



e-Governance

POLICY DOCUMENT



Appasaheb Birnale College of Pharmacy, Sangli

South Shivajinagar, Sangli – Miraj Road, Sangli
Maharashtra - 416416



e-Governance Policy

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1. PREAMBLE

Appasaheb Birnale College of Pharmacy, Sangli was established in 1985 with Diploma in Pharmacy, affiliated to Board of Technical Examination, later Degree course in Pharmacy was introduced in 1991 and in permanently affiliated to Shivaji University, Kolhapur. It has been awarded the status of **2F** and **12 B** by the **University Grants Commission New Delhi**. The Post graduate courses in Pharmacy were introduced from 2002 onwards and offer courses in Pharm Chem., Pharmacology, Pharmaceutics, and Pharmaceutical Quality Assurance, all affiliated to Shivaji University, Kolhapur.

The College is an approved Ph. D Centre of Shivaji University, Kolhapur for pursuing Doctoral studies in Pharmacy.

All the courses are approved by All India Council for Technical Education, New Delhi; Pharmacy Council of India, New Delhi; Govt. of Maharashtra, Director of Technical Education, Mumbai, Shivaji University, Kolhapur and MSBTE Mumbai (Diploma Pharmacy)



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2. VISION, MISSION AND PEO'S OF THE INSTITUTE

VISION

“Emerge as a centre of excellence by synergizing knowledge, skill, research and technology in pharmaceutical care for the well-being of the society, by nurturing the students for professional integrity”

MISSION

- M1 – Providing knowledge for excelling in pharmaceutical education, research, and technology.
- M2 – Developing critical thinking abilities for problem analysis to work effectively through proper organization and time management.
- M3 – Developing skilled professionals for meeting current advancements in the pharmacy profession.
- M4 – Providing unique profession to the society for health care, environmental care, effective communication and strive for continuing education.
- M5 – Developing students for professional identity with ethical ground.

PROGRAM EDUCATIONAL OBJECTIVES

Academic Excellence

To Provide Comprehensive Pharmaceutical Education with Strong Theoretical and Fundamental Knowledge

Professional Skills

To Inculcate Professional and Ethical attitude, teamwork skills, troubleshooting attitude effective communication skills and multidisciplinary approach in students

Core Competence

To provide students with a strong foundation by integrating pharmacy knowledge and skills with pharmaceuticals research to meet advances in pharmaceuticals, Pharm. Chem, Pharmacology, Pharmacognosy and other pharmaceutical fields

Social Contribution

To create awareness among the students about their responsibilities towards society for contributing to the healthcare system

Multidisciplinary Approach

To develop students with sound knowledge and practical skills to meet the various multidisciplinary aspects.

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3. INTRODUCTION

The eGovernance Policy of Appasaheb Birnale College of Pharmacy outlines the principles, guidelines, and procedures for the effective use of technology to support and enhance administrative and academic processes within the college. This policy aims to establish a framework that promotes transparency, efficiency, and accountability in all eGovernance initiatives.

4. OBJECTIVES

The objectives of the eGovernance Policy at this institute are as follows:

- **Enhance Administrative Efficiency:** To streamline administrative processes by leveraging technology to reduce paperwork, automate routine tasks, and improve the overall efficiency of operations.
- **Improve Academic Support:** To facilitate effective communication, collaboration, and access to information among faculty, students, and staff, supporting the academic mission of the college.
- **Ensure Data Security and Privacy:** To establish robust mechanisms for data security, backup, and privacy to safeguard sensitive information against unauthorized access or breaches.
- **Foster Transparency and Accountability:** To promote transparency and accountability in decision-making processes, financial transactions, and allocation of resources.
- **Support Sustainable Practices:** To adopt eco-friendly and sustainable practices by reducing paper usage, promoting digital workflows, and minimizing the college's environmental footprint.



