

ORIENTAL EDUCATION SOCIETY'S

**ORIENTAL COLLEGE OF PHARMACY**

(Approved by AICTE, PCI, D.T.E., Affiliated to University of Mumbai & Certified by ISO 9001:2008)



## **e-governance report**

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Plot No. 3,4 & 5 Sector -2, Near Sanpada Railway Station, Sanpada, Navi Mumbai – 400705.

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Date: 21/10/2023

### **e-Governance Report**

Oriental College of Pharmacy implements e-governance in all the aspects of functioning like accounts, admissions, administration, library, teaching, examination, etc. This helps to make functioning smooth, transparent, accountable, cost and time effective.

e-governance of the institute is reviewed from time to time and issues in implementation of e-governance in the areas of operation are discussed and measures are taken to resolve issues. Proper functioning of all softwares is ensured, subscriptions are renewed whenever required and upgradation of e-governing facilities are undertaken.

**Following are the organizational activities conducted through online mode:**

#### **Administration:**

Administrative office uses advanced excel and file management system tools to maintain effective database. To provide a hassle free, convenient, and smooth process, administration of the college continues its efforts to make process paperless. Maximum services provided to students are made online. The college continuously investigates into the opportunities to automate its functions related to administration. Administrative staff is provided with adequate training and development to keep them abreast with the new technology.

College uses e-governance in the administrative process like recording attendance of teaching and non-teaching staff members through biometric system, salary payment to employees is done through online system, Wi-Fi facility is given to all teaching staff members and students in library, student satisfaction survey or feedback is taken online through google forms.

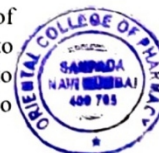
#### **Student admission and support:**

For admission process, college continues to follow the ethical practices and regulations as opined by Directorate of Technical Education (DTE), Maharashtra. Like every academic year, admission for this academic year was entirely through online system designed by DTE Maharashtra through the CAP rounds. The admission system is integrated with the college's accounting system to enable seamless processing of fees and payments.

#### **Library:**

Library is supported with software e-Granthalaya to guide students for easy issue and return of the books. OPAC computerized system is provided to the students, which facilitates them to have a glance at the number of books available, number of issued books, new books added to the list which helps them to issue the correct book when required. College has subscribed to DELNET (Delhi Library Network) and K-Hub (Knowledge Hub) for e-journal and e-books.

DELNET helps in promoting resource sharing among the libraries through the development of a network of libraries. It collects, stores, and disseminates information besides offering



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computerized services to users, to coordinate efforts for suitable collection and development and to reduce unnecessary duplication wherever possible.

K-Hub in broad term works as virtual library for scholars, researchers, students, and faculties for their requirement of online resources such as e-journals, e-books, e-articles, e-newsletter, case reports, videos, conference proceedings, online sample issues on a single platform. The User/IP based access is provided to institutes as per subject of their choice or as per their research areas.

**Accounts and finance:**

The college continues to maintain its account on Tally ERP software for all its financial aspects. Latest versions are purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, balance sheets, analysis are generated through this software. Continuous efforts are made to make all types of transactions cashless. New boss pro software is used for salary calculation, processing, disbursement, and maintaining records. CMS software is used for fees collection from students, generating fee receipt and financial reports.

**Examination:**

The examination process is continued to be regulated online by the University of Mumbai (UoM). The question paper is received on the day of examination, which can be viewed and downloaded only by the Principal of the Institute and examination in charge through confidential login id and password. The final marks at the end of semester are uploaded on the University site for final submission and approval of the result.



Principal and Governing Council Member

**Dr. (Mrs.) Sudha Rathod**

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Principal  
Oriental College of Pharmacy  
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