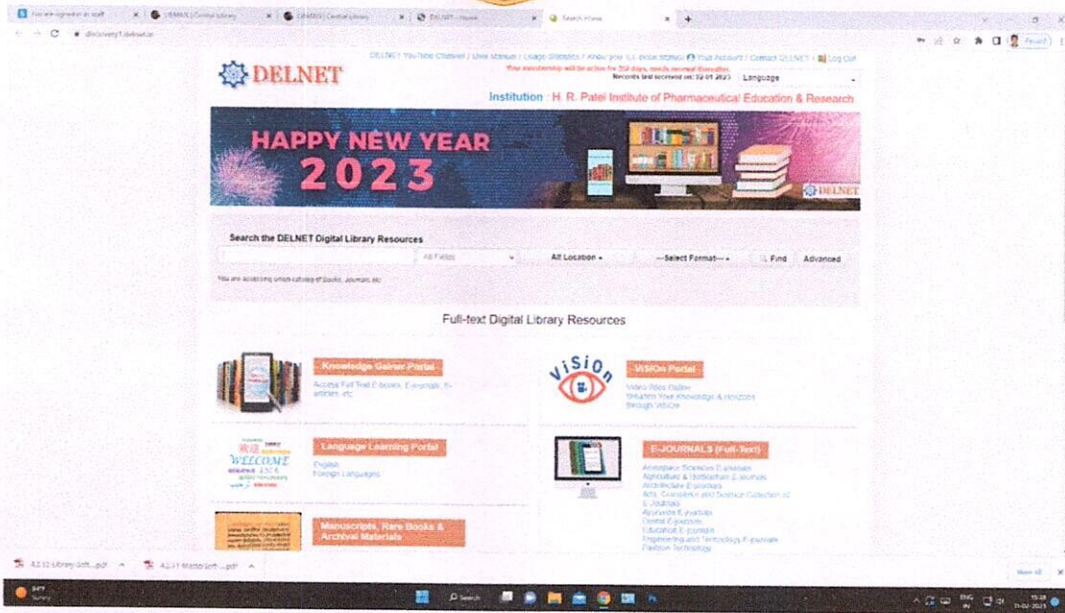
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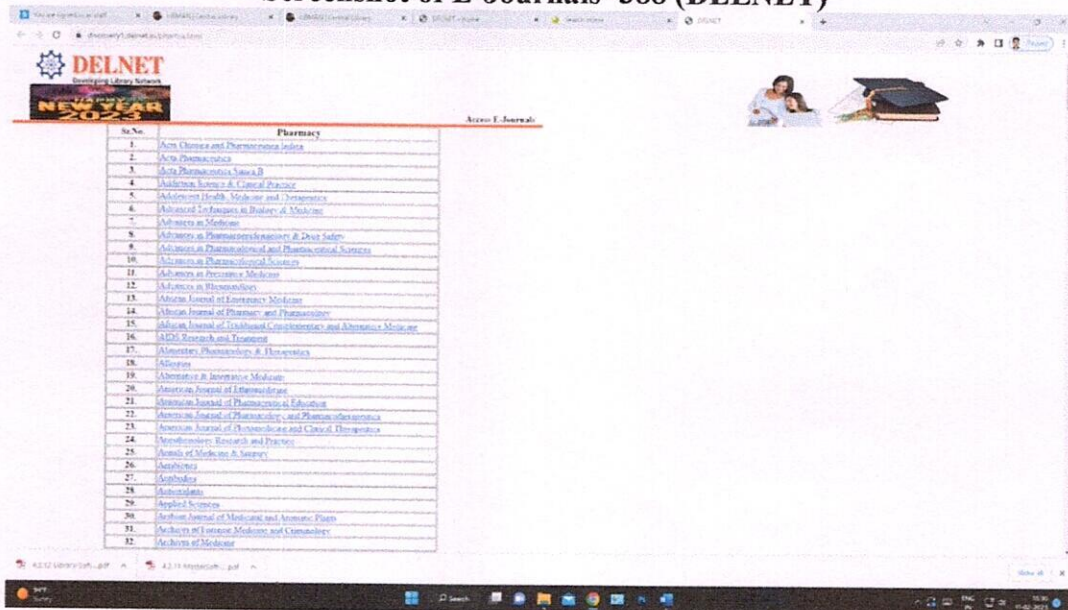


