

Navsahyadri Education Society's  
**Navsahyadri Institute of Pharmacy**

(D. Pharmacy / B. Pharmacy)

Sr. No. 69, 70, 71, Naigaon (Nasarapur), Pune - 412 213

Approved by AICTE and PCI, New Delhi | Recognized by Govt. of Maharashtra  
and DTE, Mumbai | Affiliated to DBATU, Lonere and MSBTE,  
Mumbai



**6.2.2**

**Institution implements e-governance in its operations**



Navsahyadri Education Society's  
**Navsahyadri Institute of Pharmacy**

(D. Pharmacy / B. Pharmacy)

Sr. No. 69, 70, 71, Naigaon (Nasarapur), Pune - 412 213

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Mumbai

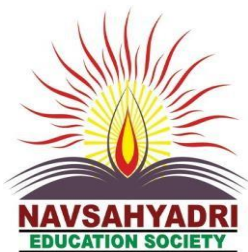


### 6.2.2: Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

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Sr.No	Particulars
1.	Audited financial Statements including institutional spending reports for e-governance leaders.
2.	Links to the ERP System
3.	Annual e-governance report approved by governing council
4.	Policy Document on e-governance.



Navsahyadri Education Society's

# Navsahyadri Institute of Pharmacy

(D. Pharmacy / B. Pharmacy)

Sr. No. 69, 70, 71, Naigaon (Nasarapur), Pune - 412 213

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and DTE, Mumbai | Affiliated to DBATU, Lonere and MSBTE,  
Mumbai



## 6.2.2

**1. Audited financial statement including institutional spending reports for e-governance leaders.**

		NAVSAHYADRI INSTITUTE OF PHARMACY, PUNE						
Sr.No	AREA OF OPERATION	EXPENDITURE IN RUPEES						
Year		2022-23	2021-22	2020-21	2019-20	2018-19	2017-18	Total
1	<b>ADMINISTRATION</b>							
a	ERP/ AMC	0	0	0	0	0	0	0
b	Internet Expenses	230290.54	220012.80	157730.30	232020.0	154934.08	17046.12	1012033.84
c	CCTV	0	117350.00	0	0	0	0	117350.0
d	College Website	157000.0	70000.0	30000.0	0	50000.0	45000.0	352000.0
2	<b>FINANCE AND ACCOUNTS</b>							
a	Tally/ AMC	47500.0	47500.0	47500.0	47500.0	0	0	190000.0
3	<b>STUDENT ADMISSION AND SUPPORT</b>							
a	Student Review Platform: Leads generated through Collegedunia / Collegedekho	143000.0	0	0	0	0	0	143000.0
b	ILMS (Library Manager Software)	0	0	0	0	0	0	0
c	Whatsapp, Group Messages	22000.0	0	0	0	0	0	22000.0
d	Book Barcode Scanner Photo & Screenshot	2925.0	0	0	0	0	0	2925.0
e	e-Journals: DELNET Subscriptions	13570.0	13570.0	19470.0	0	0	0	46610.0
f	National Digital Library	0	0	0	0	0	0	0
g	Digital Language Lab Software	0	0	0	0	0	0	0
h	Shodhganga	0	0	0	0	0	0	0
<b>Total Expenditure</b>		<b>616285.54</b>	<b>468432.80</b>	<b>254700.30</b>	<b>279520.00</b>	<b>204934.08</b>	<b>62046.12</b>	<b>1885918.84</b>



*[Signature]*

**PRINCIPAL**  
Navsahyadri Institute of Pharmacy  
Naigaon (Nasarapur), Tal. Bhor,  
Dist. Pune (MS) - 412 213



NAVSAHYADRI EDUCATION SOCIETY  
 NAVSAHYADRI INSTITUTE OF PHARMACY - B PHARM  
 SV.NO.69/70/71, NAIGAON, NASRAPUR, PUNE - 412213  
 INCOME & EXPENDITURE FOR THE YEAR 01.04.2022 TO 31.03.2023

