

Maulana Azad Educational Trust's

Y.B. CHAVAN COLLEGE OF PHARMACY

(B.Pharm, M.Pharm & Research Centre)

ISO 21001:2018 CERTIFIED | NIRF-2023 ALL INDIA RANK 80TH

NAAC ACCREDITATION "A" GRADE WITH 3.23 CGPA SCORE

Response of HEI to DVV findings for Metric ID- 6.2.2

Metric Id 6.2.2:

Institution implements e-governance in its operations

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

Finding of DVV:

Kindly provide audited financial statements include institutional spending reports for e-governance leaders, links to the ERP system with screenshots of module interfaces showing the institution's name, an annual e-governance report approved by the Governing Council, and a policy document on e-governance.

Response of HEI:

As per your findings, please find attached the followings:

- 1. Audited financial statements indicating institutional spending for e-governance leaders.
- 2. ERP system with screenshots of module interfaces showing the institution's name
- 3. e-governance report approved by the Governing Council
- 4. Policy document on e-governance

The response and supporting documents for the findings of DVV is as per the records of college.

Date: 29/04/2024



Dr. H. Rehghan

Principal



Maulana Azad Educational Trust's

Y. B. Chavan College of Pharmacy

(B. Pharm., M. Pharm. & Research Centre)

ISO 21001:2018 & 14001:2015 | NIRF 2023 AIR 80th NAAC ACCREDITATION "A" GRADE (CGPA SCORE 3.23)

Dr. Rafiq Zakaria Campus, Dr. Rafiq Zakaria Marg, Rauza Bagh, Aurangabad-431001 | www.ybccpa.ac.in

INDEX Sr. No. Particulars of Documentfor the response of HEI Page no. Audited financial statements indicating institutional 01-07 1 spending for e-governance leaders. ERP system with screenshots of module interfaces 2 08-25 showing the institution's name e-governance report approved by the Governing 3 26-37 Council Policy document on e-governance 38-42 4





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6.2.2 Expenditure on e-governance and Audited Statements Indicating Institutional Spending for e-governance



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Expenditure on e-governance over the year

Sr. No	Financial Year	Name of Software	Amount in INR
1.	2022-23	Mastersoft ERP Solutions	130390
		Mastersoft ERP Solutions	26880
		EWL English Language Lab	9192
	2022-23 Mastersoft ERP Solutions Mastersoft ERP Solutions	166462	
2.	2021-22		
3.	2020-21	ZOOM Subscription	15576
		TOTAL	15576
4.	2019-20	Tally ERP 9 Software	18000
٦.			85000
		Drug Design Software	416537
			519537
5.	2018-19	Learning Management System	125000
		The state of the s	60000
		Dept wise student, faculty with	150000
		TOTAL	335000
			37500
			145000
		Mastersoft Windows VPS-2012, Firewall, Antivirus	85000
		QR code Generation Software	45000
		TOTAL	647500



Principal
Manlana Azad Educational Trust's
Y. B. Chavan College of Pharmacy
Aurang-ked

Maulana Azad Educational Trust Y.B. Chavan College Of Pharmacy (B. Pharm) Schedules to the Balance Sheet for the Year ended March 31,2023

SR. NO.	NAME OF THE ASSET	RATES	W.D.V. A5 ON 1.04,2022		IS DURING YEAR	DEDUCTION DURING THE YEAR		POR THE YEAR	
			2.04.2025	Before 30.09.22	After 30.09.22				
	IMMOVABLE PROPERTY						1,23,365	12,337	
		10%	1,23,365		_		95,94,350	9,59,433	86,54,9
2	College Building New Building Constructions	10%	95,94,350	-			97,17,71	9,71,770	87,45,9
	Vestal		97,17,715						I wnv.

R NO.	NAME OF THE ASSET	RATES	97,17,715 W.D.V. AS ON 1.04.2022	ADDITION:		DEDUCTION DURING THE YEAR	BALANCE	DEPRECIATION FOR THE YEAR	W.D.V. AS ON 31.03.2023
-	The state of the s			Before 30.09.22	After 30.09.22				
							33,17,260	3,48,452	29,68,808
18	MOVABLE PROPERTY	15%	13,28,833		19,88,427		43,517	6,528	36,989
1	Equipments	15%	43,517				26,59,819	2,65,982	23,93,837
	Equipments (Non Claimable Depreciation)	10%	26,59,819				20,59,610		
2	Furniture & Fixture	10%	20,39,023				3,36,927	33,693	3,03,234
-	Furniture & Fixture(Non Claimable Depreciation)	10%	3,36,927	-			11,21,467	1,67,163	9,54,30
	Furniture & Pixture(Hori Carried	15%	10,30,997	76,390	14,080				
3	Electrical Equipment's	1					1,34,71	20,207	
	Electrical Equipment's (Non Claimable Depreciation)	15%	1,34,716				3,02,96	92,633	2,10,33
	Electrical Educations about	40%	1,44,719	15,472	1,42,77	7	30,40		18,24
4	Library Books	40%		_			1,40,93	00	
	Ubrary Books(Non Claimable Depreciation)	409		_	84,87	0	41,47		9 24,88
5	Computers	409					41,35	-	
_	Computers Non Claimable Depreciation	409	-						
6	Computer Printers	401			36,07	12	2,18,39	-	
7	Computer Software	607					52,41	20,99	31,45
	Computer Software(Non Claimable Depreciation)	40	52,48	8	•		5,87,4	65 88,12	4,99,34
		15	5,37,46	5			3,07,0		
8	Traction Lift	12					90,29,21	6 12,01,99	4 78,27,22
		1	65,40,73	2,22,252	22,66,22	6	30,23,2		
	Total	_							

	Summary	
1	Expenditure in Respect of Immovable Property Claimable Depreciation	9,71,770
	Non Claimable Depreciation	9,71,770
	Expenditure in Respect of Movable Property	10,91,822
	Claimable Depreciation	1,10,177
	Non Calmable Depreciation 8	12,01,994
	Total(A+8)	21,73,76

And Editorion

Principal
Maulana Azad Educational Trust's
Y. B. Chayan College of Pharmacy
Aurangabad

Exam Remuneration	-	63,454
Function & Programme	2,620	70,110
Gratuity Expenses		350,652
Laboratory Expenses	118,026	479,540
Laboratory License Fees		475
P.F. Employer Share	1,729,161	2,029,207
Property Tax	523,398	513,883
Remuneration	120,100	147,000
Salary Arrears		8,810,270
Salary Non-Teaching Staff	11,638,235	12,186,044
Salary Teaching Staff	22,845,438	21,905,468
Subscription & Journals	98,173	73,082
Total	37,597,401	47,529,061

Maulana Azad Educational Trust

Y. B. Chavan College Of Pharmacy (B. Pharm)

Schedules to the Income & Expenditure Account for the year ended March 31, 2021

(All amounts in Rupees, unless other-wise stated)

O INTEREST

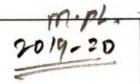
Particulars	As at 31.03.2021	As at 31.03.2020
Interest on Saving Bank Account	2,672	7,358
FDR Interest	24,413	11,570
Total	27,085	18,928

P INCOME FROM OTHER SOURCES

Particulars	As at 31.03.2021	As at 31.03.2020
Admission cancellation fees	6,000	1,000
Admission Form	153,000	57,300
Bonafide/Transcript fees	21,945	14,600
Development Fees	5,020,006	3,814,593
Fine from student	6,615	64,528
General breakages	172,604	319,40
Identity card fee	700	1,600
Improvement sessional fees	67,781	35,20
Miscellaneous Fees	142,938	74,06
Registration Fees		94,000
Research consultancy fees	- 1	65,000
T.C Fees	60,500	52,500
Training Certificate fees	9,750	9,250
Tuition Fees	29,216,867	34,043,34
Total	Mard/4 34,878,706	38,646,378