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**Screenshot of E-Journals -388 (DELNET)**



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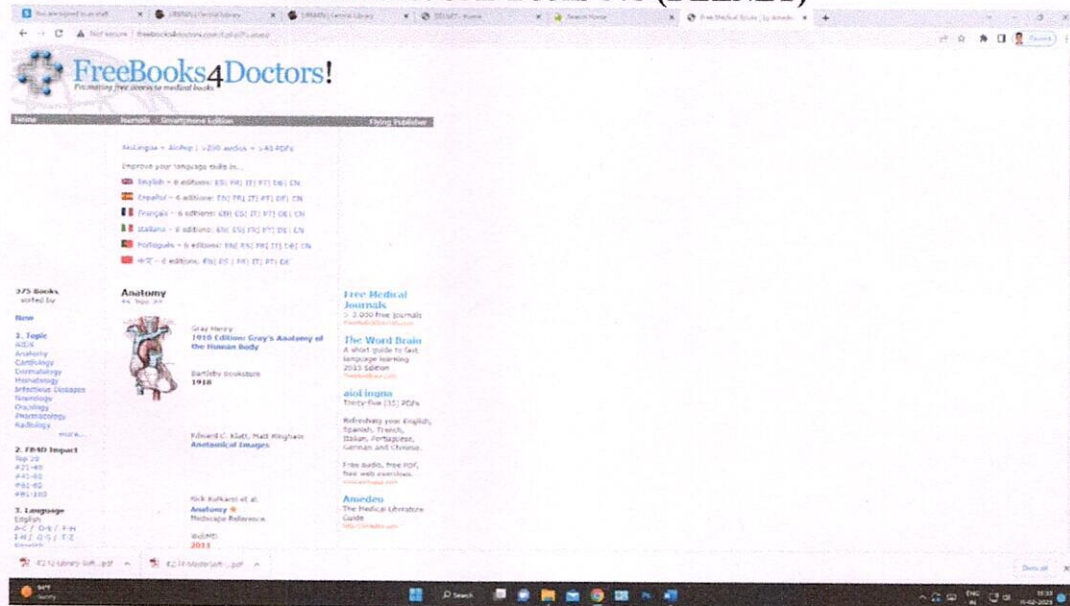
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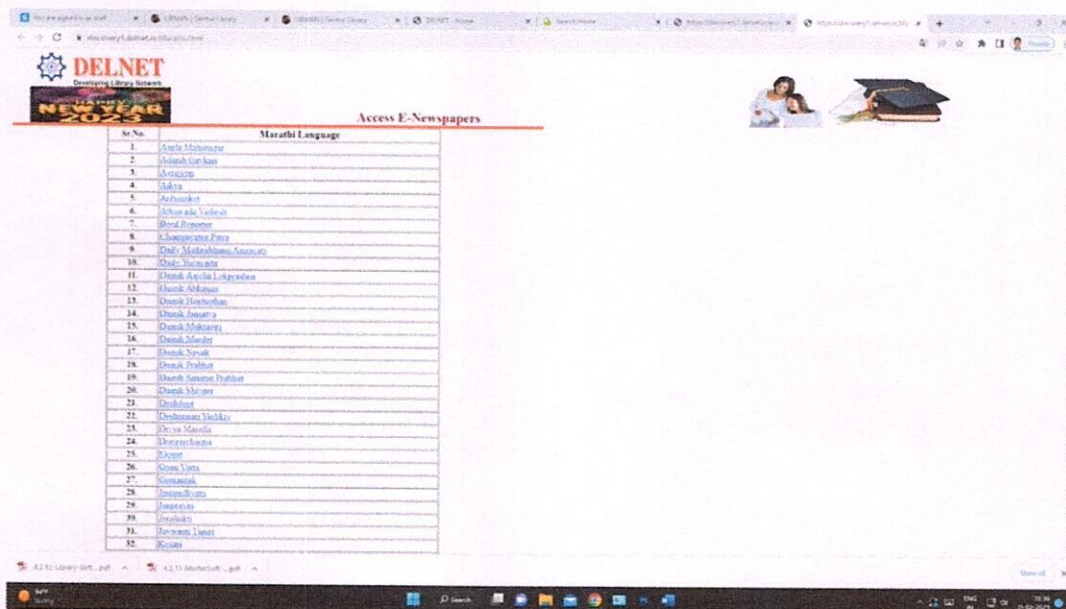
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### Screenshot of E-Books-375 (DELNET)