Audit report 2022-23

PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
To Salary		By Tution Fees	23993216.29
Salary to Teaching Staff	9218838.47	By Development Fees	3563348.71
Salary to Non Teaching Staff	1914973.67	By Samajkalyan Fees	9926860.00
PF Administrative Expenses	9126.92	By EBC Fees	4867248.00
Honorarium to Guest/Visiting Faculty	382779.00	By Other Income	
Employer contribution to P.Fund	98259.12	Activities Fees	122210.20
To Admission Activities	800.00	By Intrest Received	20654.00
To Advertisement Expenses	167977.45		
To Audit Fees	156300.00		
To Affiliation/Registration Fees	883950.00		
To Affiliation/Registration ARA	316000.00		
To Affiliation/Registration FRA/PCI	118000.00		
To Annual Social Programme	173837.00		
To Bank Charges	27115.75		
To Concrete Trimix Work	64350.00		
To Canteen Expenses	1032402.00		
To Depreciation			
Dep. on Building	1144923.87		
Dep. on Computer	1346.76		
Dep. on Equipment	382298.90		
Dep. on Furniture & O. A.	232801.39		
Dep. on Library Books	134635.68		
Dep. on Vehicle	153465.00		
To Electricity Charges	542415.44		
To Exam Expenses	8140.00		
To Garden Expenses	53500.00		
To Housekeeping Expenses	240911.00		
To Insurance	14585.40		
To Insurance - Vehicle	17045.70		
To Interest on TDS / Professional Tax	104221.05		
To Internet Expenses	230290.54		
To Interest on Term Loan	748038.85		
To Interest Working Capital	635468.10		
To Interest Paid	265624.00		
To Induction Program	82622.00		
To News paper and Periodical	1000.00		
To Office Expenses	268887.25		
To Professional Expenses	49775.00		
To Postage & Telegram	3543.00		
To Printing Exps	497412.45		
To Printing & Stationery	156276.65		
To Property Tax	11430.30		
To Processing fees	46585.00		
To Plumbing Expenses	41250.00		
To RTO Expenses	45000.00		
To Repair & Maintinace			
Repair & Maint.-Building	560972.00		
Repair & Maint.-Computer	38059.95		
Repair & Maint.-Electrical	64718.25		
Repair & Maint.-Other	242020.75		
Repair & Maint.-Vehicle	16070.00		
Repair & Maint.-Furniture	63811.65		
To Sports Expenses	23788.00		
To Staff Welfare	235310.90		
To Students Welfare	363169.80		



PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
Staff Development Expenses	97500.00		
To Student Carrier Guidance Activity	45975.30		
To Software	20695.00		
To Training & Placement Expenses	2500.00		
To Transport / Octroi / Hamali	4400.00		
To Travelling & Conveyance	149878.85		
To Water Charges	1440.00		
To Workshop Consumable	704686.00		
To Water Sefty Tank Repair	30300.00		
To Surplus for the Year	19150038.04		
<b>Total Rs.</b>	<b>42493537.20</b>	<b>Total Rs.</b>	<b>42493537.20</b>

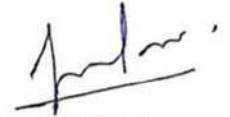
As per our report of even date attached  
M/s. D A S K and Associates  
Chartered Accountants

For Nav Sahyadri Education Society

  
CA Abhijit D. Shete  
Partner  
Membership No - 136477  
Date :- 30/10/2023  
Place :- Pune



  
(Mr. S. P. Suke)  
Director

  
(Mr. P. N. Suke)  
President

NAVSAHYADRI EDUCATION SOCIETY  
 NAVSAHYADRI INSTITUTE OF PHARMACY - B PHARM  
 SV.NO.69/70/71, NAIGAON, NASRAPUR, PUNE - 412213  
**INCOME & EXPENDITURE FOR THE YEAR 01.04.2021 TO 31.03.2022**

