

6.2.2

Implementation of e-governance in areas of operation

Institution implements e-governance in its operations

1.Administration

2.Finance and Accounts

3.Student Admission and Support

4.Examination

Response: A. All of the above

**Annual e-governance report approved by the governing council/Board of
management/Syndicate Policy document on e-governance**

Sr. No	Contents	Page Number	Document
1.	Year 2022-23 (sample copy)	4	View document
2.	Policy document on e - governance	15	View document

E governance report approved by Governing Council



240000141

Savitribai Phule Pune University

Self Appraisal Report - 2023-2024

To,
The Registrar,
Savitribai Phule Pune University,
Ganeshkhind,
Pune-411007

PUNCODE: CPHP014250

Date: 9 MAY 2023

1. Details of Organisation/ Society / Trust- [Attach certificate of registration of Organisation / Society / Trust]							
Name of the Organisation		All India Shri Shivaji Memorial Society					
Address		55-56 Shivaji Nagar Pune 05					
District		Pune		Taluka		Pune	
Pincode		411005		Phone No.		02026058204	
Email ID		Contact@aissmscop.com		Fax No.		02026058208	
2. Details of College/ Institute- [Attach first affiliation letter, letter of continuation of affiliation & letter of approval of complience report (if applicable) of Academic year 2021-2022]							
Name of the College		College of Pharmacy					
Address		College of Pharmacy Kenedy Road Near RTO Pune Ta: Pune (corporation Area) Dist: Pune Pincode: 411001					
District		PUNE		Taluka		PUNE (Corporation Area)	
Pincode		411001		Phone No.		020-26058204	
Email ID		kolambe.ajay@gmail.com		Fax No.		020-26058208	
Univeristy Provided Email ID		CPHP014250@pun.unipune.ac.in					
3. NAAC-NBA Details (U.G/P.G) - [Attach latest NAAC/NBA Certificate]							
Type	Course Name	Accreditation	Grade	Letter No	Letter Date	Duration From	Duration Upto
NAAC	---	NAAC/NBA Accrediated		**	**		
NAAC	---	NAAC/NBA Accrediated	A	F-19.26/EC (SC-33)/DO/2018/C-41628	02 Nov 2018	02 Nov 2018	02 Nov 2023
NBA	Bachelor of Pharmacy (B.Pharm.)	NAAC/NBA Accrediated		28-378/2010-NBA	04 Oct 2013	18 Sep 2013	17 Sep 2016
4. Savitribai Phule Pune University ID/AICTE ID/DTE Code No.							
SPPU UOP ID :-		PU/PN/Pharm/117(1996)					
AICTE -ID		1-7909571					
DTE- Code		6376					

Dr. Ashwini R Madgulkar

Principal
AISSMS College of Pharmacy
Pune-1



5. College Development Committee Member- [As per section 97 of Maharashtra Public Universities Act,2016] [Attach Appointment letters/notification of appointment of college development Committee]			
Name	Name Marathi	Designation/Position	Valid Upto
Shri Nikhil Ashok Khanse	श्री निखिल अशोक खन्से	Chairperson of the management	30/06/2027
Shri Malojiraje Chhatrapati	श्री मालोजीराजे छत्रपती	Secretary of the management	30/06/2027
Dr. Ashwini R. Madgulkar	डॉ. ए. आर. माडगुलकर	Principal	30/06/2027
Dr. M.C.Damle	डॉ. म. चि. दामले	Co-ordinator(IQAC)	30/06/2027
Dr. Santosh V. Gandhi	डॉ. संतोष व्ही. गांधी	Teachers	30/06/2027
Dr. Mangesh R. Bhalekar	डॉ. मंगेश आर. भालेकर	Teachers	30/06/2027
Mrs. Amruta N. Avalaskar	मै. अमृता एन. अवालस्कर	Head of Department	30/06/2027
Mr. Rahul A. Chordiya	श्री राहुल ए. चोर्डिया	Local Members	30/06/2027
Mr. Ajay R. Kolambe	श्री अजय आर. कोळंबे	Non-Teaching	30/06/2027
Dr.D.G.Naik	डॉ. डी.जी. नाईक	Local Members	30/06/2027
Dr. Rashma N. Mirajkar	डॉ. रेश्मा एन. मिरजकर	Women Teachers	30/06/2027
Dr. Rajesh N. Gacche	डॉ. राजेश एन. गच्छे	Local Members	30/06/2027
Dr. Anshuman Anil Ambike	डॉ. अंशुमन अनिल अंबिके	Local Members	30/06/2027
Miss. Gargi Nikam	मिस गार्गी निकम	Secretary of College Students Council	30/06/2027
Miss. Isha Ghadge	मिस इशा घाडगे	President of College Students Council	30/06/2027