### Screenshot of E-Newspaper- Marathi-77, English-15(DELNET)

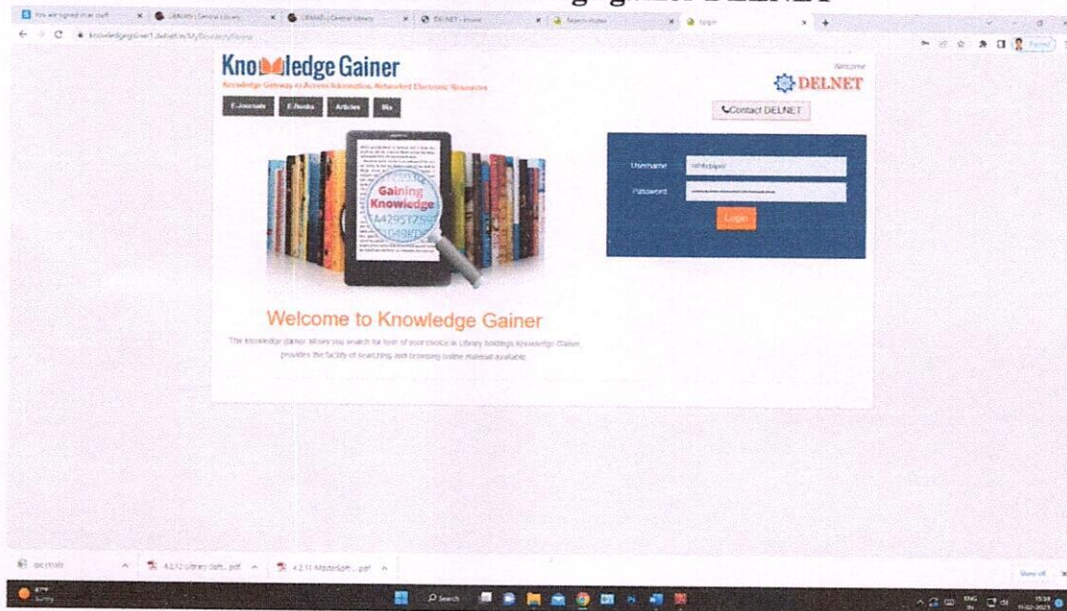




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### Screenshot of Knowledge gainer DELNET



3. The institute has adopted a comprehensive and unified approach to teaching and learning. Online ICT tools are utilized by subject teachers to deliver notes, tutorials, and study materials. Additionally, to enhance soft skills development, a language lab facility is provided. The entire campus is Wi-Fi enabled with internet connectivity, and classrooms are equipped with senses smart board and computers to facilitate interactive learning. Moreover, the Pharmacology laboratory features simulation software for students' experimental purposes. The institute's website showcases various committees dedicated to supporting students, and an online grievance redressal mechanism is available for both staff and students.

Through these E-Governance initiatives, the institute has transformed student admission and support processes, offering a seamless and efficient experience to students and ensuring access to valuable resources and portals for their academic growth and development.