Principal
Maulana Azad Educational Trust's
Y. B. Chayan College of Pharmacy
Aurangabad

Maulana Azad Educational Trust Y.B. Chavan College of Pharmacy (PG) / M. Pharm Year: 01.04.2019 to 31.03.2020



MOVABLE PROPERTIES:

SR. NO.	NAME OF THE ASSET	W.D.V. ADDITIO		OURING THE	DEDUCTION DURING THE	BALANCE	DEPRECIATION FOR THE	W. D. V. AS ON
		01.04.2019	Before 30.09.19	After 30.09.19	YEAR		YEAR	31.03.2020
ı.	MOVABLE PROPERTY							
1	Office Equipment	622,562				622,562	93,384	529,178
2	Electrical Equipment	273,600				273,600	41,040	232,560
3	Furniture & Fixture	572,258				572,258	57,226	515,032
4	Library Books	14,376	1,950		-	16,326	6,530	9,796
	Library Books (Non Claimable Depreciation)	7,142			-	7,142	2,857	4,285
· 5	Computer	2,715				2,715	1,086	1,629
6	Computer Printer	13,214		-	1.0	13,214	1,982	11,23
7	Computer Software	77,908	18,000	85,000		180,908	55,363	125,545
	Computer Software (Non Claimable Depreciation)	250,000				250,000	100,000	150,000
8	Computer Scanner (Non Claimable Depreciation)	8,554				8,554	1,283	7,27
	TOTAL	1,842,329	19,950	85,000		1,947,279	360,751	1,586,52

MOVABLE PROPERTIES: OTHER GRANT ASSETS

NO.	NAME OF THE ASSET	W.D.V. AS ON	ADDITIONS I		DEDUCTION DURING THE	BALANCE	DEPRECIATION FOR THE	W. D. V. AS ON
		01.04.2019	Before 30.09.19	After 30.09.19	YEAR	A TOTAL STATE	YEAR	31.03.2020
n.	OTHER GRANT ASSETS:							
1	AICTE MODROB SC Grant (Capital Grant for Equipment)	330,129				330,129	49,519	280,610
2	F.A. AICTE MODROBS Grant	442,396	-			442,396	66,359	376,037
3	F.A. Against DST Grant	731,422				731,422	109,713	621,709
4	Atlas Automated Synthesis System			1,252,290		1,252,290	93,922	1,158,368
5	Drug Design Software			416,538	7	416,538	83,308	333,230
	Total	1,503,947		1,668,827		3,172,774	402,821	2,769,953

Summary		3,346,276
1	Expenditure in respect of Immovable Property	
	Claimable Depreciation	
	Non - Claimable Depreciation	
	A	
11	Expenditure in respect of Movable Property	
	Claimable Depreciation	256,611
	Non - Claimable Depreciation	506,961
	В	763,572
	Total (A+B)	763,572





Maulana Azad Educationat trust s
V. B. Chavan College of Pharmacy
Aurangabad

Maulana Azad Educational Trust Y. B. Chavan College Of Pharmacy (PG) / (M. Pharm) Year: 01.04.2018 to 31.03.2019

G MOVABLE PROPERTIES	St
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SR. NO.	NAME OF THE ASSET	W.D.V. AS ON		DURING THE AR	DEDUCTION DURING THE	BALANCE	FOR THE	W. D. V. AS ON
3K. NO.		01.04.2018	Before 30.09.18	After 30.09.18	YEAR		YEAR	31.03.2019
L	MOVABLE PROPERTY							
	Office Equipment	7,32,426				7,32,426	1,09,864	6,22,562
1	Electrical Equipment	3,21,882				3,21,882	48,282	2,73,600
3.	Furniture & Fixture	6,35,842	1		-	6,35,842	63,584	5,72,258
3 .	Library Books	23,960				23,960	9,584	14,376
4	Library Books (Non Claimable Depreciation)	23,500		8,927		8,927	1,785	7,147
	Computer	4,525		-		4,525	1,810	2,719
5	Computer Printer	15,546	1			15,546	2,332	13,214
6		1,29,846	1			1,29,846	51,938	77,90
,	Computer Software	1,25,640		3,12,500	1	3,12,500	62,500	2,50,00
8	Computer Software (Non Claimable Depreciation) Computer Scanner (Non Claimable Depreciation)	10,063		3,12,300		10,063	1,509	8,55
	TOTAL	18,74,090		3,21,427		21,95,517	3,53,188	28,42,329

MOVABLE PROPERTIES: OTHER GRANT ASSETS

SR. NO.	NAME OF THE ASSET	W.D.V. AS ON	ADDITIONS D		DURING THE BALANCE	DEPRECIATION FOR THE	W. D. V. AS ON	
		01.04.2018	Before 30.09.18	After 30.09.18	YEAR		YEAR	31.03.2019
H.	OTHER GRANT ASSETS:							
1	AICTE MODROB SC Grant (Capital Grant for Equipment)	3,88,387		-		3,88,387	58,258	3,30,129
2	F.A. AICTE MODROBS Grant	5,20,466	¥			5,20,466	78,070	4,42,396
3	F.A. Against DST Grant	8,60,497				8,60,497	1,29,075	7,31,4224
	Total	17,69,350				17,69,350	2,65,403	15,03,947

Summary		
1	Expenditure in respect of Immovable Property	
	Claimable Depreciation	1+1
	Non - Claimable Depreciation	
	. A	
11	Expenditure in respect of Movable Property	
	Claimable Depreciation	2,87,394
	Non - Claimable Depreciation	3,31,197
	В	6,18,591
9	Total (A+B)	6,18,591
	total freed	0,10,551





Maulana Azad Educational Trust's
Y. B. Chayan College of Pharmacy
Aurangabad

Maulana Azad Educational Trust Y. B. Chavan College Of Pharmacy (B. Pharm) Year: 01.04.2018 to 31.03.2019

G	IMMOVABLE AND MOVABLE PROPERTIES:

SR. NO.	NAME OF THE ASSET	W.D.V.	ADDITIONS (DEDUCTION DURING THE	BALANCE	TOWNE	W. D. V. AS ON 31.03.2019
	IMMOVABLE PROPERTY	01.04.2018	Before 30.09.18	After 30.09.18	YEAR			
2	College Building New Building Constructions	1,88,028 1,35,48,406	4,72,060	5,71,113	:	1,88,028 1,45,91,579	18,803 14,30,603	1,69,225
	Total	1,37,36,434	4,72,060	5,71,113		1,47,79,607	14,49,406	1,33,30,20

