ANNUAL E-GOVERNANCE REPORT (2021-22)

1) ADMINISTRATION

In order to provide the stakeholders of the institute with simple services and a greener environment, the numerous day-to-day administrative tasks of the Institute require the usage of ICT and e-Governance. The institute uses the e-Government tools listed below.

A) Institute Website: Since the beginning of the institute, there has been a website for it at http://www.skcp.org.in. On a regular basis, the institute website posts various circulars, notices, and information. From this website, stakeholders can access the most recent information.

B) Emails with Institute affiliation: A unique email address associated with the institute (skcopharmdeg@gmail.com) is given to each staff.

C) ERP Software: The college management system, which is part of the institute's ERP software (Vmedulife, A-Square & Talley), is utilized for daily operations.

D) Biometric System: The use of the biometric attendance system for employees helps with salary planning by keeping track of their daily attendance.

E) Administrative Circulars/Notices: Notices and other administrative information are routinely posted on the website.

F) Social Media: The staff and student Whatsapp groups have been developed as a social media platform where quick bulletins, circulars and information pertaining to administration, academics, placements, and events can be shared. Whatsapp Groups are also used to spread knowledge and ensure that the platform runs smoothly.

G) Magazine, Newsletters: Magazine and bulletins are published online as e-copies on the institute website for convenient access by stakeholders.
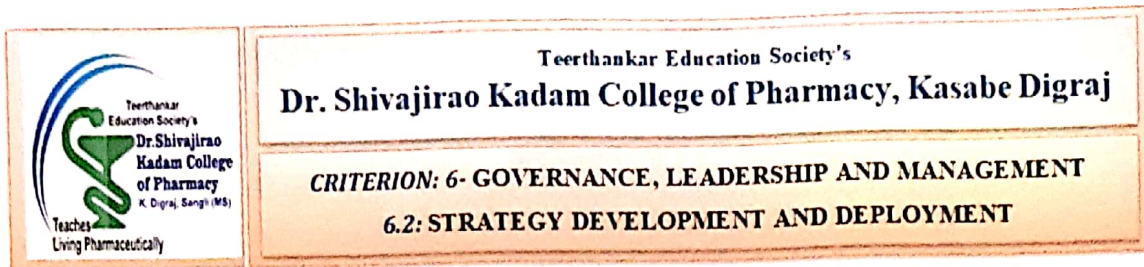
H) Online Meeting Software: The institute uses Google Meet or Zoom apps to conduct meetings of its different administrative bodies wherever they are needed.

2. FINANCE AND ACCOUNT

The institute has a computerized accounting system that allows all accounting systems to be easily provided to the institute's stakeholders. Additionally, the system encourages all parties involved to conduct business electronically to avoid fraudulent activity.

- **ERP Software for Accounting:** Tally, an ERP programme, is used to maintain the institution's accounting. This software is used to record all daily transactions, including fees collected from students.

- **Computerized Accounting System:** From this software, the several reports for the accounts, such as Receipts & Payment, General Ledger, etc., are downloaded. This is beneficial when the institute's accounts are being audited internally and externally.

- **Online Transactions:** Through secure interfaces, the institution accepts all forms of digital payment systems. Online banking, NEFT/RTGS, IMPS, Google Pay, Phone Pay, UPI, and other digital platforms are used to make payments to third parties, regulatory bodies, and other entities.

3. STUDENT & ADMISSION SUPPORT

Through Vmedulife Software's student category, e-Government is kept up to date. This software allows for the printing of numerous reports and documents. As a result, the pupils receive quick service. This promotes paperless work. Students are given access to a variety of e-services, including:

13. Student Support Facilities: The software Vmedulife handles all aspects of student admission and data entry. At the time of admission, all the documents were scanned and put onto software.
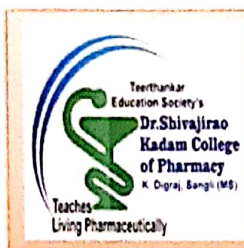
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14. Reports and certifications Facility for student: From this Vmedulife software/A-square system, all of the student reports and certificates, such as the leaving certificate, transfer certificate, bonafide certificate, study certificate, etc., can be downloaded.

15. Library Management System: A library is outfitted with the "Easy and Useful Vmedulife software" library management system, which provides access to all book records. Daily book transactions performed using this programme. The institute also has a digital library and an e-library, both of which aid students in their online learning. Additionally, there is an e-resources facility that offers e-journals, ebooks, databases and theses through DELNET, Shodhaganga and National Digital Library.

16. Educational Software's: The institute makes use of a variety of software that is needed for educational purposes. Design Expert, Microsoft Office, Language Lab Software, Adobe Reader, etc. are a few of them: Students have easy access to these software programmes, which assist them in creating project reports, theses, and other academic assignments including seminars and practical work.

17. Notices and Circulars: On the website, notices pertaining to student benefits, such as scholarships and exams, are also available.

18. Internet facility: For instructional purposes, LAN and Wi-Fi internet access has been made available to students in the computer lab and library. The internet speed of the campus is 50 Mbps. This aids pupils in acquiring additional educational knowledge, materials, etc.

19. Safety & Security Management: To improve campus security, the institute has a CCTV surveillance system. This facility provides a wide range of effective campus infrastructure security solutions.

4. EXAMINATION

The Shivaji University, Kolhapur, online site and Vmedulife Software manage the examination process. Online processes are used for student registration, exam form completion, receiving admit cards, uploading grades, announcing results, applying for revaluation etc. The institute's Examination Cell keeps an eye on all internal and external exams conducted through online or offline mode.