6. College Development Committee Meeting- [Please provide details of meeting of College Development Committee]	
Meeting Date	Meeting Place
13 Oct 2021	AISSMS COLLEGE OF PHARMACY, SEMINAR HALL
07 Jan 2022	AISSMS COLLEGE OF PHARMACY, SEMINAR HALL
20 Apr 2022	AISSMS COLLEGE OF PHARMACY, SEMINAR HALL
21 Nov 2022	AISSMS COLLEGE OF PHARMACY, SEMINAR HALL
15 Feb 2023	AISSMS COLLEGE OF PHARMACY, SEMINAR HALL
02 May 2023	AISSMS COLLEGE OF PHARMACY, SEMINAR HALL

7. Details of the Principal/Director- [Attach Approval Letter]			
Name	Madgulkar Ashwini Raghavendra		
Type (Permanent/Temporory)	Permanent Principal	Principal Approval Details (If any)	CCO/2496 Date20-04-1
Mobile No./Phone No.	9823350059	Email ID	armadgulkar@gmail.com

8. Details of the Physical Director- [Attach Approval Letter]			
Name			
Type (Permanent/Temporory)		Approval Details (If any)	
Mobile No./Phone No.		Email ID	



Dr. Ashwini R. Madgulkar

Principal
AISSMS College of Pharmacy
Pune-1



9. Details of the Librarian- [Attach Approval Letter]			
Name	Jadhav Shobha Pandurang		
Type (Permanent/Temporary)	Permanent	Approval Details (If any)	CCO/2985 - 06/09/2010
Mobile No./Phone No.	9960955201	Email ID	spjadhav2812@gmail.com

10. Course Details Part A (Conituation Courses)				
Name of the course	Division Type	Div. Sr. no.	Intake	Conituation Details
Bachelor of Pharmacy (B.Pharm.)	Non Granted	1	40	2022-2023,2023-2024,
M.Pharm. Pharmaceutical Chemistry	Non Granted	1	10	2022-2023,2023-2024,
		1	5	2022-2023,2023-2024,
M.Pharm. Pharmaceutics	Non Granted	1	10	2022-2023,2023-2024,
		1	5	2022-2023,2023-2024,
M.Pharm. Pharmacology	Non Granted	1	8	2022-2023,2023-2024,
		1	7	2022-2023,2023-2024,
M.Pharm.Pharmaceutical Quality Assurance	Non Granted	1	10	2022-2023,2023-2024,
		1	5	2022-2023,2023-2024,
Ph.D. Pharmacy	Non Granted	1	2	2022-2023,2023-2024,

Course Details Part B (Permanent Courses)			
Name of the course	Division Type	Div. Sr. no.	Intake
Bachelor of Pharmacy (B.Pharm.)	Non Granted	1	60

11. Details,Regarding Coursewise Admitted Students									
Sr. No.	Course Name	Sanctioned Total Intake Capacity	Actual Admitted (Year wise) (Academic Year 2018-2019)					Total	%
			First Year	Second Year	Third Year	Fourth Year	Fifth Year		
1	Bachelor of Pharmacy (B.Pharm.)	107	115	128	127	120	0	490	107
2	M.Pharm. Pharmaceutics	16	16	16	0	0	0	32	100
3	M.Pharm. Pharmacology	16	17	16	0	0	0	33	106
4	M.Pharm.Pharmaceutical Quality Assurance	16	17	16	0	0	0	33	106

(Signature)

Dr. Ashwini R Madgulkar

Principal
AISSMS College of Pharmacy
Pune-1



5	M.Pharm. Pharmaceutical Chemistry	16	15	13	0	0	0	28	93
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% - Percentage of Admission against Sanctioned Intake Capacity for Academic Year 2020-2021