EXPENDITURE	AMOUNT	INCOME	AMOUNT
To Salary		By Tution Fees	21706969.00
Salary to Teaching Staff	19928852.26	By Development Fees	3218150.00
Salary to Non Teaching Staff	1337577.77	By Samajkalyan Fees	9552884.00
PF Administrative Expenses	20682.00	By EBC Fees	4374526.00
Honorarium to Guest/Visiting Faculty	562850.00	By Other Income	
Gratuity	1894199.00	Activities Fees	68403.00
Employer contribution to P.Fund	41855.00	By Intrest Received	100800.00
To Advertisement Expenses	190039.45		
To Audit Fees	275000.00		
To Affiliation/Registration Fees	36300.00		
To Affiliation/Registration ARA	24300.00		
To Bank Charges	89918.68		
To Depreciation			
Dep. on Building	1272137.63		
Dep. on Computer	3591.36		
Dep. on Equipment	377763.15		
Dep. on Furniture & O. A.	134313.25		
Dep. on Library Books	186993.49		
To Electricity Charges	1177288.30		
To Garden Expensess	750900.00		
To Interest on TDS	25775.00		
To Internet Expenses	220012.80		
To Interest on Term Loan	2129579.90		
To Interest Working Capital	1892431.85		
To Workshop Consumable	947727.20		
To Professional Expenses	72750.00		
To Office Expenses	237930.00		
To Postage & Telegram	25673.00		
To Painting Exps	1131878.55		
To Printing & Stationery	154083.30		
To Repair & Maintinace			
Repair & Maint.-Building	2303190.00		
Repair & Maint.-Computer	180854.00		
Repair & Maint.-Electrical	257000.00		
Repair & Maint.-Other	1492485.60		
Repair & Maint.-Vehicle	16395.00		
To Admission Activities	187527.50		
To Staff Welfare	164366.10		
To Students Welfare	994601.20		
To Transport / Octroi / Hamali	400.00		
To Housekeeping Expenses	209748.00		
To Travelling & Conveyance	149580.00		
To Water Charges	175110.00		



EXPENDITURE	B Pharm	INCOME	B Pharm
To Software	4460.40		
To Canteen Expenses	1666691.25		
To Surplus for the Year	-3923079.99		
Total Rs.	39021732.00	Total Rs.	39021732.00

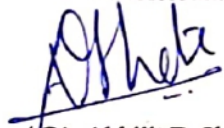
0.00

As per our report of even date attached  
M/s. D A S K and Associates  
Chartered Accountants


For Nav Sahyadri Education Society


Date :- 29/09/2022

Place :- Pune

  
(CA Abhijit D. Shete)  
Partner



  
(Mr. G. B. Suke)  
Secretary

  
(Mr. P. N. Suke)  
President

Membership No - 136477

UDIN:- 22136477AXDVKS2312



**NAVSAHYADRI EDUCATION SOCIETY'S**  
**Nav Sahyadri Institute of Pharmacy - B Pharm**  
 SV. NO. 69/70/71, NAIGAON, NASRAPUR, PUNE - 412213  
 INCOME & EXPENDITURE FOR THE YEAR 01.04.2020 TO 31.03.2021

Audit report 2020-21

PARTICULARS	B Pharm	PARTICULARS	B Pharm
To Salary		By Tution Fees	20302640.50
Salary to Teaching Staff	9960795.92	By Development Fees	2829002.00
Salary to Non Teaching Staff	434790.54	By Samajkalyan Fees	7580885.00
PF Administrative Expenses	0.00	By EBC Fees	2302721.50
Honorarium to Guest/Visiting Faculty	71598.10	By Other Income	
Employer contribution to P.Fund	14907.90	Activities Fees	47621.00
To Administrative Expenses	1530.90	Admission Cancellation Fees	2000.00
To Advertisement Expenses	59676.40		
To Audit Fees	90860.00		
To Affiliation/Registration Fees	171500.00		
To Affiliation/Registration ARA	21677.60		
To Affiliation/Registration PCI	70000.00		
To Bank Charges	40669.06		
To Depreciation			
Dep. on Computer	5985.60		
Dep. on Equipment	374669.56		
Dep. on Furniture & O. A.	149236.95		
Dep. on Library Books	297599.15		
To Electricity Charges	350379.54		
To Garden Expenses	257726.00		
To Insurance	13599.32		
To Insurance - Vehicle	46621.40		
To Internet Expenses	110411.19		
To Interest on Term Loan	134756.58		
To Interest Working Capital	1438879.12		
To Workshop Consumable	427422.80		
To Professional Expenses	910.00		
To Office Expenses	10549.00		
To Postage & Telegram	164.50		
To Painting Exps	138600.00		
To Printing & Stationery	43909.04		
To Repair & Maintinace			
Repair & Maint.-Building	678619.62		
Repair & Maint.-Computer	6048.00		
Repair & Maint.-Electrical	2450.00		
Repair & Maint.-Other	258765.78		
Repair & Maint.-Vehicle	21000.00		
To Diesel for Genset	84000.00		
To National conference/ Seminar	492181.62		
To Training & Placement Expenses	38990.00		
To Prepaid Exp A/c	262276.00		
To Staff Welfare	67348.96		
To Students Welfare	41771.80		
To Transport / Octroi / Hamali	538.72		
To Housekeeping Expenses	10949.40		
To Travelling & Conveyance	8383.90		
To Water Charges	84000.00		



