



GURUGRAM GLOBAL COLLEGE OF PHARMACY GURUGRAM

Approved by AICTE, Govt. Of India & Pharmacy Council of India
Affiliated to Pt. B D Sharma University of Health Sciences Rohtak
Affiliated to Haryana Board of Technical Education

E-governance policy

E-Governance in the field of the educational sector has changed the way of administration. With the data and processes model of an educational Institution, makes the process easy, well-organized and error free. This is designed to make the system user-friendly, time saving and cost saving also. It helps in improving transparency, providing speedy information, dissemination, improving administrative efficiency and public service in all the aspects of education. Sustained efforts have been made at multiple levels to improve the processes in institute. The institute has implemented e-governance through ERP modules by Okie Dokie solution LLP software in all aspects of functioning like Student admission, Library, Finance, Examination, and Administration.

Objectives:

1. To implement e-governance in all functional areas of the institution for providing highly structured and effective system of governance
2. To endorse transparent and accountable functioning of the institution
3. To ensure paper less administration in the institution
4. To enable faster and easy access of institution related information.
5. To establish ICT enabled class rooms and Library with Wi-Fi enabled campus

Policy

1. The use of Information Technology to improve the various functions of the institution and address the needs of stakeholders is becoming the part any activity of the academic institution. The institute has framed a policy to have each and every function of the college transparent and accountable. It includes the publishing of policy and program related information with stakeholders, automation of all academic activities, Accounts, Administration etc.
2. The institution is provided easy and efficient system of e-governance and decided to implement e-governance in all activities.
3. The institution has already been implemented e-governance in various



departments like Academics, Student support, Accounts and Finance, Examination, library and website.

Implementation of e-governance in various areas

1. General Administration:

1. A Specially designed software was put into the practice of supervising the entire service units of the office. E-governance of the administration module was handled by **Okie Dokie solution LLP software**. The features of the software are time tracking and employee profile management.
2. Email communication was encouraged by the Administration and implemented into the system to communicate with the Governing Body, Teaching and Non-Teaching Community. The institution is very well supported by Wi-Fi network and communication in the institution happened through emails which include policies, rules and regulations, committees, issues etc. delivered paperless to the staff. Institution has also provide e-mail to the faculty at the name of principalggcp@gmail.com domain for effective communication.
3. Website is mostly used as a communicating forum through which all administrative information including notices were published.
4. Attendances of all the staff members were recorded with the help of Biometric Device.
5. Wireless office with Unlimited Internet Facility, with complete Automation.
6. CCTV Cameras are installed at various locations of the premises, to ensure the security.
7. The institution strictly follows the organizational chart for effective administration practices along with eminent HOD's and Academic counselors. Faculty has also created a group at social networking site to maintain effective communication.

2. **Finance and accounts:** Tally Prime gold & ERP software is used in routine basis for finance and accounts. It provides many advantages like maintaining records, managing accounts, student ledger, payables, receives and cheques. The salary accounts, ERP statements, are well maintained with this. Proper security measures are taken for maintaining confidentiality of transactions. The internal and external financial audits are conducted every year which is



maintained very well by e-accounts with all e-payments and e-collections. Financial matters are also dealt with HDFC Bank Online for transaction purposes.

3. Students, Admissions and Support:

- The institution maintained the student's admission records, fee details, scholarships and Registration process using e-governance facility of Okie Dokie solution LLP software. E-learning facility is also made available to students for effective learning. Information regarding total books, books issued, books in circulation, New Books, overdue books are being continuously monitored by ERP.
- The institution has excellent library with variety of e-learning resources for the benefit of students and faculty. Recommendations of the faculty and students are taken in to consideration while subscribing to new journal and e-books.
- A separate System Administrator and a developer is used in the 'Data Centre'

4. Examination Cell: The Examination process is regulated by the Pt. BD Sharma University and thus e-governance policy of the University to be adopted in this regard. The internal examination records and assessment are maintained at the Examination module of Okie Dokie solution LLP software while the marks of external examination are uploaded on Pt. BD Sharma University portal. Student attendance and marks entries have been automated using in-house software and the required changes are made when needed.

Prof. (Dr.) Indira Raheja
Principal





Date: 30/07/21

ANNUAL E-GOVERNANCE REPORT FOR AY 2020-21

During academic year 2020-21, a complete ERP System which helps to manage student and staff data, streamline administrative tasks, maximize institute-to-Student/Parent communication, and inspire student performance and success rate was implied to keep-up with the growing needs of college fraternity. The e-infrastructure of the college was updated to simplify day-to-day activities and process to drive educational experience.. The principal is pleased to present the following annual e-governance report of Gurugram College of Pharmacy for the Academic year 2020-21. Initially some of the pro-modules covered, which fulfills the basic needs of an educational institution.

✚ **STUDENT INFORMATION SYSTEM:** The ERP delivers automation and control across the entire student lifecycle from registration to alumni — including: Admissions, Academics, Financial Aid, Billing, Communications, Reporting & Analytics.

