GURUGRAM GLOBAL COLLEGE OF PHARMACY
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Approved by AICTE, Govt Of India & Pharmacy Council of India
Affiliated to Pt B D Sharma University of Health Science Rohtak
Affiliated to Haryana Board of Technical Education

GGCP

Criteria 6

6.2.2

1) Annual e-governance report and MOM of BOG meeting approving annual e-governance report year wise

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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**

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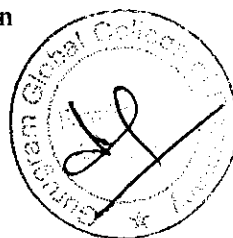
- Okie Dokie Mobile App to view student profile and other details - Online fee payment option in app (Bank charges applicable). - This panel is accessible 24*7 and is completely user-friendly
- Students can view their fee account & other details online

♣ 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.
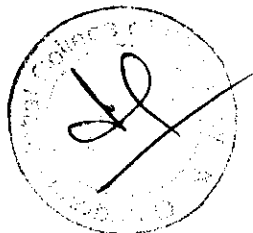
Prof. (Dr.) Indira Raheja

Principal

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Minutes of the 4ᵗʰ Board of Governors Meeting (2021-22) of GGCP held on 13.08.21 in virtual mode to discuss the following agenda

Ref: GGCP/Office/2021-22/ BOG/13   Dated: 13.08.21

4ᵗʰ BOG Meeting was held on 13.08.21 at 11.00 AM via zoom platform .The following members were present in the meeting:

S.No.	Name	Designation	Signature
1.	Mr. Ravinder Tokas	Chairman	
2.	Shri Surjit Tokas	Nominated by Trust	
3.	Mr. Manikant Tokas	Nominated by Trust	
4.	Dr. Bhawna Tokas	Nominated by Trust	
5.	Mr. Harsh Tokas	Nominated by Trust	
6.	Mr. Mukul Tokas	Nominated by Trust	
7.	Dr. Indira Raheja	Member Secretary	
8.	Dr. Richa Bajaj	Teacher Representative	

The Chairman, Mr. Ravinder Tokas welcomed all the members of BOG Committee for the meeting. The meeting initiated with an introduction of new BOG members by the Chairman and following items were resolved.

Agenda 01: To sanction required additional faculty posts for the next academic session 2021-22.

The Committee after detailed deliberation unanimously agreed and approved 06 additional posts required as per norms of PCI. Zero post for Professor, Zero post for Associate Professor and Two posts for Assistant Professor were sanctioned. In case any post for particular cadre remains vacant due to unavailability of suitable candidate, in lieu of that posts for another cadre may be filled.

Agenda 02: To approve budget for organizing various workshops for the session 2021-22

BOG approved budget for organization of various workshops for the session 2021-22.

Agenda 03: To present and approve minutes of the 7ᵗʰ Academic Committee Meeting (2021-22) before BOG.

BOG approved the minutes of 7ᵗʰ Academic Committee meeting (2021-22).

Agenda 04: To present annual e-governance report of Academic session 2020-21 to BOG for approval.

The annual e-governance report of Academic session 2020-21 was approved by BOG.

The minutes of meeting ended with the vote of thanks to the chair.

Prof. (Dr.) Indira Raheja

Principal

(Member Secretary)

Copy to:

1. The Chairman office, for kind information; please
2. Member nominated by society
3. Teacher Representative
4. The Admin office/Office of the Registrar
5. The Accounts Office
6. All HOD's for necessary action (Circulation among all students, faculty members & non-teaching staff)
7. The Library In charge
8. All concerned Academic Advisory Committee member.
9. The Office File

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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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Minutes of the 5th Board of Governors Meeting (2022-23) of GGCP held on 10.08.22 at Conference Room, Administration Department, Gurugram College of Pharmacy, to discuss the following agenda :)

Ref: GGCP/Office/2022-23/ BOG/16   Dated: 10.08.22

5th BOG Meeting was held on 10/08/22 at 2:00 P.M at Conference room, Admin Department, Gurugram College of Pharmacy, Farrukh Nagar under the chairmanship of Mr. Ravinder Tokas. The following members were present in the meeting:

| S.No.	Name	Designation	Signature
1.	Mr. Ravinder Tokas	Chairman	
2.	Shri Surjit Tokas	Nominated by Trust	
3.	Mr. Manikant Tokas	Nominated by Trust	Manikant
4.	Dr. Bhawna Tokas	Nominated by Trust	Bhawna
5.	Mr. Harsh Tokas	Nominated by Trust	Harsh
6.	Mr. Mukul Tokas	Nominated by Trust	Mukul
7.	Dr. Indira Raheja	Member Secretary	
8.	Dr. Richa Bajaj	Teacher Representative	

The Chairman, Mr. Ravinder Tokas welcomed all the members of BOG Committee for the meeting. Following items were resolved.