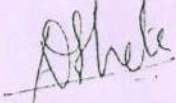
PARTICULARS		PARTICULARS	
To Exam Expenses	12771.36		
To Diesel Expenses	84000.00		
To Software	13804.00		
To Canteen Expenses	203338.80		
To Surplus for the Year	15954205.88		
Total Rs.	33064870.00	Total Rs.	33064870.00

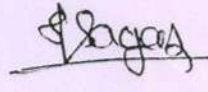
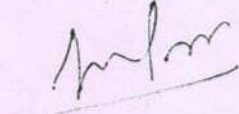
0.00

As per our report of even date attached  
M/s. Abhijit Shete and Associates  
Chartered Accountants

For Nav Sahyadri Institute of Pharmacy

Date :- 11/02/2022  
Place :- Pune

  
(CA Abhijit D. Shete)  
Proprietor  
Membership No - 136477  
UDIN:- 22136477ABMMZF7594

        
Director                      President





NAVSAHYADRI EDUCATION SOCIETY  
**NAVSAHYADRI INSTITUTE OF PHARMACY - B PHARM**  
SV.NO.69/70/71, NAIGAON, NASRAPUR, PUNE - 412213  
**INCOME & EXPENDITURE FOR THE YEAR 01.04.2019 TO 31.03.2020**

Audit report 2019-20

PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
<b>To Salary</b>		By Tution Fees	14531990.00
Salary to Teaching Staff	14169748.94	By Development Fees	1831004.00
Salary to Non Teaching Staff	1378147.97	By Samajkalyan Fees	4760898.00
PF Administrative Expenses	3104.35	By EBC Fees	668180.00
Honorarium to Guest/Visiting Faculty	285652.00	<b>By Other Income</b>	
Employer contribution to P.Fund	70620.75	Activities Fees	92518.00
To PF Damages	1274390.95	By Intrest Received	91800.00
To Advertisement Expenses	250948.70		
To Audit Fees	209444.75		
To Affiliation/Registration Fees	242500.00		
To Affiliation/Registration ARA	40000.00		
To Affiliation/Registration PCI	217000.00		
To Bank Charges	5297.86		
To Bank Commission	56997.74		
<b>To Depreciation</b>			
Dep. on Computer	9976.00		
Dep. on Equipment	477804.90		
Dep. on Furniture & O. A.	106271.72		
Dep. on Library Books	369474.24		
To Annual Social Programme	448902.50		
To Garden Expenses	655.00		
To Security Charges	100420.87		
To Insurance - Vehicle	102180.00		
To Interest on TDS	14554.50		
To Internet Expenses	234531.00		
To Interest Working Capital	2926148.20		
To Workshop Consumable	42930.00		
To Office Expenses	14699.00		
To Postage & Telegram	1177.00		
To Painting Exps	37095.00		
To Printing & Stationery	352361.80		
<b>To Repair &amp; Maintinace</b>			
Repair & Maint. Building	566937.70		
Repair & Maint.-Computer	21134.00		
Repair & Maint.-Electrical	120811.60		
Repair & Maint.-Other	457500.00		
To Admission Activities	48681.00		
To National conference/ Seminar	1048088.10		
To Sports Expenses	78200.00		
To Processing Fees Expenses	15000.00		



PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
To Staff Welfare	383714.90		
To Students Welfare	246139.00		
To Transport / Octroi / Hamali	10910.00		
To Housekeeping Expenses	24543.90		
To Travelling & Conveyance	47334.30		
To Water Charges	4080.00	By Deficite for the year	4842739.64
To Software	14250.00		
To Canteen Expenses	281339.30		
To Property Tax A/c	7430.10		
Total Rs.	26819129.64	Total Rs.	26819129.64

As per our report of even date attached For Nav Sahyadri Education Society

M/s. Abhijit Shete and Associates

Chartered Accountants



*Abhijit Shete*

CA (Abhijit D. Shete)

Proprietor

Membership No - 136477

*P. N. Suke*

( Mr. P. N. Suke )  
President

Date :-

Place :- Pune

UDIN - 20136477AAAAEX2986



**NAVSAHYADRI EDUCATION SOCIETY**  
**NAVSAHYADRI INSTITUTE OF PHARMACY - B PHAR**  
 SV.NO.69/70/71, NAIGAON, NASRAPUR, PUNE - 412213  
**INCOME & EXPENDITURE FOR THE YEAR 01.04.2018 TO 31.03.2019**