12. Facility Details

Sr. No.	Facility	Yes/No	Remark
1	ClassRooms	Yes	06
2	Library -No.of books in Library	Yes	12424
3	Computer Lab -No. of Computers in Lab	Yes	25
4	Principal Cabin	Yes	01
5	Common Room (Gents)	Yes	01
6	Toilets (Gents)	Yes	06
7	Portable Water Supply	Yes	04
8	Playground	Yes	01
9	Electricity	Yes	YES
10	Whether the relevant essential Facilities/Assistance have been provided for Disabal differently abled students as per The Rights to Persons with Disabilities Act	Yes	YES
11	University approved Regular Principal/Director	Yes	YES
12	University approved regular librarian	Yes	YES
13	Whether the college is giving payment to Teaching and Non-Teaching Staff according as per the latest government rules and regulations ?	Yes	YES
14	Language Lab	Yes	YES
15	Journal-No.of Journals	Yes	36 Hard Copy And E Journal
16	Grievance committee	Yes	YES
17	Employees Gratuity	Yes	YES
18	Common Room (Ladies)	Yes	YES
19	Toilets (Ladies)	Yes	06
20	Whether the college having Internal Complaints Committee for Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ?	Yes	YES
21	Infrastructure as per AICTE Norms	Yes	YES
22	Do You Upload AISHE and MIS Information ?	Yes	YES
23	Infrastructure as per Norms laid down by U.G.C, Govt.of Maharashtra, S.P.P.U and any other regulatory/compentent authority from time to time	Yes	YES

13. Teachers Details				[Attach appointment letters & approval letters of all teachers]					
Sr.No	Course Name	Course Type	No of Teachers	Name of Teacher	Designation	Date of Appointment	Approval Details	Appointment Type	Category
1	Bachelor of Pharmacy (B.Pharm.)	Non-Granted	15	Ms. Yadav Nishigandha Subhash	Assistant Professor	17-10-22	Letter No:CCO/4963 Letter Date:27-12-22 Valid From: 17-10-22 Valid To: 31-05-23	Temporary	OPEN
				Mrs. Patil Shital Manoj	Lecturer	22-12-09	Letter No:CCO/2208 Letter Date:18-03-10 Valid From: 22-12-09 Valid To: --	Permanent	OPEN
				Mrs. Shah Megha Siddharth	Assistant Professor	17-10-22	Letter No:CCO/4963 Letter Date:27-12-22 Valid From: 17-10-22 Valid To: 31-05-23	Temporary	OPEN
				Dr. Gandhi Santosh V	Professor	25-04-12	Letter No:CCO/2218 Letter Date:31-08-12 Valid From: 25-04-12 Valid To: --	Permanent	OPEN
				Mrs. Asgaonkar Kalyani Dhirendra	Lecturer	22-12-09	Letter No:cco/2208 Letter Date:18-03-10 Valid From: 22-12-09 Valid To: --	Permanent	OPEN
				Dr. Madgulkar Ashwini Raghavendra	Principal	29-01-10	Letter No:CCO/2496 Letter Date:20-04-10 Valid From: 29-01-10 Valid To: --	Permanent	OPEN
				Mr. Gajbe Jitendra Wasudeo	Assistant Professor	13-04-12	Letter No:CCO/1852 Letter Date:28-07-12 Valid From: 13-04-12 Valid To: --	Permanent	ST

