CAYM Education Trusts

Siddhant College of Pharmacy

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E – GOVERNANCE POLICY

Education is one of the most crucial elements in achieving the developmental goalof the country Electronic governance, also known as e-governance in the use of information communicationtechnology (ICT) in governance E-governance is the most modern initiative to establish and implement good governance. E - governance system in the field of educational sector has changed the way of administration which make-the governance process user-friendly, time- and money-saving as well. E-Governance improves transparency. accountability, efficiency, and effectiveness of the governing process. It is an integrated solution in the education sector that helps in processing and maintenance of large volumes of information such as registration admission, student information, classes, time table, transport, attendance, library, salary expenses, examinations performance, grades, hostels, security reports, management, transport staff details and fee among various departments in an institution.

In order to implement efficient governance in an institution, it has been decided to use E-Governance in maximum activities of the institute. CAYMET Siddhant college of Pharmacy has already been implemented E- Governance in different areas of operations like, administration, student admission and support, account. examination and library, etc

Institute Website:

The website acts as the mirror of all college and creates organization's image in the society, CAYMET Siddhant college of Pharmacy has its official website ashttp.siddhantscop.in A separate web designer service provider has been appointed who takes care of designing of website. A college website committee has been constituted The members of committee submit the verified data to website committee in charge Then in charge of website committee updates the data on website with prior permission from Principal. The institute website displays information related to organization, Vision and Mission, Institute staff and their profile. approvals and affiliations to various regulatory bodies, admission and admission process, course offered. academic calendar and Timetable, Student Support and activities. Training and Placement, Co-circumcular and Extra-curricular activities Infrastructure and facilities available etc.

Student Admission:

The admission committee has been constituted in the institute and an admission in change is appointed in the institute who is responsible to provide current admission procedure as per the DI E-Government of Maharashtra on institutional website. The entire B. Pharm admission

procedure isonline and transparently carried out by institute ARC coordinator and under the guidelines of Director at technical Education Government of Maharashtra. There is a separate tab provided on website that provides information about courses offered. fee structure admission schedule and information brochure on the principal admission in charge and ARC coordinators are responsible for implementation of this aspect of the policy.

Student Support:

The institute has established integrated approach for teaching-leaning Hoth chalk &hurd and some vindesa

ICT tools are used for teaching Respective subject teachers provide notes, tutorials, and dymely through different online ICT tools. Academic calendar and timetables are displayed on inituteche Dedicated language-lab facility has been provided for soft skills development. The entire institute prem Wi-Fi enabled with internet connectivity. Classes are equipped with smart-board, LCD proeders and computers for interactive learning Pharmacology laboratory has simulation (experimental) withs are t students Institute website displays various committees for student support. An online grievance redressal mechanism is available for staff and students DEL NET database subscription is available. All faculty and students can access e-books and e-journals New ERP software has been purchased by the institite and startedimplementing it.

Examination:

As per the directions of SPPU, it is mandatory to perfonn examination related work in online mode. Thus filling of examination forms, revaluation forms, obtaining hall tickets, examination papers, marks enery and photocopy forms is done online using SPPt website Internal examination time-table is displayed on institu website. Some test series are conducted using online ICT tools. New ERP software has been purchased by the institute and started implementing it.

Library:

DELNET software has been used in laboratory since 2014 The barcoding of books, barcoding & se of Identity cards and issuing of books is done using DELNET software New ERP software has been purchased by the institute and started implementing it

Administration:

The anstitutional Email ID's are provided to all the faculty members for exchange of information Notices Circular etc. All communication from to SCOP admin section is oude through institutional email ID'S The regulatory authorities apps als are uploaded on website. The acidissumer done in per the guidelines of SPP where recruit notifications are uploaded on stitute website th applications are insited from the chipible candidates and after selection the teacher apps altos areimplementing it.

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