Audit Report 2018-19

PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
To Salary		By Tution Fees	9895113.00
Salary to Teaching Staff	4895869.34	By Development Fees	1149174.00
Salary to Non Teaching Staff	849118.95	By Samajkalyan Fees	2565713.00
Honorarium to Guest/Visiting Faculty	148955.00		
To Advertisement Expenses	53811.92	By Other Income	
To Audit Fees	11735.10	Activities Fees	4297449.00
To Affiliation/Registration Fees	698960.00	By Transport Recovery from Staff	151811.84
To Bank Charges	15335.28	By Intrest Received	91799.00
To Depreciation			
Dep. on Computer	10660.00		
Dep. on Equipment	438704.57		
Dep. on Furniture & O. A.	58532.58		
Dep. on Library Books	297991.41		
To Annual Social Programme	47580.00		
To Electricity Charges	18133.05		
To Garden Expenses	110195.00		
To Security Charges	70460.00		
To Insurance - Vehicle	103790.31		
To Internet Expenses	156584.11		
To Intrest on Term Loan	825822.52		
To Interest Working Capital	581680.06		
To Workshop Consumable	304607.36		
To Professional Expenses	63503.00		
To Telephone Expenses	1938.82		
To Office Expenses	287243.94		
To Postage & Telegram	2336.00		
To Painting Exps	23891.10		
To Printing & Stationery	202506.68		
To Repair & Maintinace			
Repair & Maint.-Building	141418.35		
Repair & Maint.-Computer	2019.16		
Repair & Maint.-Electrical	1080.00		
Repair & Maint.-Other	466178.56		
To Admission Activities	64552.20		
To National conference/ Seminar	2500.00		
To Staff Welfare	81998.25		
To Students Welfare	33130.00		
To Transport / Octroi / Hamali	700.00		
To Housekeeping Expenses	288.00		
To Travelling & Conveyance	70642.70		
To Water Charges	1014.00	By Deficite for the year	-6639676.68
To Exam Expenses	13601.80		
To Diesel Expenses	5200.00		
To Software	32300.97		
To Canteen Expenses	305227.00		
To NAAC Expenses			
To Nation Service Scheme (NSS)			
To Property Tax A/c	9586.07		
<b>Total Rs.</b>	<b>11511383.16</b>	<b>Total Rs.</b>	<b>11511383.16</b>

As per our report of even date attached  
 M/s. Abhijit Shete and Associates  
 Chartered Accountants

Date :- 20.10.2019  
 Place :- Pune

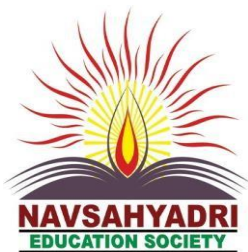
*(Signature)*  
 (CA Abhijit D. Shete)  
 Proprietor  
 Membership No - 136477



For Nav Sahyadri Education Society

*(Signature)*  
 (Mr. G. B. Suke)  
 Secretaory

*(Signature)*  
 (Mr. P. N. Suke)  
 President



Navsahyadri Education Society's  
**Navsahyadri Institute of Pharmacy**

(D. Pharmacy / B. Pharmacy)

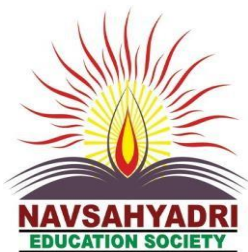
Sr. No. 69, 70, 71, Naigaon (Nasarapur), Pune - 412 213

Approved by AICTE and PCI, New Delhi | Recognized by Govt. of Maharashtra  
and DTE, Mumbai | Affiliated to DBATU, Lonere and MSBTE,  
Mumbai



**6.2.2**

**2. Link to ERP System**



Navsahyadri Education Society's

# Navsahyadri Institute of Pharmacy

(D. Pharmacy / B. Pharmacy)

Sr. No. 69, 70, 71, Naigaon (Nasarapur), Pune - 412 213

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Mumbai



**ERP LINK**

<https://portal.vmedulife.com/public/auth/#!/login/nsg-pharmacy-pune>



**vmedulife Private Limited**

EFC Business Center, Phase I, Rajiv Gandhi International  
IT Park  
Pune Maharashtra 411057  
India  
GSTIN 27AAECV5149A1ZH

**TAX INVOICE**

Invoice#	: VM23017	Place Of Supply	: Maharashtra (27)
Invoice Date	: 17/05/2023		
Terms	: Due on Receipt		
Due Date	: 17/05/2023		

