



## **E- Governance Policy**

DCSARACOP has designed an E- Governance Policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better effectiveness, transparency and accountability. This policy shall apply to the Administration, Finance and Accounts, Student Admission and Support, Library and Examination sections of the Institute.

### **Objectives:**

- To install an integrated, Enterprise Resource Planning (ERP) solution to different modules of intuitional functioning.
- To implement e-governance in the institution and provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.

### **Areas of Implementation:**

### **Institute Website:**

The website acts as the mirror of college and creates organization's image in the society. Dhule Charitable Society's Annasaheb Ramesh Ajmera College of Pharmacy, Nagaon, Dhule has its official website as <http://aracopdhule.org>. A separate web designer/service provider has been appointed who takes care of designing of website. The 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, staff and their profile, approvals and affiliations to various regulatory bodies, admission and admission process, course offered, student support and activities, training and placement, co-curricular and extra-curricular activities, infrastructure and facilities available etc.

# ANNASAHEB RAMESH AJMERA COLLEGE OF PHARMACY



Approved by PCI, New Delhi and affiliated to KBC North Maharashtra University, Jalgaon.  
Accredited by NBA (B. Pharmacy)

President  
**Hon'ble Ashishji R. Ajmera**  
(B.Com, MBA)

Principal  
**Dr. Rajendra D. Wagh**  
(M.Pharm. Ph.D.)

Ref No.: DCS/ARACOP/

Date:

## Student Admission and Support:

All admission to the Institute is done inter-se merit in accordance with DTE/CET CELL Govt. of Maharashtra through online portal. The institute has established integrated approach for teaching-learning. Online ICT tools are used for teaching. Respective subject teachers provide notes, tutorials and study materials through different online ICT tools. Language-lab facility has been provided for soft skills development. The entire institute premise is Wi-Fi enabled with internet connectivity. An online grievance redressal mechanism is available for staff and students. An ERP software (VMEDULIFE) has been purchased by the institute and all the certificate to students issued through VMEDULIFE software.

## Examination:

As per the directions of KBC North Maharashtra University, Jalgaon, it is mandatory to perform examination related work in online mode. Thus, filling of examination forms, reevaluation forms, obtaining hall tickets, examination papers, marks entry and photocopy forms is done online using KBC North Maharashtra University, Jalgaon website. Some test series are conducted using online ICT tools.

## Library:

Since 2010 Biyani Software and from 2018, VMEDULIFE software is being used in library. Now barcoding of books, and issuing of books is done using VMEDULIFE software. Total turnover is managed through ERP software, Library OPAC software is also available with Institute. DELNET portal subscription is done every year which is used for ebooks and e-journal.

## Administration:

The institutional Email ID's are provided to all the faculty members for exchange of information/Notices/Circular etc. Fees and scholarships related work is done using VMEDULIFE Software through online payment gateway. Biometric facility is available to

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monitor staff attendance and punctuality. Make transition towards Paperless transactions by enhancing the use of VMDULIFE to prepare Feedback forms and get online feedbacks from different stakeholders. Upgrade to a fully automated, wireless office with 24x7 internet facility in near future. CCTV Cameras are installed at various places of need. ICT shall be introduced in every administrative function /work.

**Finance and Accounts:**

The accounts of the institution will be maintained through Tally software and VMEDULIFE. All payments/transactions will be through online mode such as NEFT, RTGS, Bank Transfers, UPI, etc. Make application of software to generate Profit and loss, Balance Sheet etc.. Generate all the analysis reports through Tally. Implement appropriate security measures for maintaining confidentiality in transactions. Provide regular training in updated versions of software to the new as well as existing staff. Use automated Payroll Management System in all aspects including salary calculation, salary slips, disbursement of salary to the bank accounts, TDS, Provident Fund, allowances, etc.



  
**Principal**  
Dhule Charitable Society's  
Annasaheb Ramesh Ajmera  
College of Pharmacy, Nagaon, Dhule