1	Bachelor of Pharmacy (B.Pharm.)	Non-Granted	15	Mrs. Avalaskar Amruta Nikhil	Lecturer	22-12-09	Letter No:CCO/2208 Letter Date:18-03-10 Valid From: 22-12-09 Valid To: --	Permanent	OP EN
				Mrs. Kudale Prinkle Mayur	Assistant Professor	17-10-22	Letter No:CCO/4963 Letter Date:27-12-22 Valid From: 17-10-22 Valid To: 31-05-20	Temporary	OP EN
				Ms. Jagtap Tejaswini Vikram	Assistant Professor	17-10-22	Letter No:CCO/4963 Letter Date:27-12-22 Valid From: 17-10-22 Valid To: 31-05-23	Temporary	OP EN
				Dr (Mrs). Mirajkar Reshma Nilesh	Assistant Professor	14-08-08	Letter No:Cco/1473 Letter Date:16-05-14 Valid From: 14-08-08 Valid To: --	Permanent	OP EN
				Dr. Bandivadekar Mithun Mohanrao	Lecturer	01-09-08	Letter No:CCO/Approval (Camp)/218 Letter Date:17-10-08 Valid From: 01-09-08 Valid To: --	Permanent	OP EN
				Mrs. Jadhav Shobha Pandurang	Librarian	22-12-09	Letter No:CCO/2985 Letter Date:06-09-10 Valid From: 22-12-09 Valid To: --	Permanent	OP EN
				Dr. Padalkar Rahul Ravindra	Lecturer	01-01-10	Letter No:CCO/2208 Letter Date:18-03-10 Valid From: 01-01-10 Valid To: --	Permanent	OP EN
				Mrs. Anardi Sonali Bhushan	Assistant Professor	17-10-22	Letter No:CCO/4963 Letter Date:27-12-22 Valid From: 17-10-22 Valid To: 31-05-23	Temporary	OP EN

2	M.Pharm. Pharmaceutical Chemistry	Non-Granted	2	Dr. Chitre Trupti Sameer	Associate Professor	13-04-12	Letter No:CCO/1852 Letter Date:28-07-12 Valid From: 13-04-12 Valid To: --	Permanent	OPEN
				Prof(Dr). Bhandari Dr Shashikant Vasantao	Professor	14-03-11	Letter No:CCO/4191 Letter Date:26-05-11 Valid From: 14-03-11 Valid To: --	Permanent	OPEN
3	M.Pharm. Pharmaceuticals	Non-Granted	3	Dr. Madgulkar Ashwini Raghavendra	Principal	29-01-10	Letter No:CCO/2496 Letter Date:20-04-10 Valid From: 29-01-10 Valid To: --	Permanent	OPEN
				Prof(Dr). Bhalekar Mangesh Ramesh	Professor	14-03-11	Letter No:CCO/4151 Letter Date:23-05-11 Valid From: 14-03-11 Valid To: --	Permanent	OPEN
				Dr (Mrs). Rao Monica Raghavendra Prasad	Associate Professor	01-03-13	Letter No:Pay fixation. Letter Date:01-03-13 Valid From: 01-03-13 Valid To: --	Permanent	OPEN
4	M.Pharm. Pharmacology	Non-Granted	2	Mrs. Narkhede Swati Govardhan	Lecturer	14-03-11	Letter No:COO/3096 Letter Date:05-04-11 Valid From: 14-03-11 Valid To: --	Permanent	OPEN
				Ms. Nikam Sandhyarani Anil	Assistant Professor	17-10-22	Letter No:CCO/4963 Letter Date:27-12-22 Valid From: 17-10-22 Valid To: 31-05-23	Temporary	OPEN
5	M.Pharm.Pharmaceutical Quality Assurance	Non-Granted	2	Dr. Deshpande Padmanabh B	Lecturer	14-08-08	Letter No:CCO/Approval (Camp)/218 Letter Date:17-10-08 Valid From: 14-08-08 Valid To: --	Permanent	OPEN

5	M.Pharm.Pharmaceutical Quality Assurance	Non-Granted	2	Dr. Damle Mrinalini Chintamani	Professor	13-04-12	Letter No:CCO/1852 Letter Date:28-07-12 Valid From: 13-04-12 Valid To: --	Permanent	OPEN
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14. Teachers Workload Details

Sr. No.	Designation	Sanctioned Positions	Filled Positions	Approved Positions	Vacant Positions
1	Principal	1	1	1	0
2	Professor	6	4	4	2
3	Associate Professor	6	2	2	4
4	Assistant Professor	16	29	15	-13
5	Physical Director	0	0	0	0
6	Librarian	1	1	1	0
7	Non-Teaching	24	24	24	0
Total :-		54	61	47	-7