**Bill To**

**Navsahyadri Education Society**  
Sr. No. 69, 70, 71; Naigaon (Nasrapur),  
Tal. Bhor, Dist. Pune  
412213 Maharashtra  
India

#	Item & Description	HSN/SAC	Amount
1	India's Unique Integrated OBE-Accreditation, Academic Management, and Office Automation Software Part Payment Invoice Details are as per the proposal number vmedulife/2023-24/005 dated 24th April 2023	998319	35,250.00

Total In Words  
**Indian Rupee Thirty-Five Thousand Two Hundred Fifty Only**

vmedulife is a registered trademark of VM EDULIFE Pvt. Ltd., vmedulife is next generation software organization working towards Green Nation by promoting a unique online integrated platform by digitizing education across horizons for encouraging every individual in exploring learning resources.

Sub Total (Tax Inclusive)	35,250.00
CGST9 (9%)	2,688.56
SGST9 (9%)	2,688.56
<b>Total</b>	<b>₹35,250.00</b>
Payment Made	(-) 35,250.00
<b>Balance Due</b>	<b>₹0.00</b>



**PRINCIPAL**  
Navsahyadri Institute of Pharmacy  
Naigaon (Nasrapur), Tal. Bhor,  
Dist. Pune ( MS) - 412 213



**vmedulife Private Limited**

EFC Business Center, Phase I, Rajiv Gandhi International  
IT Park  
Pune Maharashtra 411057  
India  
GSTIN 27AAECV5149A1ZH

**TAX INVOICE**

Invoice#	: VM23006	Place Of Supply	: Maharashtra (27)
Invoice Date	: 19/04/2023		
Terms	: Due on Receipt		
Due Date	: 19/04/2023		

**Bill To**

**Navsahyadri Education Society**  
Sr. No. 69, 70, 71; Naigaon (Nasrapur),  
Tal. Bhor, Dist. Pune  
412213 Maharashtra  
India

#	Item & Description	HSN/SAC	Amount
1	India's Unique Integrated OBE-Accreditation, Academic Management, and Office Automation Software Part Payment Invoice Details are as per the proposal number vmedulife/2023-24/005 dated 24th April 2023	998319	3,00,000.00

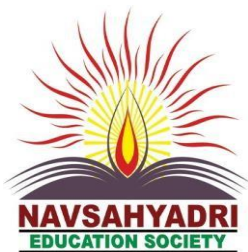
Total In Words  
**Indian Rupee Three Lakh Only**

vmedulife is a registered trademark of VM EDULIFE Pvt. Ltd., vmedulife is next generation software organization working towards Green Nation by promoting a unique online integrated platform by digitizing education across horizons for encouraging every individual in exploring learning resources.

Sub Total (Tax Inclusive)	3,00,000.00
CGST9 (9%)	22,881.36
SGST9 (9%)	22,881.36
<b>Total</b>	<b>₹3,00,000.00</b>
Payment Made	(-) 3,00,000.00
<b>Balance Due</b>	<b>₹0.00</b>



**PRINCIPAL**  
Navsahyadri Institute of Pharmacy  
Naigaon (Nasrapur), Tal. Bhor,  
Dist. Pune ( MS) - 412 213



Navsahyadri Education Society's

# Navsahyadri Institute of Pharmacy

(D. Pharmacy / B. Pharmacy)

Sr. No. 69, 70, 71, Naigaon (Nasarapur), Pune - 412 213

Approved by AICTE and PCI, New Delhi | Recognized by Govt. of Maharashtra  
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Mumbai



**6.2.2**

**3. Annual e-governance report approved by  
governing council**





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## ANNUAL E-GOVERNANCE REPORT 2022-23

For effective handling Navsahyadri Institute of Pharmacy, Pune, continually improving the following domains of e-Governance in the following domains.