SR. NO.	NAME OF THE ASSET	W.D.V. AS ON	ADDITIONS (DEDUCTION DURING THE	100000000000000000000000000000000000000	DEPRECIATION FOR THE	W. D. V. AS ON 31.03.2019
		01.04.2018	Before 30.09.18	After 30.09.18	YEAR		YEAR	
n.	MOVABLE PROPERTY							
1 2	Equipments Equipments (Non Claimable depreciation) Furniture & Flutures Furniture & Flutures (Non Claimable depreciation)	15,90,480 40,53,985	13,806 - 5,13,530	63,920		15,90,480 77,726 40,53,985	2,38,573 6,865 4,05,399	13,51,90 70,86: 36,48,58
3	Electrical Equipments Electrical Equipments (Non Claimable depreciation)	19,15,990	1,41,000	1,07,580		5,13,530 19,15,990 2,48,580	51,353 2,87,399	4,62,177 16,28,592
	Library Books Library Books (Non Claimable depreciation) Computer	90,924	2,014	1,64,172	:	90,924	29,219 36,370 33,640	2,19,367 54,554 1,32,546
	Computer (Non Claimable depreciation) Computer Printer	4,32,570	3,20,000	:		4,32,570 3,20,000	1,73,028	2,59,542 1,92,000
7	Computer Software Computer Software (Non Claimable depreciation)	47,641 4,00,684	1		-	47,641 4,00,684	7,146 1,60,274	40,495
9	Traction Lift	11,25,400	1,25,000	2,10,000		3,35,000 11,25,400	92,000 1,68,810	2,43,000 9,56,590
	TOTAL	96,57,674	11,15,350	5,45,672		1,13,18,696	18,18,074	95,00,621

5	u	п	ım	12	D
			_		

'	Expenditure in respect of Immovable Property Claimable Depreciation Non - Claimable Depreciation	14,49,406
	A .	14,49,406
п	Expenditure in respect of Movable Property Claimable Depreciation Non - Claimable Depreciation	18,18,074
		18,18,074
	Total (A+B)	32,67,480





Maulana Azad Edicodonal Trust's
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Maulana Azad Educational Trust's

Y. B. Chavan College of Pharmacy

(B. Pharm., M. Pharm. & Research Centre)

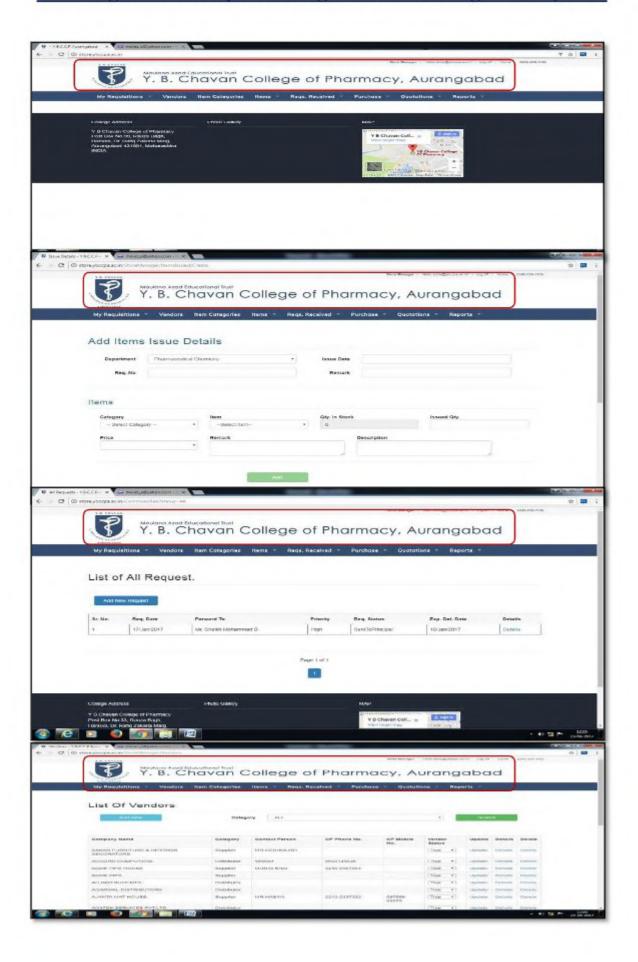
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Dr. Rafiq Zakaria Campus, Dr. Rafiq Zakaria Marg, Rauza Bagh, Aurangabad-431001 | www.ybeepa.ac.in

6.2.2 ERP System with Screenshots of user interfaces showing name of institute

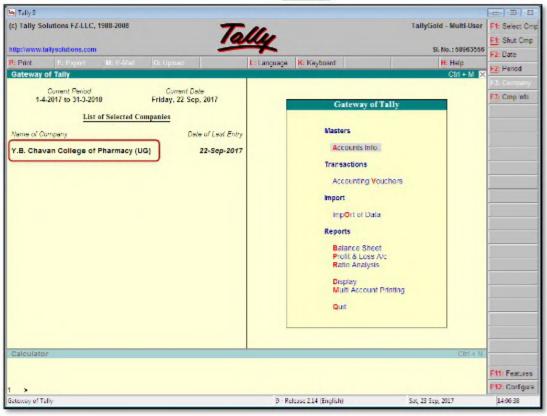
Administration

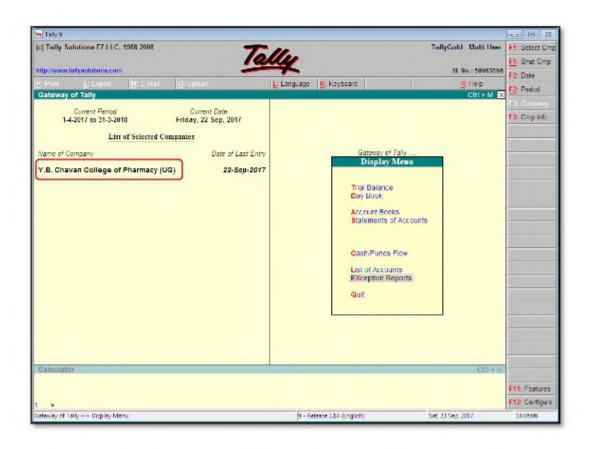
:Planning and Development: Digital Store Management System:



Finance and Accounts

: Tally:



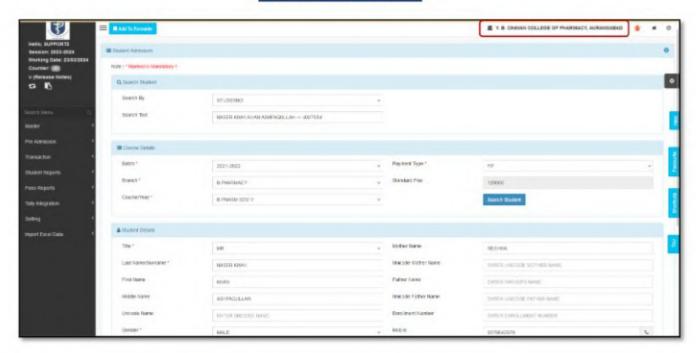


:Online payment QR Code:

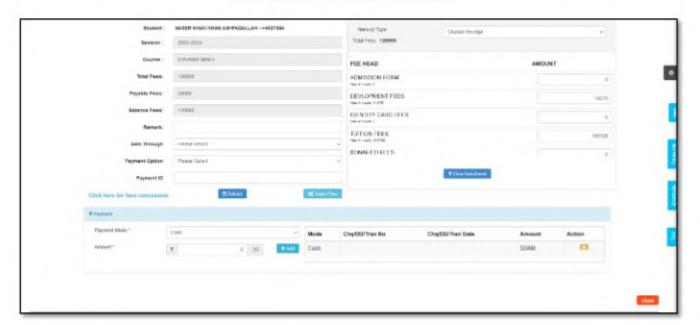


Student Admission and Support

:Admission Screen:

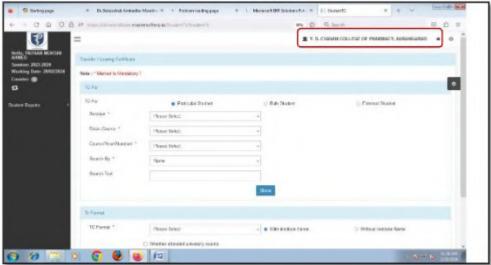


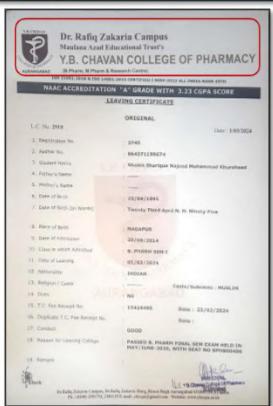
: Offline Fees Collection:



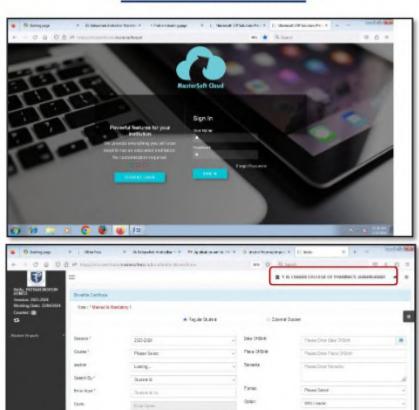
:Student TC:

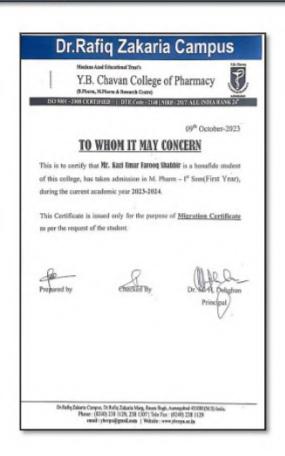






:Bonafide Certificate:

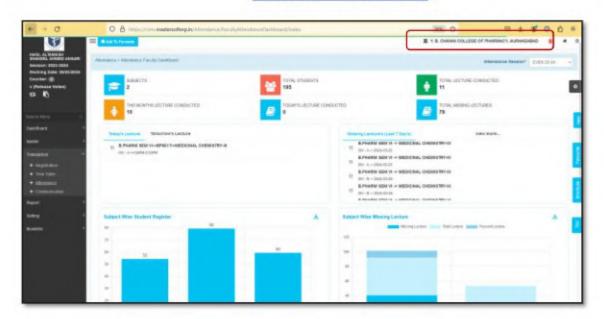




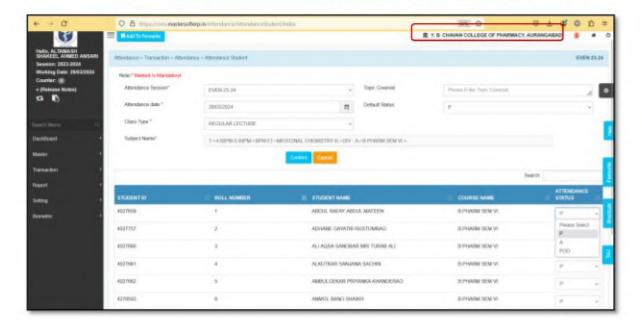
0 0 0

:Time-Table & Student Attendance:

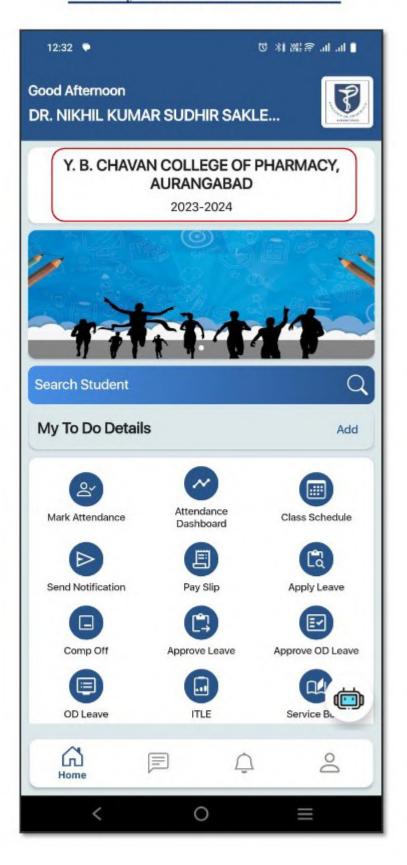
: Faculty Dashboard :



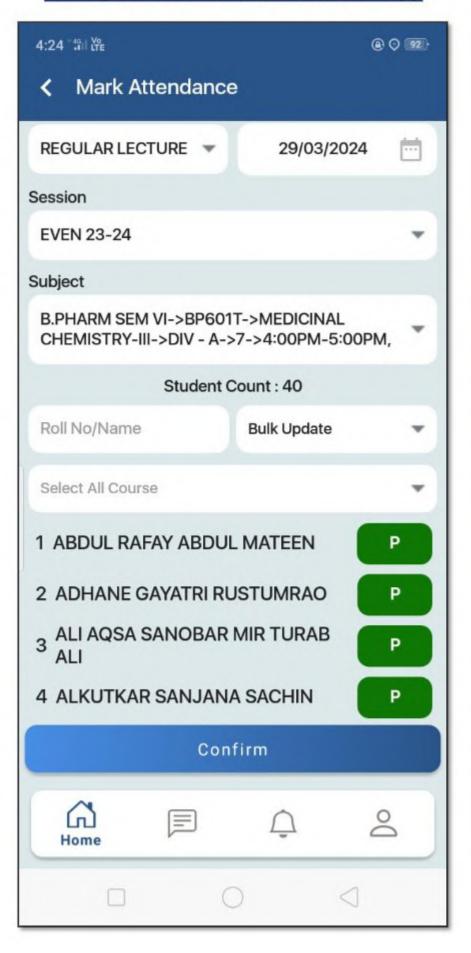
:Faculty Take Attendance On Web Login:



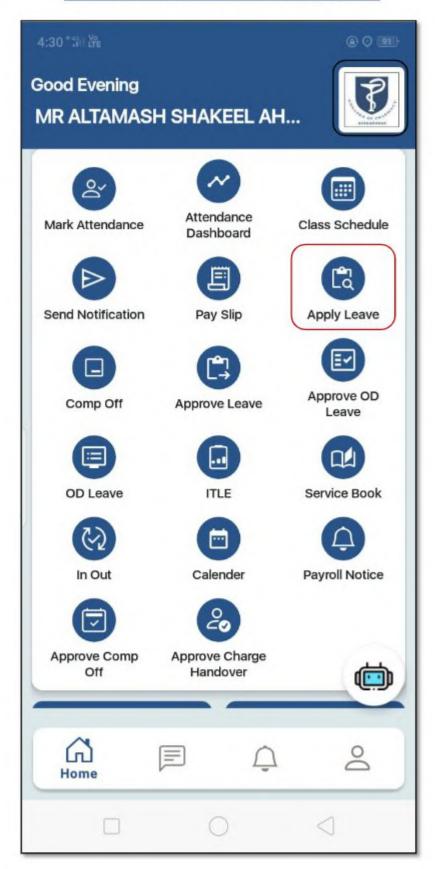
: Faculty Dashboard on Mobile:



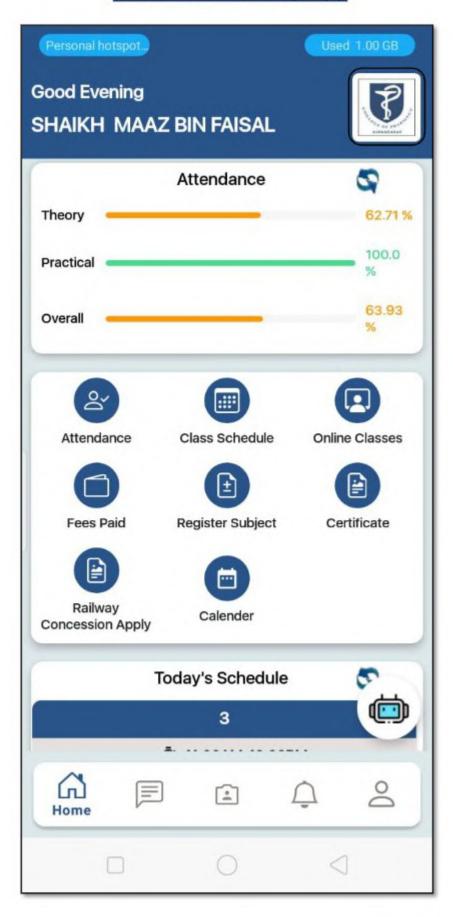
:Faculty Take Attendance On Mobile App :



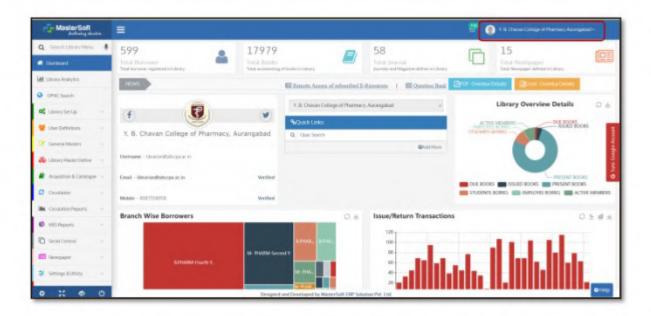
:Establishment Leave Management:



:Student Cloud Diary App:



:LIB-MAN : Library Management Software (Version 2.1.0):



:Book Issue Return:



:OPAC Search:



M-OPAC



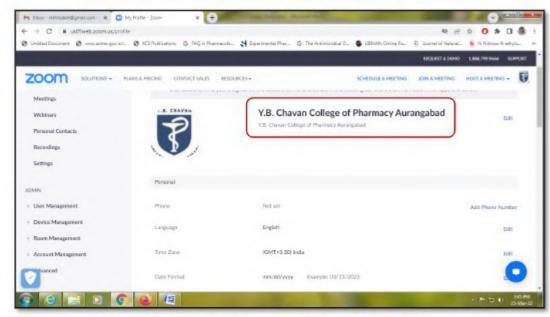


:Expharm Software:

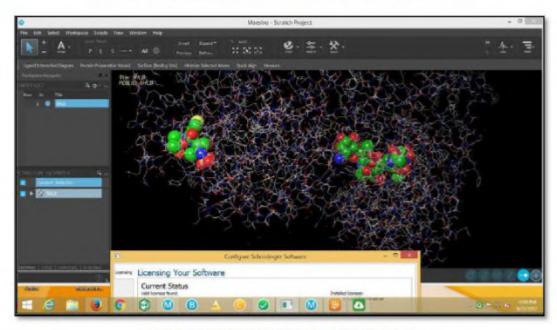




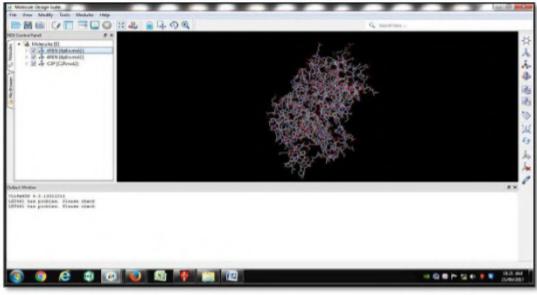
:ZOOM Platform for educational Activities:



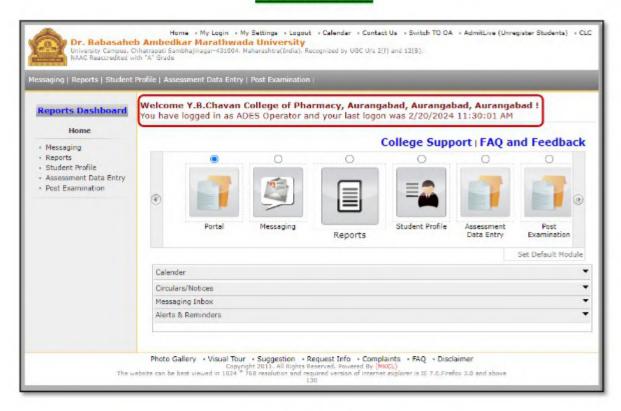
:Schrödinger Molecular Modeling Software:



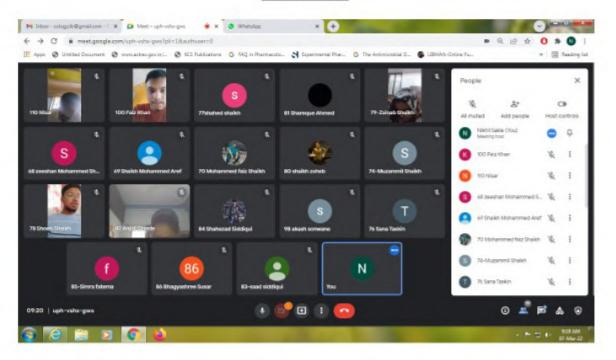
:VLifeMolecularDesignSoftware:



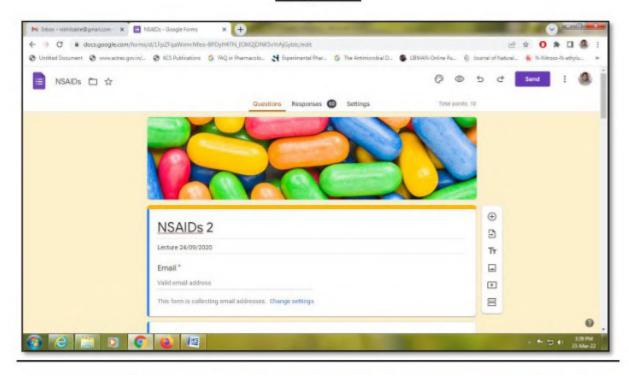
Examination

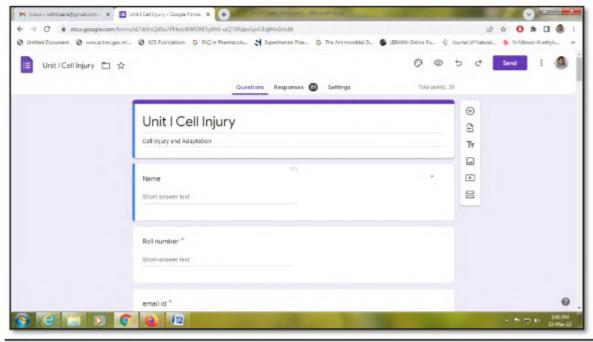


Google Meet



Google form







Principal

Maniana Azad Edukational Trust's

Y. B. Chavan College of Pharmacy

Aurang Sad



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6.2.2 Annual e-governance report duly approved by College Development Committee

(CDC- Committee formed as per Maharashtra University Act-2016)

Summery Index

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Dr. Rafiq Zakaria Campus Maulana Azad Educational Trust's

HAVAN COLLEGE OF PHARMACY

NAAC ACCREDITATION "A" GRADE WITH 3.23 CGPA SCORE

YBCCP/IQAC/2022-23/

Date: 31.05.2023

ANNUAL e-GOVERNANCE REPORT (2022-23)

(1st June 2022 to 31st May 2023)

As per the policy, Y B Chavan College of Pharmacy promote e-Governance in following areas