15. Non-Teaching Details

Sr.No	Name	Designation	Email Id	Mobile No	Category
1	Ajay Ramdas Kolambe	Lab Assistant	kolambe.ajay@gmail.com	9881988360	OBC
2	ARVIND DATTATRAYA CHANDGUDE	Driver	chandgudearvind@gmail.com	9822068962	OPEN
3	DATTATRAY SAHEBRAO TEKAWADE	Lab Assistant	dstekawade98@gmail.com	9011250512	OPEN
4	DEEPANJALI VILASRAO DESHMUKH	Junior Clerk	cloudeepacop@gmail.com	7507329083	OPEN
5	GAJANAN RAMESH SUBAKADE	Peon	gajanansubakade@gmail.com	9028082137	OPEN
6	GOPAL YALLAPPA CHINGALE	Lab Assistant	gyallappa@gmail.com	0120010100	OPEN
7	KIRAN CHHABAN SATPUTE	Peon	satputekiran1000@gmail.com	9823337750	OPEN
8	MAHESH MAHADEORAO CHOPANE	Accountant	pratikmahesh@rediffmail.com	8625890116	OBC
9	MAITREYEE MANDAR JOSHI	Assistant Librarian	gaurangimaitreyee@gmail.com	9404419794	OPEN
10	MAYUR MOHAN BANDAL	Peon	mayur.1987@gmail.com	9850028276	OPEN
11	PAVAN CHHABU KACHI	Peon	pavankachi@rediffmail.com	9922359182	NT(B)
12	PRASHANT MOHAN MORE	Junior Clerk	prash1116_more@rediffmail.com	9881831003	OPEN
13	PRATAP NARAYAN BHOSALE	Office Superintendent	pnbhosale@rediffmail.com	9850444866	OPEN
14	RAJU YALLAPPA CHINGALE	Lab Assistant	rychingale@gmail.com	8625877657	OPEN
15	RAVINDRA SHANKARRAO MANOHAR	Lab Assistant	rmanohar168@gmail.com	9860148402	SC
16	RAVINDRA VIJAYPAL GHALOT	Peon	ravi.ghalot@rediffmail.com	8421179450	OBC
17	SACHIN VASANT KASBE	Lab. Assistant	kasbesv@gmail.com	9822931483	SC

5	M.Pharm.Pharmaceutical Quality Assurance	Non-Granted	2	Dr. Damle Mrinalini Chintamani	Professor	13-04-12	Letter No:CCO/1852 Letter Date:28-07-12 Valid From: 13-04-12 Valid To: --	Permanent	OPEN
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14. Teachers Workload Details

Sr. No.	Designation	Sanctioned Positions	Filled Positions	Approved Positions	Vacant Positions
1	Principal	1	1	1	0
2	Professor	6	4	4	2
3	Associate Professor	6	2	2	4
4	Assistant Professor	16	29	15	-13
5	Physical Director	0	0	0	0
6	Librarian	1	1	1	0
7	Non-Teaching	24	24	24	0
Total :-		54	61	47	-7

15. Non-Teaching Details

Sr.No	Name	Designation	Email Id	Mobile No	Category
1	Ajay Ramdas Kolambe	Lab Assistant	kolambe.ajay@gmail.com	9881988360	OBC
2	ARVIND DATTATRAYA CHANDGUDE	Driver	chandgudearvind@gmail.com	9822068962	OPEN
3	DATTATRAY SAHEBRAO TEKAWADE	Lab Assistant	dslekawade98@gmail.com	9011250512	OPEN
4	DEEPANJALI VILASRAO DESHMUKH	Junior Clerk	cloudeepacop@gmail.com	7507329083	OPEN
5	GAJANAN RAMESH SUBAKADE	Peon	gajanansubakade@gmail.com	9028082137	OPEN
6	GOPAL YALLAPPA CHINGALE	Lab Assistant	gyallingale@gmail.com	9120010100	OPEN
7	KIRAN CHHABAN SATPUTE	Peon	satputekiran1000@gmail.com	9823337750	OPEN
8	MAHESH MAHADEORAO CHOPANE	Accountant	pratikmahesh@rediffmail.com	8625890116	OBC
9	MAITREYEE MANDAR JOSHI	Assistant Librarian	gaurangimaitreyee@gmail.com	9404419794	OPEN
10	MAYUR MOHAN BANDAL	Peon	mayur.1987@gmail.com	9850028276	OPEN
11	PAVAN CHHABU KACHI	Peon	pavankachi@rediffmail.com	9922359182	NT(B)
12	PRASHANT MOHAN MORE	Junior Clerk	prash1116_more@rediffmail.com	9881831003	OPEN
13	PRATAP NARAYAN BHOSALE	Office Superintendent	pnbhosale@rediffmail.com	9850444866	OPEN
14	RAJU YALLAPPA CHINGALE	Lab Assistant	rychingale@gmail.com	8625877657	OPEN
15	RAVINDRA SHANKARRAO MANOHAR	Lab Assistant	rmanohar168@gmail.com	9860148402	SC
16	RAVINDRA VIJAYPAL GHALOT	Peon	ravi.ghalot@rediffmail.com	8421179450	OBC
17	SACHIN VASANT KASBE	Lab. Assistant	kasbesv@gmail.com	9822931483	SC