- **Administration**
- **Student Support**
- **Finance and Accounts**
- **Examination**

Sr.No.	Activity	Action Taken
<b>ADMINISTRATION:</b> College administration was carried out by using ERP.		
<b>ERP</b>		
1	1. Employee personal Profile, 2. Generation of Employee Id's 3. Biometric Dashboard Day wise 4. Individual Attendance report 5. Month wise Attendance report 6. Late Arrivals Reports 7. Day wise attendance of Teaching and Non-Teaching staff	Modules are implemented successfully & training to administrative staff and respective faculty has been provided.
<b>Website</b>		
2	Admission eligibility and other important admission related details, Fees details mandatory disclosure etc. Institute information details	Time to time updating on website has been an ongoing process.  Website is continuous updating with all activities conducted in college.
<b>Finance and Account:</b> Our Institute is already using Tally software. Online payment gateways/ digital payment systems are also successfully executed. Appropriate security measures are taken for the financial transactions.		
3	1. Student Fees receipt generation through ERP 2. Tally usage	Training to the existing staff and updation of the existing software done from time to time.
<b>STUDENT SUPPORT:</b> The institute gives help for the application procedure, that is to be completed by use of Online mode and is overseen by qualified authorities. About students admission and the assistance offered to them, the college has achieved substantial progress in the implementation of e-Governance, which includes support to students. Institute also provides grievance redressal form on website as student support.		
<b>ERP</b>		
4	1. Student General Register 2. Students Feedback System 3. Feedback Application Master 4. Student Fees receipt generation 5. Allocation of Roll through ERP 6. Students Profile	Modules are implemented successfully & training to administrative staff and respective faculty has been provided.
<b>Admission</b>		
5	Students review Platform: Leads	Students database was received for





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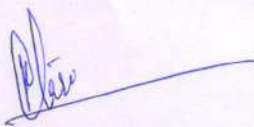
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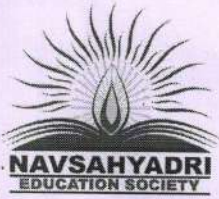


	generated through College dunia, College Dekho, SMS, Whatsapp etc Social Media	admission process
	Admission authority/ FC Portal	Online admissions are reported through admission authority college login
<b>Library</b>		
6	<ul style="list-style-type: none"><li>• ILMS (Library Manager) Software</li><li>• Book Barcode Scanner</li><li>• e- journals: DELNET Subscriptions</li><li>• National Digital Library</li></ul>	Appropriate training to staff and students for using the e-learning resources has been provided.
<b>Alumni</b>		
Special Alumni section (NIPAA) was generated on the college website with features including registration etc. To maintain and update the alumni database, the alumni association is contacted frequently. Navsahyadri Institute of Pharmacy has web portal for registration of all NIP alumni to strengthen alumni network. <a href="http://www.navsahyadripharmacy.edu.in">www.navsahyadripharmacy.edu.in</a>		
<b>Examination:</b> About examination all staff successfully used marks entry and Onscreen Digital Evaluation of answer sheets on University portal and ERP software.		
7	Assignments, Online Examinations	Faculties are regularly using Google Classroom, Google Forms for assignments, Online Examinations. Faculties also attended ICT based training sessions.
8	Marks Entry and Onscreen Digital Evaluation.	Institute Staff are trained to enter Internal and External marks along with Onscreen Digital Evaluation of answer sheets on DBATU University portal.



  
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**Item No. 10.** About Placement of DCP-II students.

**Resolution:**

The issue of DCP-II students was put before the meeting; thorough discussion was made and authorized committee ready to extend their full support for the placement of students through Campus Interviews.

**Proposed by:** Mr. Satish Vijaykumar Khilaje

**Seconded by:** Shri. Sagar Popatrao Suke

**Item No. 11:** Any other item with the permission of Chair.

**Resolution:**

Industrial visit was proposed to Raut Serum India Limited, Pune on 1<sup>st</sup> week of the month of March 2019. Hospital and pathological lab visit was planned to Aditya Birla Hospital Chinchwad, Pune on 1<sup>st</sup> week of February 2019. Medicinal garden visit was proposed to Botanical Garden, Kothrud, Pune on 2<sup>nd</sup> week of March 2019. Tour of students was proposed to Sayaji Raje Water Park, Akluj Dist- Solapur. Extra-curricular activities in campus includes Annual day function, Cultural activities, Sports, various competitive events etc. were proposed to arrange on 2<sup>nd</sup> week of January 2019. Students and faculty members will be encourage to participate in Extra-curricular activities out of campus like cultural activities, sports and different competitive events, conferences, seminars, workshops. Blood donation camp were planned to take on 2<sup>nd</sup> week of February 2019 Health check-up camp was proposed to arrange on 1 week of January 2019. Counseling Session about medication was proposed to take for the staff, students. Guest lecture and expert lecture on different topics was planned to arrange in the Institute. **E-Governance policy and other policies are planned for academic year 2018-19.**