- e-Governance initiatives in Administration 1.
- 2. e-Governance initiatives in Finance and Accounts
- 3. e-Governance initiatives in Student Admission
- 4. e-Governance initiatives in Student Support
- 5. e-Governance initiatives in Examination
- e-Governance initiatives in Outreach

1. e-GOVERNANCE INITIATIVES IN ADMINISTRATION:

- a. Daily incoming and outgoing staff and research student's attendance are through biometric system.
- b. Students attendance is taken on Master Soft mobile app and communicated to the parents through SMS and monitored though the online reports
- c. Administrative office is equipped with computers, scanners, printers, softwares, CCTV & internet.
- d. Dr. Rafiq Zakaria Campus including college is fully under 24X7 CCTV surveillance
- e. User friendly college website (www.ybccpa.ac.in) is uploaded & updated with required information for stakeholders viz. students, faculty, regulators & accreditators
- f. Smart classrooms, seminar halls and auditorium are ICT enabled with LCD Projectors, screens and 360 degree moving camera with lecture capturing system.
- g. Laboratories were equipped with computers, softwares and internet connectivity.
- h. College staff are using ICT tools and applications viz. Google Classrooms, Google Meet, Zoom platform, Microsoft Teams, YouTube, etc for teaching-learning

- i. Wi-fi network facility is provided in the college
- j. Digital Store Management system for inventory management
- k. Leave applications of faculty are submitted and sanction through ERP software.
- Digitalized faculty profile (digital personal files) and all the documents are digitalized

2. e-GOVERNANCE INITIATIVES IN FINANCE AND ACCOUNTING:

- Tally software and ERP is used for accounting to perform and manage accounting operations.
- b. Salaries are of the employee are deposited directly in their accounts
- c. Payments to regulators and Govt. agencies are made through RTGS/NEFT

3. e-GOVERNANCE INITIATIVES IN ADMISSION:

- a. Use of the Directorate of Technical Education and Dr. Babasaheb Ambedkar Marathwada University portal for undertaking the complete admission process.
- b. The institute level vacant seats notices, forms filling and other admission related activities are conducted through college website interface (https://ybccpa.ac.in/UserPanel/DisplayPage.aspx?page=ck&ItemID=g) & in transparent manner through open counseling.
- c. After admission of students in the college, the databases of students were generated through user friendly softwares.

4. e-GOVERNANCE INITIATIVES IN STUDENT'S SUPPORT:

- The students are provided with the dedicated college e-mail ID.
- b. Student entry & exit in the library is monitored through bar coded I-card
- c. All the class rooms equipped with LCD-Projector for teaching and learning.
- d. The computer aided drug design laboratory for understanding of design of drug is equipped with drug design softwares.
- e. Language laboratories with softwares are provided in computer laboratory for enhancing communication skills
- f. The college library is fully automated with LIBMAN software (cloud base version)
- g. All the books are bar coded & books issue and return is monitored through sofwares.
- h. The library has E-Journals, DELNET, e-Books, medline database
- i. The remote access to e-resources and internet facility is available.
- j. The library also has institutional e-repository.

- k. The feedbacks of students are taken through Google form from time to time.
- Whatapp group are used for connecting with and eliciting the information for students and faculty
- m. Online scholarship assistant to students through equal opportunity centre.
- n. Institute is registered with National Digital Library (NDL) and has membership of NDLI club through which college students can participate in the educational and social events.
- o. LMS facility is provided on college website for remote accesses.
- p. MOPAC application software for remote access to view the availability of books for issue and placing requisition

5. e-GOVERNANCE INITIATIVES IN EXAMINATION:

- a. University portal is used in filling the examination forms, generating admit card and carrying out the whole examination process.
- b. Examination fee collected from students is paid online to the University.
- c. Internal sessional marks are submitted through email to exam section of the college.
- d. Compiled internal marks of all subjects are posted on whatsapp group as well as notice board for verification of marks by students.

6. e-GOVERNANCE INITIATIVES IN OUTREACH

- a. Cricheros platform for live streaming of sports activities, NSS activities
- b. Networking for resourcefulness (knowledge) sharing through digital platform
- c. Electoral awareness and registration of citizens under social activity
- d. Faculty ICT platform

SPECIFIC AREAS OF e-GOVERNANCE USING SOFTWARES AND WEBSITES

SN	Area of e-Governance	Software/website details	Name of Vendor
1	Administration	ESSL Biometric online software	IMAGE Multi-services
2	Library	LIBMAN and MOPAC	Master soft ERP sol
3	Establishment section	Enterprise Resource Planning (ERP)	Master soft ERP sol.
4	Finance /accounting	Talley, Excel, ERP	Master soft ERP sol.
5	Students admission	www.dte.maharashtra.gov.in www.ybccpa.ac.in	College website managed by Master soft ERP sol.

6	Students database	ERP mastersoft cloud base	Master soft ERP sol.
7	Students support	Institute e-repository, I-Card with bar code	In-house facility
8	Examination	www.bamua.digitaluniversity.ac	Dr. BAMU, Aurangabad
9	Students attendance	Master soft cloud base	Master soft ERP sol.
10	Digitalized faculty profile	Documents scanning apps	In-house facility

OUTCOME OF THE e-GOVERNANCE INITIATIVES

e-Governance Initiatives	Outcome Achieved		
e-GOVERNANCE INIT	ITIATIVES IN ADMINISTRATION:		
Installation of Biometric system.	Tracking employee and research student attendance		
Mobile app(master soft cloud) for Students attendance	Speed up the attendance process and monitoring and informing of absent student to parent by SMS.		
24X7 CCTV surveillance	Surveillance process in college and examination improved		
User friendly and interactive college website (www.ybccpa.ac.in)	Dissemination of information of the to the stakeholder.		
	 Online admission process Useful for regulators & accreditators 		
ICT enabled classrooms, seminar halls and auditorium	Teaching learning process has improved. Effective delivery of contents achieved		
Internet (Wi-fi) connectivity to ICT tools	Rapid exchange of information		
ICT tools and applications viz. Google Classrooms, Google Meet, Zoom platform, Microsoft Teams, YouTube	Teaching learning process has improved. Effective delivery of contents achieved		
Leave applications through ERP software	Leave sanction and tracking process improved		
Digital personal files (Digitalized faculty profile)	Paperless documentation		
e-GOVERNANCE INITIAT	IVES IN FINANCE AND ACCOUNTING		
Tally software and ERP	Finance and inventory management is improved Tacking of receipt of fee		
Salaries though online transfer	Paperless work and management and speed of wor increases.		
Use of RTGS/NEFT for Payment of Gove agencies and vendors.	Payment made speedily		

e-GOVERNANC	CE INITIATIVES IN ADMISSION
DTE website and Dr. BAMU University	Handling of admission process and eligibility of process improved
Institute level admission process throug college website	Admission process become efficient and transparent.
Student Databases creation by software	Managing and retrieving of data of student is easy and quick
Identity card with Barcode	Student identity and managing library usage data become easy.
e-GOVERNANCE INI	TIATIVES IN STUDENT'S SUPPORT
Dedicated college e-mail ID.	For Internal college communication
Bar coded I-card	Tracing of library usage is easy Motoring of entry & exit in the library
Class rooms equipped with LCD- Projector	Improvement in teaching and learning process
Computer aided drug design laboratory	Drug design research project of M Pharm and Ph. D. student were competed
Language laboratories	Communication skills enhanced
Library with automated LIBMAN software (cloud base version)	Monitoring of books usages by student and staff is easy.
Barcoded books in library	Issue and return of books is comfortable
E-Journals, DELNET, e-Books, Medline database	
Remote access to e-resources is available	Benefitted the researcher and student
Institutional e-repository	Students are benefitted in their studies
Feedbacks of students through Google	Convenient to stakeholder to provide feedback.
form	Compilation and analysis of data is easy.
College Whatapp group	Dissemination of college notice, seminar broacher, Course content, notes
National Digital Library (NDL) nembership	Researcher and student are benefitted
aculty ICT platform	Remote access of study material is possible, knowledge sharing
rightocker and academic bank of	(https://sites.google.com/view/drkgbaheti/faculty-list) Documents and credits achieved by student under academic programs NEP-2020
e-GOVERNANCE IN	ITIATIVES IN EXAMINATION
	Accessibility to filling of exam forms and issue of admit card is improved
ubmission of Internal sessional marks in dedicated college email id	Process of Submission of marks improved