#### IV. Implementation of E-Governance at H R Patel Institute of Pharmaceutical Education and Research in the Examination Area:

1. The H R Patel Institute of Pharmaceutical Education and Research has successfully implemented E-Governance in the Examination Area, following the directives of KBCNMU. All examination-related processes are conducted online through the

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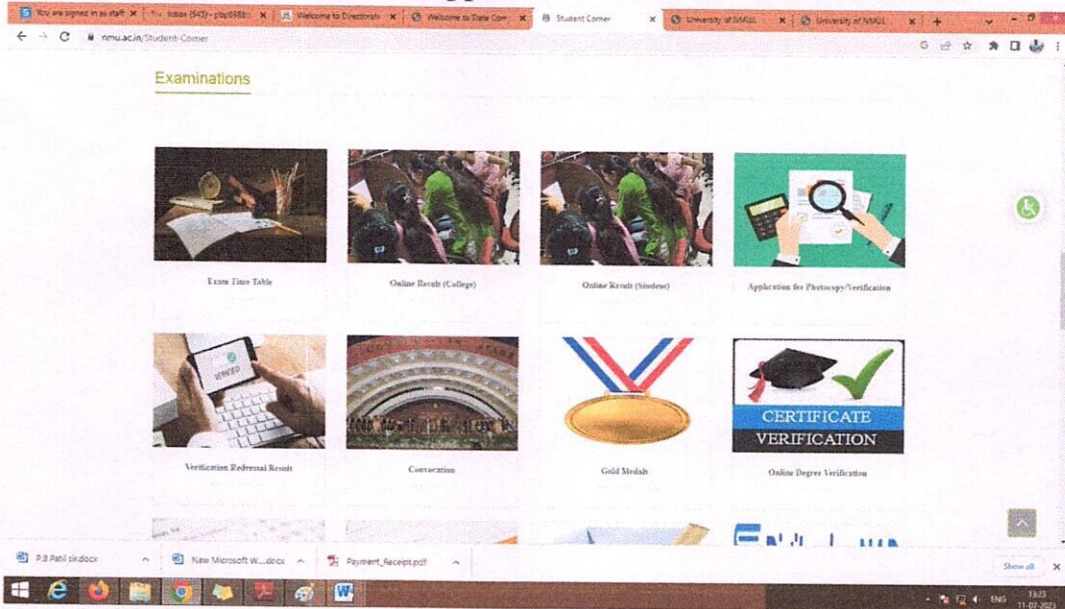


President :  
Shri Amrishbhai R. Patel  
M.L.A.

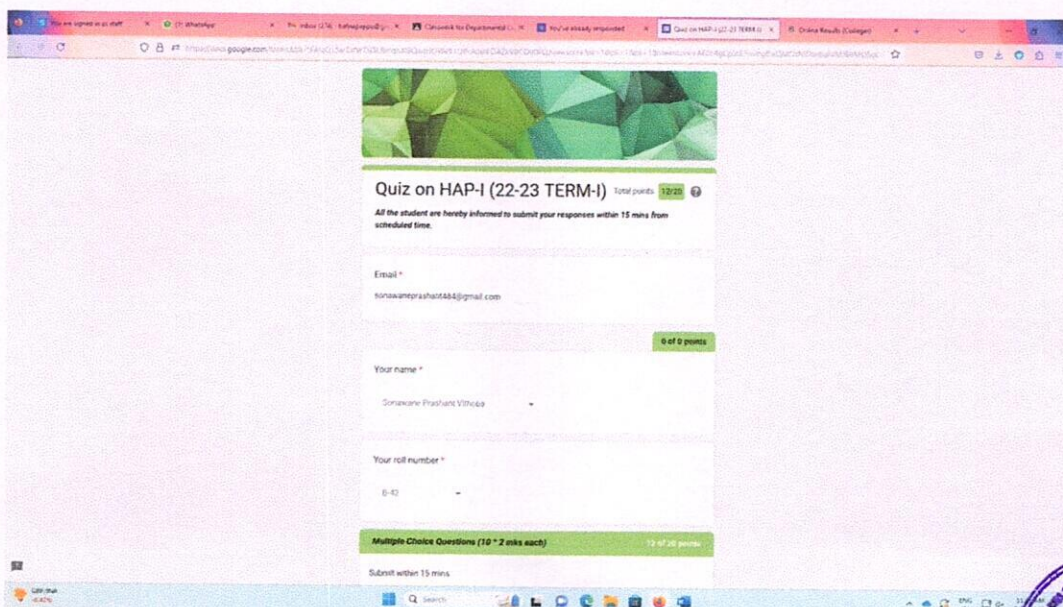
Principal :  
Dr. S. B. Bari  
M.Pharm. Ph.D., D.I.M.F.J.C.