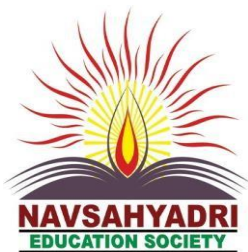
**Proposed by:** Dr. K. V. Otari

**Seconded by:** Shri. Sagar Popatrao Suke



*[Handwritten Signature]*

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**6.2.2**

**4. Policy document on e-governance**





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## E-GOVERNANCE POLICY



NAVSAHYADRI INSTITUTE OF PHARMACY

NAIGAON (NASARAPUR), TAL. BHOR

PUNE - 412213



*Quality Education For All*







## A. The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance

## B. Objectives:

- To organize the functions of institute through E-governance for simpler and efficient governance within the institute.
- To promote transparency and accountability in all the functions of the institute.
- To achieve and create a paperless environment in the institute.
- To provide easy and quick access to information.
- To make ICT Enabled Classrooms having Desktops/Laptops, Projectors, etc.
- To establish a fully automated Library.

C. **Policy:** The institute's policy is to organize the functions of institute like library, accounts, admissions, administration, teaching, etc. through E-governance for simpler and efficient governance and for transparent and accountable functions within the institute.

The Institute has made the following policies and procedure:

### 1. Website:

- The institute's website will be an information center which shall reflect the institute's activities, important notices, courses offered etc.
- To design, maintain and update website, a separate service provider/web designer will be appointed by the institute.
- The institute will designate a portfolio as a website coordinator to look after the process of designing, updating, maintaining and look after the other changes that are required on the website on a regular basis.
- The Institute makes every effort to be lively presence and to show its activeness through its website.



## 2. Student Admission:

- A transparent admission process of the institute is further strengthened by the ethical practices and regulations as opined by the Admission Authority of Maharashtra state.
- The Institute releases admission brochure on the website as a detailed guidelines for the admission process.
- Students are required to follow all guidelines for online admissions process.

## 3. Accounts:

- The account department maintains its account on latest versions of Tally.
- The institute maintains the updated version of the software.
- Advanced features of the software help the staff of account department to maintain financial records effectively and efficiently.
- The analysis reports, Profit and loss statements and Balance Sheet is generated through the software.
- Appropriate security measures shall be taken for maintaining confidentiality of the transactions.
- Training to the existing staff and updation of the existing software must be done regularly.
- The Institute also uses tally/ERP software to manage the fees received from the student.
- Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

## 4. Students Support:

- The institute regularly conducts webinars on Zoom or Google meet platforms on topic relevant to student education, social issues, awareness, knowledge, professional activities, etc.
- The institute uses ZOOM app, Goto-webinar, Google meet for online lectures, video conferencing and online meetings.
- Ex-PharmSeries Software and other softwares shall be used for demonstration of laboratory experiments at the institute to improve students' comprehension of pharmaceutical sciences.





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- The digital library resources are accessible and E-books and journals are readily available to all students and teachers.

**5. Library:**

- The Institute continues to maintain its academic excellence through maintaining a well-stocked library.
- The Institute will add more and more e-learning resources for the benefit of the teachers and the students.
- Recommendations are taken from the teachers and students for subscribing to the e-resources to subscribe to new journals and books regularly.
- The Library Manager Software will be installed for an easy to use- Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports.
- The library shall maintain e-facilities such as DELNET, National Digital Library, and online databases such as SWAYAM and NPTEL. Digital libraries also provide access to these online databases.

**6. Administration:**

- ERP Software shall be used by Administrative Staff and Teaching Faculty to record and track Attendance, Late Arrivals Reports is generated automatically.
- Administrative Office should use Excel tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the institute to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The institute will look into opportunities to automate some of its functions related to administration.
- The adequate training and support shall be provided to administrative Staff to keep them updated with the new technology.

**7. Examination:**

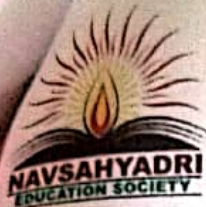
- The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.
- The question papers of the University exams are downloaded through the QPDS



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system. All examination processes (including application submission, re-evaluation, photocopying, receipt of examination materials, submission of marks/grades, etc.) will be through online process.

## 8. Alumni:

- In order to strengthen our alumni website providing facilities like registration, prominent alumni of the other aspects.
- Alumni association will be consulted for e-facilities such as a separate alumni page, feedback and many regular updates and database on the institute website.


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**President**

Navsahyadri Education Society.  
Pune.