Page 6 of 6

whatapp group for verification of marks by students.	Transparency in the process achieved	
e-GOVERNANCE	INITIATIVES IN OUTREACH	
Cricheros platform	Successful live streaming of sports event and NSS activities	
Networking for resourcefulness (knowledge) sharing through digital platform	Resourcefulness shared in NSS activity, webinar, seminars, workshops through digital flatform	
Electoral awareness and registration of citizens under social activity	Electoral registration process carried successfully for citizens	
Faculty ICT platform	For sharing expertise and resourcefulness shared	

Date: 31.05.2023

Dr. K. G.Baheti IQAC Coordinator Dr. M. A. Dehghan Principal



Dr. Rafiq Zakaria Campus Maulana Azad Educational Trust's

Y. B. CHAVAN COLLEGE OF PHARMACY

Pharm, M. Pharm & Research Centre)
21001:2018 & IBO 14001:2018 CERTIFIED | BIRF-2022 ALL INDIA BANK 6879
NAAC ACCREDITATION "A" GRADE WITH 3.23 CGPA SCORE

YBCCP/IQAC/2021-22/

Date: 31.05.2022

ANNUAL e-GOVERNANCE REPORT (2021-22)

(1st June 2021 to 31st May 2022)

As per the policy, Y B Chavan College of Pharmacy promote e-Governance in following areas

- 1. e-Governance initiatives in Administration
- 2. e-Governance initiatives in Finance and Accounts
- 3. e-Governance initiatives in Student Admission
- 4. e-Governance initiatives in Student Support
- 5. e-Governance initiatives in Examination
- e-Governance initiatives in outreach

1. e-GOVERNANCE INITIATIVES IN ADMINISTRATION:

- Daily incoming and outgoing staff attendance are through biometric system.
- b. Students attendance is taken on mobile app and regularly monitored.
- Administrative office is equipped with computers, scanners, printers, softwares & internet.
- d. Zakaria Educational Campus including college is fully under 24X7 CCTV surveillance
- e. User friendly college website (www.ybccpa.ac.in) is uploaded & updated with required information for stakeholders viz. students, faculty, regulators & accreditators
- f. Classrooms, seminar halls and auditorium are ICT enabled with LCD Projectors, screens and 360 degree moving camera.
- g. Laboratories were equipped with computers and internet connectivity.
- h. College staff are using ICT tools and applications viz. Google Classrooms, Google Meet, Zoom platform, Microsoft Teams, YouTube, etc for teaching-learning
- Wi-fi is provided in the college
- j. Leave applications of faculty are submitted and sanction through ERP software.
- k. Digitalized faculty profile (digital personal files)

2. e-GOVERNANCE INITIATIVES IN FINANCE AND ACCOUNTING:

- Tally software and ERP is used for accounting to perform and manage accounting operations.
- b. The salaries are of the employee are deposited directly in their accounts
- c. Payments to regulators and Govt. agencies are made through RTGS/NEFT

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- b. The institute level vacant seats notices, forms filling and other admission related activities are conducted through college website interface (<u>www.ybccpa.ac.in</u>) & in transparent manner through open counseling.
- c. After admission of students in the college, the databases of students were generated through user friendly softwares.

4. e-GOVERNANCE INITIATIVES IN STUDENT'S SUPPORT:

- a. The students are provided with the dedicated college e-mail ID.
- b. Student entry & exit in the library is monitored through bar coded I-card
- All the class rooms equipped with LCD-Projector for teaching and learning.
- d. The computer aided drug design laboratory for understanding of design of drug is equipped with drug design softwares.
- Language laboratories with softwares are provided in computer laboratory for enhancing communication skills
- f. The college library is fully automated with LIBMAN software (cloud base version)
- g. All the books are bar coded & books issue and return is monitored through sofwares.
- h. The library has E-Journals, DELNET, e-Books, medline database
- The remote access to e-resources is available.
- The internet facility is available in the library
- The library also has institutional e-repository.
- The feedbacks of students are taken through Google form from time to time.
- m. Whatapp group are used for connecting with and eliciting the information for students and faculty

- n. Online scholarship assistant to students through equal opportunity centre.
- Institute is registered with National Digital Library (NDL) and has membership of NDLI club through which college students can participate in the educational and social events.
- p. LMS facility is provided on college website for remote accesses.

5. e-GOVERNANCE INITIATIVES IN EXAMINATION:

- University portal is used in filling the examination forms, generating admit card and carrying out the whole examination process.
- b. Examination fee collected from students is paid online to the University.
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- a. Cricheros platform
- b. Networking for resourcefulness (knowledge) sharing through digital platform
- c. Electoral awareness and registration of citizens under social activity
- d. Faculty ICT platform

SPECIFIC AREAS OF e-GOVERNANCE USING SOFTWARES AND WEBSITES

SN	Area of e-Governance	Software/website details	Name of Vendor .
1	Administration	ESSL Biometric online software	IMAGE Multi-services
2	Library .	LIBMAN	Master soft
3	Establishment section	Enterprise Resource Planning (ERP)	Master soft ERP sol.
4	Finance /accounting	Talley, Excel, ERP	Master soft ERP sol.
5	Students admission	www.dte.maharashtra.gov.in www.ybccpa.ac.in	College website managed by Master soft ERP sol.
6	Students database	ERP mastersoft cloud base	Master soft ERP sol.
7	Students support	Institute e-repository, I-Card with bar code	In-house facility
8	Examination	www.bamua.digitaluniversity.ac	Dr. BAMU, Aurangabad
9	Students attendance	Master soft cloud base	Master soft ERP sol.
10	Digitalized faculty profile	Documents scanning apps	In-house facility

OUTCOME OF THE e	-GOVERNANCE INITIATIVES	
e-Governance initiatives	Outcome achieved	
e-GOVERNANCE INIT	FIATIVES IN ADMINISTRATION:	
Installation of Biometric system.	Tracking employee attendance	
Mobile app(master soft cloud) fo	r Speed up the attendance process and monitoring	
Students attendance	and informing of absent student to parent by SMS	
24X7 CCTV surveillance	Surveillance process in college and examination improved	
User friendly and interactive college website (www.ybccpa.ac.in)	Dissemination of information of the to the stakeholder. Online admission process Useful for regulators & accreditators	
ICT enabled classrooms, seminar halls and auditorium	Teaching learning process has improved Effective delivery of contents achieved	
Internet (Wi-fi) connectivity to ICT tools	Rapid exchange of information	
ICT tools and applications viz. Google Classrooms, Google Meet, Zoom platform, Microsoft Teams, YouTube		
Leave applications through ERP software	and adexing process improved	
Digital personal files (Digitalized faculty profile)		
e-GOVERNANCE INITIATIV	ES IN FINANCE AND ACCOUNTING	
Tally software and ERP	Finance and inventory management is improved. Tacking of receipt of fee	
Salaries though online transer	Paperless work and management and speed of work increases.	
Use of RTGS/NEFT for Payment of Gove agencies and vendors.	Payment made speedily	
	VITIATIVES IN ADMISSION	
DTE website and Dr. BAMU University portal	Handling of admission process and eligibility of process improved	
Part of Institute level admission process hrough college website	Student can fill the form from remote places. Admission process become efficient and transparent.	
Student Databases creation by software	Managing and retrieving of data of student is easy and quick	
dentity card with Barcode	Student identity and managing library usage data become easy.	