KBCNMU website (<https://nmu.ac.in/en-us/Student-Corner>). This includes filling examination forms, revaluation forms, obtaining hall tickets, accessing examination papers, and submitting photocopy requests.

### Screenshot of Student Support – Examination Portal KBCNMU



- The institute shares internal examination time-tables via respective WhatsApp Groups, ensuring convenient access to schedule details. Moreover, to enhance assessment capabilities, some test series are conducted using online ICT tools, enabling students to take tests digitally.



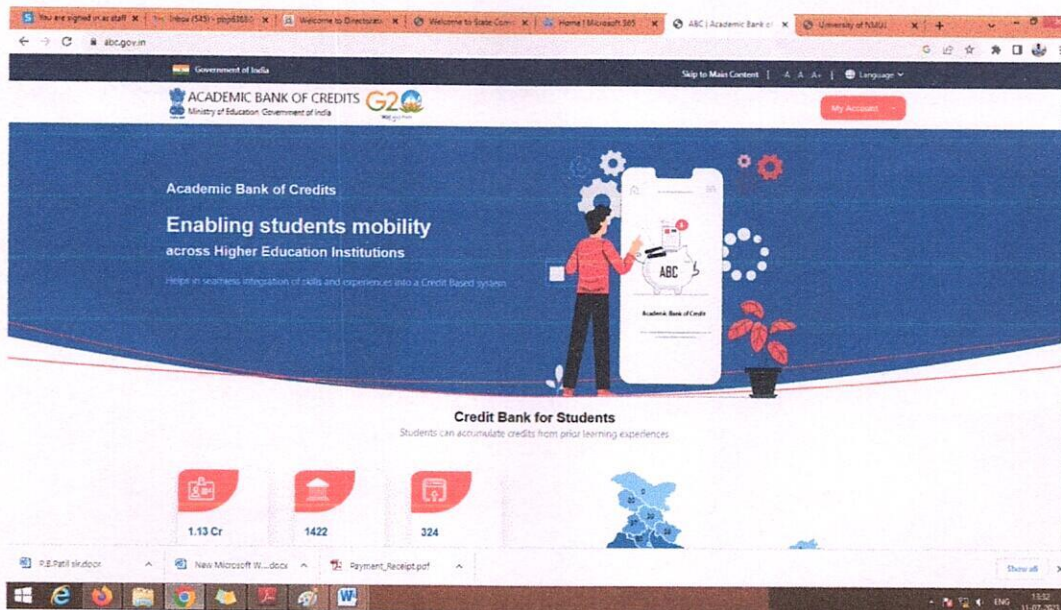


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3. Each student is provided with an Academic Bank Credit (ABC) (<https://www.abc.gov.in/>), facilitating a comprehensive digital record of their academic achievements and credits.

### Screenshot of Academic Bank Credit (ABC)



4. During the pandemic, the institute efficiently adapted to online modes of examination. Internal examinations were conducted using G-Suit, while external examinations were managed through specially developed software by KBCNMU, ensuring a smooth examination process despite the challenging circumstances.