18	SANDEEP RAVINDRA PATIL	Lab Assistant	sandeepatil@gmail.com	9420171708	OBC
19	SHANTARAM SARJERAO SALUNKE	Sweeper	salunkhesantaram@gmail.com	9552629508	OPEN
20	SHOBHA PANDURANG JADHAV	Librarian	spjadhav2812@gmail.com	9960955201	OPEN
21	SONALI SUNIL KAMBLE	Lab Technician	sk1041637@gmail.com	9881950797	OBC
22	Vijay Ramdas Kolambe	Lab Assistant	kolambe1000@gmail.com	9850100343	OBC
23	VILAS BHAYYAJI KELZARKAR	Senior Clerk	vilasketzarkar@gmail.com	9763810472	OBC

16. Discrepancy Details

Sr. No.	Facility Name	Remarks (If Any)
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17. Court Cases ? If any? Give details?

NO

18. Explanation of Non-Compliance of Earlier Recommendations of Earlier Committee? (If Any)

No

19. Link of the portal set up for the Cast Based Discrimination Committee as per circular no. 355/2021 Dated- 29/11/2021

No

20. Grievance Redressal Committees

Sr.No.	Member Type	Designation	Member Name	Mobile No	Email ID
1	Chairperson	Chairman	Dr Ashwini Mudgulkar	9823350059	madgulkar_ar@aissmscop.com
2	Member 1	Member	Dr M C Damle	9860230912	damle_mc@aissmscop.com
3	Member 2	Member	Dr M. R. Bhalekar	9850833223	mrbhalekar@gmail.com

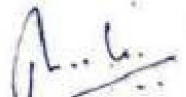
Note:- Along with SAR please enclose necessary documents mentioned above.

UNDERTAKING AS PER UNIVERSITY ACT 2016 (SECTION 108)

I hereby undertake that-

- (1) The provisions of the Maharashtra Public Universities Act 2016, State Government/Relevant Central Authorities and Regulations made there under and the standing orders and directions of the university and State Government/Relevant Central Authorities shall be complied with;
- (2) The college has constituted a separate College Development Committee as stipulated in section (97) of the Act ;
- (3) The number of students admitted for courses of study shall not exceed the limits prescribed by the university and the State Government /Relevant Central Authorities, from time to time;
- (4) There shall be suitable and adequate physical facilities such as buildings, laboratories, libraries, books, equipment required for teaching and research, hostels, gymnasium, etc. as may be prescribed;
- (5) The financial resources of the college or institution shall be such as to make due provision for its continued maintenance and working;
- (6) The strength and qualifications of teachers and non-teaching employees of the affiliated colleges and recognized institutions and the emoluments and the terms and conditions of service of the staff of affiliated colleges and recognized institutions shall be such as may be specified by the university and the State Government/Relevant Central Authorities and which shall be sufficient to make due provision for courses of study, teaching or training or research, efficiently;
- (7) The services of all teachers and non-teaching employees and the facilities of the college to be affiliated shall be made available for conducting examinations and evaluation and for promoting other activities of the university;
- (8) The directions and orders issued by the Chancellor, Vice-Chancellor and other officers of the university in exercise of the powers conferred on them under the provisions of this Act, Statutes, Ordinances and Regulations shall be mandatorily complied with;
- (9) There shall be no change or transfer of the management or shifting of location of college or institution, without prior permission of the university;
- (10) The college or institution shall not be closed without prior permission of the university;
- (11) In the event of disaffiliation or de-recognition or closure of the college or institution under section 121, the management shall abide by and execute the decision of Academic Council regarding the damages or compensation to be recovered from management.