Agenda 01: To sanction required additional faculty posts for the next academic session 2022-23.

The Committee after detailed deliberation unanimously agreed and approved 06 additional posts required as per norms of PCI. One post for Professor, Two posts for Associate Professor and Zero posts for Assistant Professor were sanctioned. In case any post for particular cadre remains vacant due to unavailability of suitable candidate, in lieu of that posts for another cadre may be filled.

Agenda 02: To approve budget for organizing various outreach programs for the session 2022-23

BOG approved budget for organization various outreach programs for the session 2022-23.
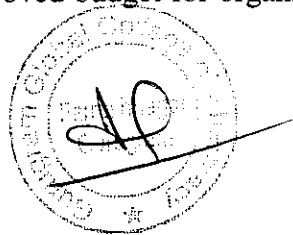
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Agenda 03: To approve amended scholarship policy in the Academic session 2022-23.

BOG approved amended scholarship policy in the session 2022-23. Accordingly scholarship shall be availed by students.
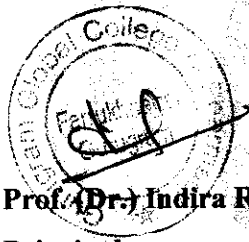
Agenda 04: To approve IQAC Committee Composition for quality enhancement of institution.

BOG approved IQAC Committee composition for efficient working on all the possible aspects that hold the power to bring positive impact of teaching-learning on the students as well as institutions.

Agenda 05: To present annual e-governance report of Academic session 2021-22 before BOG for approval.

The annual e-governance report of Academic session 2021-22 was approved by BOG.

The minutes of meeting ended with the vote of thanks to the chair.

Prof. (Dr.) Indira Raheja
Principal
Member Secretary

Copy to:

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3. Teacher Representative
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7. The Library In charge
8. All concerned Academic Advisory Committee member.
9. The Office File

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Affiliated to Haryana Board of Technical Education

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

Minutes of the 6th Board of Governors Meeting (2023-24) of GGCP held on 04.09.23 at Conference Room, Administration Department, Gurugram College of Pharmacy, to discuss the following agenda :)

Ref: GGCP/Office/2023-24/ BOG/19   Dated: 04.09.23

6th BOG Meeting was held on 04.09.23 at 2:00 P.M at Conference room, Admin Department, Gurugram College of Pharmacy, Farrukh Nagar under the chairmanship of Mr. Ravinder Tokas. The following members were present in the meeting:

S.No.	Name	Designation	Signature
1.	Mr. Ravinder Tokas	Chairman	
2.	Shri Surjit Tokas	Nominated by Trust	
3.	Mr. Manikant Tokas	Nominated by Trust	Manikant
4.	Dr. Bhawna Tokas	Nominated by Trust	Bhawna
5.	Mr. Harsh Tokas	Nominated by Trust	Harsh
6.	Mr. Mukul Tokas	Nominated by Trust	Mukul
7.	Dr. Indira Raheja	Member Secretary	
8.	Dr. Richa Bajaj	Teacher Representative	

The Chairman, Mr. Ravinder Tokas welcomed all the members of BOG Committee for the meeting. Following items were resolved.

Agenda 01: To approve budget for organizing various outreach programs for the session 2023-24

BOG approved budget for organization various outreach programs for the session 2023-24

Agenda 02: To approve IQAC Committee Composition 2023-24 for quality enhancement of institution.

BOG approved IQAC Committee composition 2023-24 for efficient working on all the possible aspects that hold the power to bring positive impact of teaching-learning on the students as well as institutions.

Agenda 03: To present minutes of the 9th Academic Committee Meeting 2023-24 before BOG.

The minutes of 9th Academic committee was approved by BOG.

Agenda 04: To present annual e-governance report of Academic session 2022-23 before BOG for approval.

The annual e-governance report of Academic session 2022-23 was approved by BOG.

The minutes of meeting ended with the vote of thanks to the chair.

Prof. (Dr.) Indira Raheja

Principal

Member Secretary

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