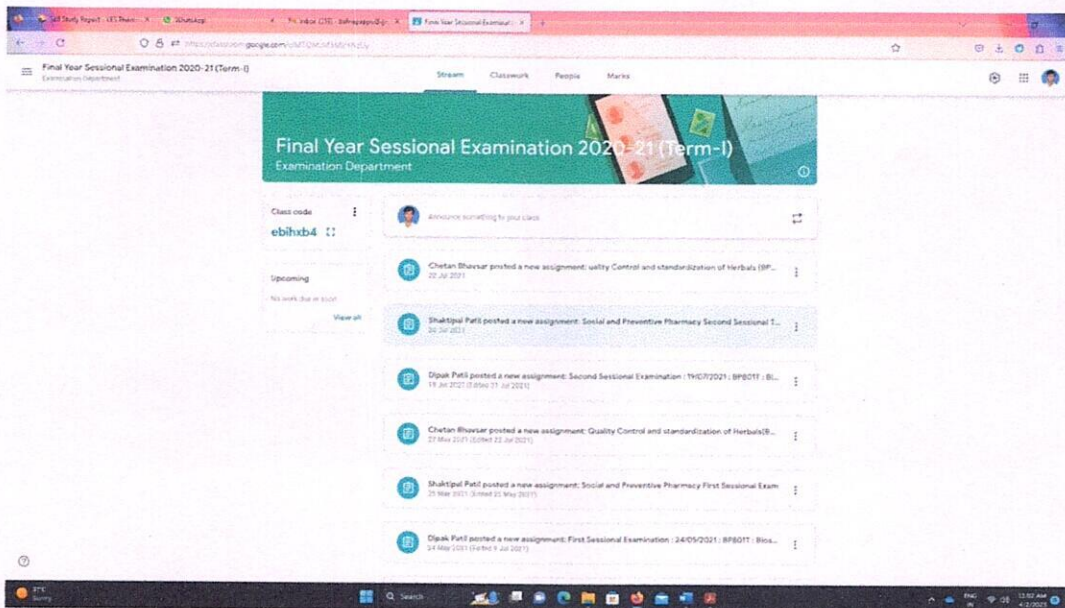
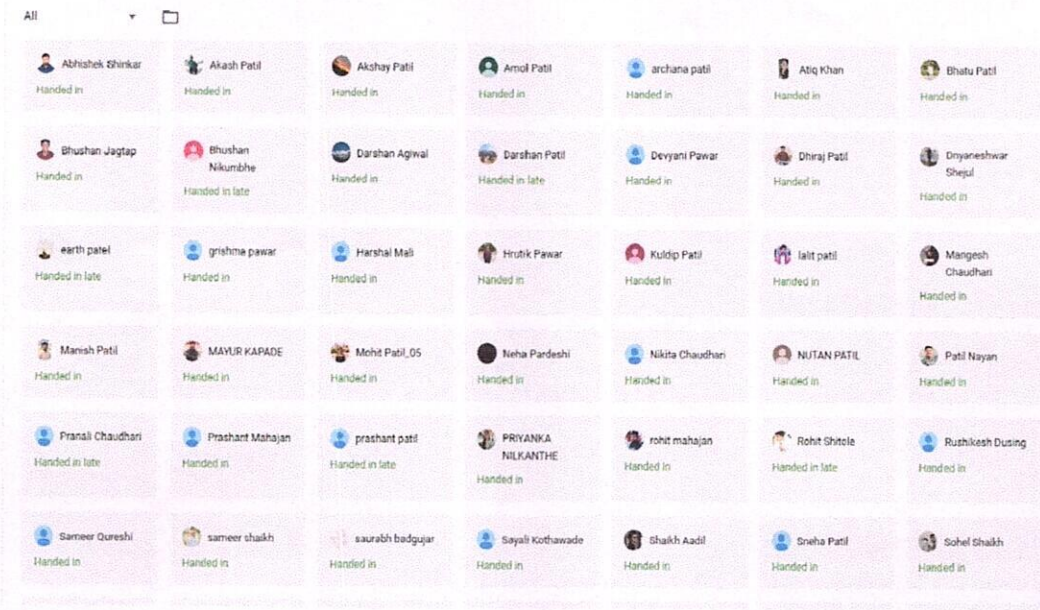




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## Screenshot of Examination conduction during pandemic through G Suit (Google Classroom, Google form)



6.