- Comprehensive and up-to-date information of every student.
- Centralized information-sourcing & management
- MIS reports on the basis of faculty, medium, gender, caste category and fees category

✚ **FEE MANAGEMENT:**

- Secure & robust fee Module provides a efficient way to manage student fee collections -Collect and Manage instant fee payments.
- Monitor and manage paid and payable fees easily. -Collect defaulter list of students on one click.
- Send SMS alert to defaulter -Maintain concession, late fine and other activities payment reports.
- Automatic update of online payment entry in Fee module with bank reconciliation & automatic Fine Calculation

✚ **STUDENT PORTAL APP**



- Okie Dokie Mobile App to view student profile and other details - Online fee payment option in app (Bank charges applicable). - This panel is accessible 24*7 and is completely user-friendly

- Students can view their fee account & other details online

↓ **HUMAN RESOURCE MANAGEMENT SYSTEM :**

- Establishment section maintains a record of employee's all basic information like personal details (name, address, birth date etc.), service date details (joining date, increment date etc.), bank details, pay scale, basic and grade pay etc.
- Automatic payroll calculation -Record and organize all employee details enabling quick access to employee information, and effective management of employee payroll and leave and store in a centralized area.
- The module takes care of every requirement of institution such as reports, pay slip, PF, allowance and deduction.

- **Achievements**

1. **Enhanced User Interface.**

2. **Improved Student Engagement:** The ERP system has played a pivotal role in enhancing student engagement by facilitating seamless interaction and collaboration. Its implementation resulted in more interconnected and interactive learning environment promoting a positive impact on the overall student experience. Overall, the utilization of the ERP system has streamlined administrative tasks in more effective and organized fashion with the organization.

System Usage

- **Session 2020-21:** 239 students utilized the ERP platform during the academic session 2020-21.
- All employees actively utilized the ERP system for various administrative and operational functions.



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Date: 01/08/22

ANNUAL E-GOVERNANCE REPORT FOR AY 2021-22

During academic year 2021-22, the college ERP system was updated to keep-up with the growing needs of college fraternity. The e-infrastructure of the college was updated constantly to facilitate the smooth functioning of institute in various modules. The principal is pleased to present the following annual e-governance report of Gurugram College of Pharmacy for the Academic year 2021-22. Some of the modules updated in the following year are as follows:

✦ LIBRARY MANAGEMENT:

- Acquisition of books with barcode system. -User-friendly for librarian and stakeholders -Student can view details of book issued, date of return and fine.
- The librarian can issue, return books for a particular student through the software interface.
- The software automatically shows the fine levied by counting days from the date of issue.
- Keep track of issued books, books to be returned and returned books while imposing fines for the defaulter - Notify defaults about delay/overdue in books-returns using contact detail

Achievements

- 1. Enhanced User Interface.**
- 2. Improved Student Engagement:** The ERP system has played a pivotal role in enhancing student engagement by facilitating seamless interaction and collaboration. Its implementation resulted in more interconnected and interactive learning environment promoting a positive impact on the overall student experience. More and more students are becoming part of it.
- 3. Overall, the utilization of the ERP system has streamlined administrative tasks in more effective and organized fashion with the organization.**



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System Usage

- **Session 2021-22:** 347 students utilized the ERP platform during the academic session 2021-22.
- All employees actively utilized the ERP system for various administrative and operational functions.

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Principal





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Date: 22/08/23

ANNUAL E-GOVERNANCE REPORT FOR AY 2022-23

During academic year 2022-23, the college ERP system was implied to keep-up with the growing needs of college fraternity. The e-infrastructure of the college was updated to facilitate the smooth functioning of institute in various modules. The principal is pleased to present the following annual e-governance report of Gurugram College of Pharmacy for the Academic year 2022-23. The modules updated in this academic session are as follows:

✦ COMPLETE REPORT SECTION:

- Customization of all the reports as per the requirement of institute.
- ERP generates wide range of reports for Institutes which are envisioned for the end user perusal.
- When running the reports, management can view more detail about each of the values on the document to see how they are calculated. - Administration can also choose to export the reports as CSV files which can be opened in Excel or PDF formats.

Achievements

1. **Enhanced User Interface.**
2. **Improved Student Engagement:** The ERP system has played a pivotal role in enhancing student engagement by facilitating seamless interaction and collaboration. Its implementation resulted in more interconnected and interactive learning environment promoting a positive impact on the overall student experience. More and more students are actively participating in ERP usage.
3. Overall, the utilization of the ERP system has streamlined administrative tasks in more effective and organized fashion with the organization.

System Usage



- **Session 2022-23:** 385 students utilized the ERP platform during the academic session 2020-21.
- All employees actively utilized the ERP system for various administrative and operational functions.



Prof. (Dr.) Indira Raheja

Principal