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5. KEY PRINCIPLES

The eGovernance initiatives at ABCP Sangli will be guided by the following key principles:

- **Accessibility:** The eGovernance systems and platforms will be designed to ensure accessibility for all users, by complying with relevant accessibility standards.
- **Data Security and Privacy:** Adequate measures will be implemented to protect data confidentiality, integrity, and availability. Access to sensitive data will be restricted to authorized personnel, and appropriate consent and permissions will be obtained for data collection and processing.
- **User-Centric Design:** eGovernance systems will be designed with a user-centric approach, taking into consideration the needs, preferences, and feedback of the college community to ensure usability and satisfaction.
- **Interoperability and Integration:** Wherever feasible, eGovernance systems will be designed to integrate and interoperate with existing college systems, databases, and external platforms to minimize data duplication and improve efficiency.
- **Continuous Improvement:** Regular evaluation, monitoring, and feedback mechanisms will be established to identify areas of improvement and implement necessary enhancements to the eGovernance infrastructure.

6. GOVERNANCE STRUCTURE

- **eGovernance Committee:** A dedicated eGovernance Committee comprising representatives from various college departments and stakeholders will be formed to oversee the planning, implementation, and maintenance of eGovernance initiatives. The committee will be responsible for policy formulation, resource allocation, and monitoring the effectiveness of eGovernance systems.
- **IT Department:** The college's IT Department will play a crucial role in implementing and managing the technical aspects of the eGovernance infrastructure, including system maintenance, user support, security, and data management.



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7. E-GOVERNANCE INITIATIVES

- **Student Information System (SIS):** Implementing a robust SIS to centralize student data, including admissions, enrollment, grades, attendance, and other relevant information. The SIS should provide self-service functionalities to students, faculty, and administrators, allowing them to access and update their information securely.
- **Learning Management System (LMS):** Adopting a comprehensive LMS to support online learning, course management, content delivery, assessments, and communication between faculty and students. The LMS should facilitate the creation and sharing of course materials, discussion forums, and online submission of assignments.
- **Document Management System (DMS):** Establishing a DMS to digitize and manage administrative documents, policies, procedures, and records. The DMS should enable efficient document retrieval, version control, and archival capabilities.
- **Online Admission System:** Implementing an online admission system to streamline the admission process, including application submission, payment processing, document verification, and merit list generation.
- **Financial Management System:** Deploying a robust financial management system to automate financial transactions, budgeting, payroll processing, and expense management. The system should provide real-time financial reports and enable online payment options for students and parents.
- **Communication and Collaboration Tools:** Implementing appropriate communication and collaboration tools, such as email services, video conferencing platforms, and instant messaging systems, to enhance communication and collaboration among faculty, students, and staff.
- **Data Security and Privacy Measures:** Implementing stringent security measures, including firewalls, encryption, access controls, and regular security audits, to protect sensitive data from unauthorized access, breaches, or data loss.
- **Technology Infrastructure:** Ensuring the availability of a robust and scalable technology infrastructure, including servers, network systems, internet

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connectivity, and backup facilities, to support the eGovernance initiatives effectively.

8. COMPLIANCE AND REVIEW

- **Compliance:** All eGovernance initiatives shall comply with applicable laws, regulations, and standards related to data protection, privacy, accessibility, and other relevant areas.
- **Review:** The eGovernance Policy will be reviewed periodically by the eGovernance Committee to ensure its relevance, effectiveness, and alignment with emerging technologies and best practices. Amendments and updates to the policy will be made as necessary.

9. CONCLUSION

The eGovernance Policy of ABCP Sangli aims to establish a framework for the effective utilization of technology to enhance administrative efficiency, improve academic support, ensure data security and privacy, foster transparency and accountability, and support sustainable practices. By adhering to this policy, institute strives to create a digitally enabled environment that enriches the learning experience and empowers its stakeholders.

This policy document is effective from the date mentioned above and supersedes any previous policies or guidelines related to eGovernance.

Date : 02/07/2018

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Dr. S. A. Tamboli
Principal

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