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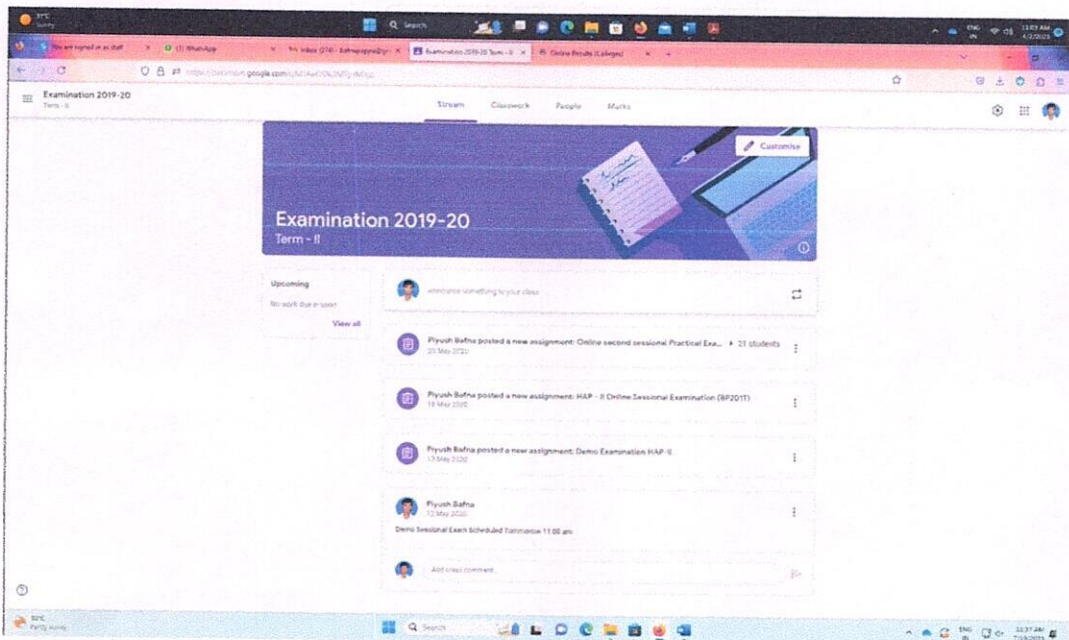
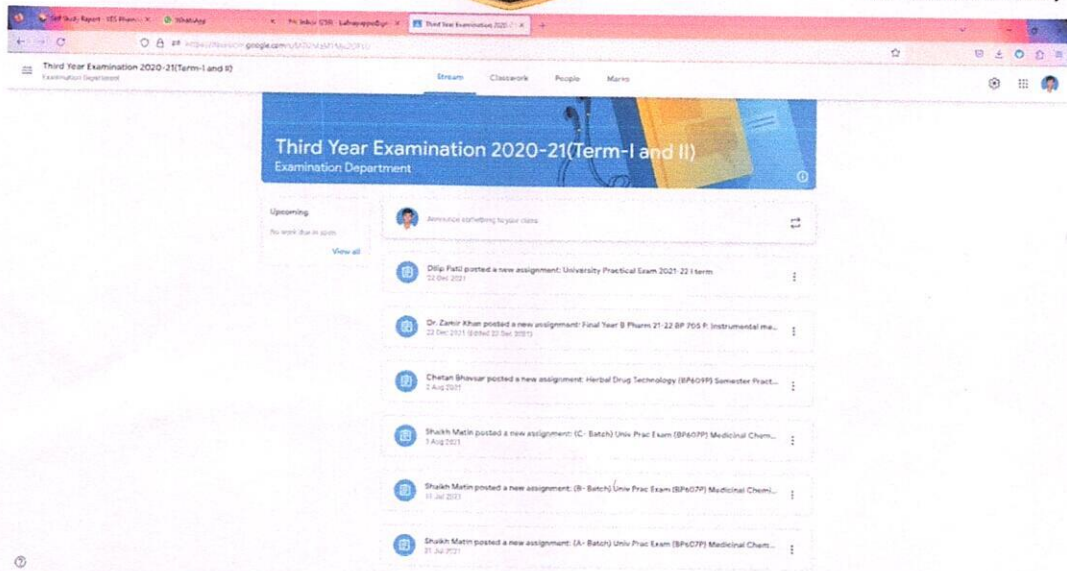
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Through these E-Governance initiatives, H R Patel Institute ensures a seamless and secure examination process, maximizing efficiency and convenience for both students and faculty, even during unprecedented situations.



  
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