Language laboratories Communication skills enhanced Library with automated LIBMAN software (cloud base version) Barcoded books in library Issue and return of books is comfortable E-Journals, DELNET, e-Books, medline database Remote access to e-resources is available Institutional e-repository Students are benefitted in their studies Feedbacks of students through Google form Dissemination of college notice, semin broacher, Course content, notes National Digital Library (NDL) Researcher and student are benefitted membership Faculty ICT platform Remote access of study material is possible knowledge sharing e-GOVERNANCE INITIATIVES IN EXAMINATION Digital University portal Accessibility to Filling of exam forms and issue admit card is improved Submission of Internal sessional marks on dedicated college email id whatapp group for verification of marks by students. e-GOVERNANCE INITIATIVES IN OUTREACH Cricheros platform Successful live streaming of sports event achieve Resourcefulness (knowledge) sharing through digital platform Electoral awareness and registration of Electoral registration process carried successfull	e-GOVERNANCE INITI	ATIVES IN STUDENT'S SUPPORT
Class rooms equipped with LCD- Projector Computer aided drug design laboratory Language laboratories Library with automated LIBMAN software (cloud base version) Barcoded books in library Barcoded books in library E-Journals, DELNET, e-Books, medline database Remote access to e-resources is available Institutional e-repository Feedbacks of students through Google form College Whatapp group National Digital Library (NDL) Researcher and student are benefitted in their studies Feachbacks of students through Google form National Digital Library (NDL) Researcher and student are benefitted many sis of data is easy. College Whatapp group Dissemination of college notice, semin broacher, Course content, notes Remote access of study material is possible knowledge sharing E-GOVERNANCE INITIATIVES IN EXAMINATION Digital University portal Accessibility to Filling of exam forms and issue admit card is improved Process of Submission of marks by students. E-GOVERNANCE INITIATIVES IN OUTREACH Cricheros platform Networking for resourcefulness (knowledge) sharing through digital lalatform Electoral awareness and registration of Electoral registration process carried successfull	Dedicated college e-mail ID.	For Internal college communication
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(knowledge) sharing through digital seminars, workshops through digital flatform electoral awareness and registration of Electoral registration process carried successfull		Resourcefulness shared in NSS activity, webinar
	(knowledge) sharing through digital	
Adizons didde social activity for citizens	Electoral awareness and registration of citizens under social activity	Electoral registration process carried successfully for citizens
Faculty ICT platform For sharing expertise and resourcefulness shared	Faculty ICT platform	

Date: 31.05.2022

Dr. M. H. Dehghan IQAC Coordinator TO LET OF THE PARTY OF THE PART

Dr. Abubakar Salam Bawazir I/C Principal



Maulana Azad Educational Trust's

Y. B. Chavan College of Pharmacy

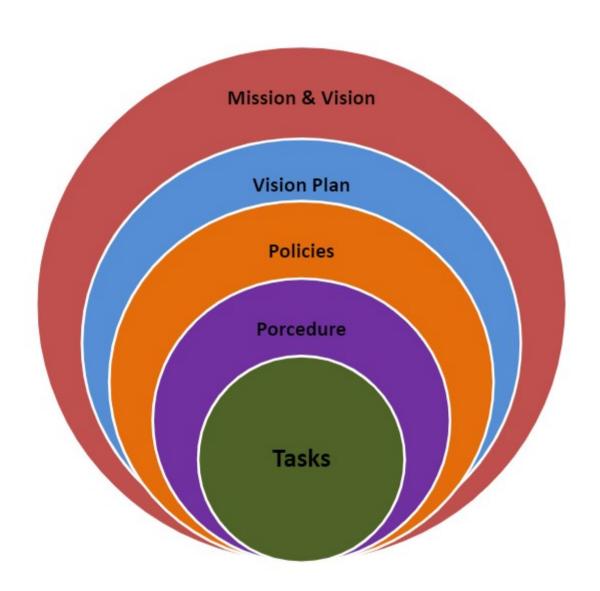
(B. Pharm., M. Pharm. & Research Centre)

ISO 21001:2018 & 14001:2015 | NIRF 2023 AIR 80th
NAAC ACCREDITATION "A" GRADE (CGPA SCORE 3.23)

Dr. Rafiq Zakaria Campus, Dr. Rafiq Zakaria Marg, Rauza Bagh, Aurangabad-431001 | www.ybccpa.ac.in

Institutional Policy Booklet

Institutional Policies are Guiding Principles for Cultivating Value Based Education Culture to achieve the Vision & Mission of the Institute





Dr. Rafiq Zakaria Campus Maulana Azad Educational Trust's

Y.B. CHAVAN COLLEGE OF PHARMACY

(B.Pharm, M.Pharm & Research Centre)
ISO 21001:2018 CERTIFIED | NIRF-2023 ALL INDIA RANK 80TH

NAAC ACCREDITATION "A" GRADE WITH 3.23 CGPA SCORE

Ref: YBCCP/IQAC/2023-24/350

04th December-2023

CERTIFICATE

The Institutional Policy Booklet delineates the objectives of an organization and offers guidance on achieving them as well as identifying essential activities. This comprehensive document encompasses policies crucial for thedevelopment of college. These policies include Institute Governance, Fund, Resource Mobilization and Optimization, Admission Procedures for Undergraduate, Postgraduate and Doctoral Programs, Code of Conduct, Employee Welfare, Academic Integrity, Examination Procedures, Mentoring, Training and Placement, Research and Intellectual Property Rights (IPR), Grievance Redressal Mechanisms, Recognition and Awards, Feedback Channels, Environmental Policies, Maintenance and Repair Guidelines, Policies for Ensuring a Barrier-Free Environment for Differently-Abled Individuals, Gender Sensitization Policies, e-Governance Strategies, Information and Communication Technology Policies, Anti-Ragging, Scholarship and Freeship award policies. The institutional policy booklet is updated from time to time, certified and included herewith.

AURANGABAD

Dr. M II Deligha Principal

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19. e-GOVERNANCE POLICY

- E-Governance policy of the college is focused on improving the effectiveness and efficiency in the services provided to stakeholders.
- Automation of various operation viz. teaching learning (Academic), administration, examinations, finance-accounting, admissions and student support shall be integrated to enable the authorities to monitor the activities in transparent manner.
- Information and communication technology (ICT) committee shall provide the suggestions for better e-governance and look after the functioning of ICT tools for continuity in services. The ICT committee shall organize the awareness activities for staff regarding e-governance and ICT related aspects.
- Every year at the end of the academic year the e-governance report shall be placed in CDC/IQAC
 meeting for the review and further improvement.
- 5. Website of the college is put in to full use as a vital information source to all the stakeholders. All-important communications / circulars notices are made available on website/whatapp group to ensure reaching of information to the needy any time anywhere. Whatapp group/SMS feature has been put in to maximum use to stay connected with parents, students and staff for the purpose of intimating absentees, academic performance, holidays and other required information.
- The procedure for the purchase ICT tools is based on the recommendation of ICT committee followed by execution by store and purchase committee