We also understand that in case of non compliance of the conditions provided in above report is true and complete to the best of our knowledge and belief. The deficiencies will be complied as per university guidelines, failing action will be taken by the university as per Maharashtra Public University Act 2016.


Chairman/Secretary


(Madhukar Ashwin Raghavendra)
Director/Principal
College of Pharmacy

Principal
AISSMS College of Pharmacy
Pune-1



Place :-

Date :- 9 MAY 2023



PUNCODE:-CPHP014250[10 of 10]

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AISSMS

COLLEGE OF PHARMACY

IMPARTING EXCELLENCE IN EDUCATION & RESEARCH



Approved by AICTE & PCI New Delhi, Recognized by the Government of Maharashtra,
2F,12B recognition by UGC, Affiliated to Savitribai Phule Pune University
Accredited by NAAC with A Grade

Policy of e-governance

AISSMS College of Pharmacy recognizes the importance of leveraging technology to enhance governance processes and improve efficiency. The E-Governance Policy is formulated to guide the effective and ethical use of Information Technology in the management and administration of the college.

AISSMS College of Pharmacy tries to implement e governance in every possible way. We have ERP system in place. The library has **Autolib** software, the accounts use **stally** software.

SavitribaiPhule Pune University with which our college is affiliated uses online mode for exam form registration of students, submission of **Ph. D thesis** and Viva voce.

Our alumni association APGA has subscribed **ALMASHINE** software where the alumni are registered and can be tracked.

Effective use of media in achieving and highlighting academic success **podcasts**, journal club activities, **blog** writing is done in collaboration with our central media team.

Objectives

The primary objective of the E-Governance Policy is to establish technology based systems that would promotes transparency, accountability, and efficiency in the functioning of AISSMS College of Pharmacy through the use of technology.

Scope

E-governance will be used to strengthen governance in various areas of administration, studentsupport, finance and accounts, library and examination.

The scope of E governance will encompass all the functions that can be governed by ERP and technology tools.

Policy

AISSMS College of Pharmacy, Pune has adapted e-governance in several areas of day to day working. It is supposed to uphold transparency, accessibility, interoperability and capacity building in the areas of administration, student support, student admission, finance and accounts, library and academics. To achieve these the policy is designed as below.

- a) Administration
- b) The use of ICT and E governance in administration helps to enhance administration processes.
- c) The use of E governance would bring benefits such as participation, transparency and accountability to the user to enhance efficiency.
- d) The vision, mission and quality policy of the college, information about the college and faculty, updates on infrastructure, courses offered, various activities, initiatives taken by the college can be seen in policy.
- e) The dissemination of information required for admission, upcoming events in the college, news, roll numbers and many other facets required to be updated to all the stakeholders by office
- f) The adaption of such policies of E governance make the work paperless, and thus environment friendly.
- g) Dedicated portal to be used to stay connected with the alumni's the part of e-governance initiative.

2. Finance and Accounts

- a) Use of latest softwares such as Tally, will be made for efficient accounting. The transactions will be performed confidentially using appropriate security.
- b) The softwares are to be updated on regular basis. Additionally, efficient use of MS office-excel software is to be appreciated wherever possible

- c) All the financial transactions (receipts as well as payments) will be through electronic payment systems.

3. Student admission and support

- a) The details of the admission process to all courses run by the college will be displayed on the college website
- b) The scholarship will be dealt through online government portal
- c) The information needed by the students will be made available on the college website such as students roll numbers, eligibility numbers, formats of different certificates, policies, fees structure, fee payments.

4. Examination

- a) The enrollment of students for semester end examination of university will apply for exam through university portal
- b) Faculty has to submit internal and external marks to the university through online portal of the university

5. Library

The students will be encouraged to use library resources such as books through “OPAC system”. The e resources such as infolibnet will be made available.



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