

**Annual E-Governance Report**  
**2022-23**

## Annual E-Governance Report – 2022-23

Khalsa College of Pharmacy, is a renowned educational institution located in Amritsar, Punjab, India. Established in 2009, it is affiliated with the IKG Punjab Technical University and is approved by the Pharmacy Council of India (PCI) and All India Council for Technical Education (AICTE). Currently, Khalsa college of Pharmacy has effectively implemented E. governance system in the following operations.

- A. Administration
- B. Finance and accounts
- C. Examination
- D. Student admission and management support

The annual E.governance report of Academic year 2022-23 is as follows:

Regular E-Governance work and Initiatives

### **E.Gov in Administration**

The implementation of CCTV surveillance in assessing the administrative task was continued as per the previous years and it enhances the efficiency as well as the security and discipline in the campus. Further, the attendance of teaching and non-teaching staff was continued by biometric identification which makes the administrative task easier in calculating the regularity of employees. Moreover, one new module has been added this year in the log in ID of faculty to regularly check their daily attendance record. Now, Faculty can check their monthly record of their Punch in and Punch Out time.

### **Finance and payroll management**

Khalsa college of Pharmacy has maintained full transparency in financial management. Every financial transaction should be recorded in e.ledger account management system to complete the financial accountability in all the headers of sanctioned budget. All concerned authority can view, edit if required the financial accounting details. Currently all posting such as cash books, day books and ledger entries are carrying through the finance software.

### **Digital Record-Keeping and Document Management**

Through the use of digital records and online platforms, e-governance promotes transparency by making every entry of purchased item on the online platform. Stock purchased and distributed to different labs were continued to be recorded in the inventory module of e.gov system. Our inventory e. gov. management system continued to provide the enhanced access to different labs and rooms. All stock holders and respective lab technicians have full access to view the records of their labs and they have to add every issued and consumed item on e. gov after login their faculty ID. New module of inventory statement has been generated in order to further ease the



process of inventory verification. Now, Faculty can download the statement of every inventory item that has been issued in their respective rooms and labs.

### **E-Learning Platforms and Resources**

E-learning platforms and resources have transformed education and training, making learning opportunities more accessible to individuals of all ages and backgrounds. They are particularly valuable for distance learning, upskilling, and continuing education. Every faculty members have to upload their lectures that delivered in the class though online e.lecture module from their e.gov Log in ID. Students can access and download the e.lecture from their IDs. The implementation of these e-learning programs observed to be very successful during the COVID time period. E.Library facility in the student log in ID also proves to be helpful in locating the types of books of respective subjects. Students can check the availability of respective book in the library. Moreover they can maintain the record of library books that they have issued and returned to the library.

### **Student admission and management support**

Student admission and management support systems are crucial components of educational institutions, helping streamline the process of enrolling students, managing their academic records, and providing support throughout their academic journey. Here's an overview of key aspects and features of these systems. Our institute has started to maintain the record of admitted student though online admission portal. Being an affiliated college with IKG PTU, we have to conduct the admission through centralized online counseling procedure as assigned by Government of Punjab. The government of Punjab has authorized IKG PTU for admitting the students in affiliated college. The students have to register themselves in the online portal <https://counselling.ptu.ac.in/Registration/Default.aspx> for getting admission in the college. Once the student has been assigned with the provisional offer letter by university to report in the college then college will admit the student after complete document verification through this link <https://counselling.ptu.ac.in/Registration/admin/Default.aspx>. However, they can enquire and apply for registration in the college for the management seat through the college online admission portal <http://www.khalsacollegepharmacy.org/>.

College has adopted the student management system also in maintaining the record of every student. The college has introduced customized portal for fee payment for the students. This facilitate the student to pay the fees at their home though netbanking thereby avoiding the long que of bank. With the implementation of online student management system, we can generate the detail report of fee deposited by individual student and this avoids the cash handling and calculating the daily/monthly collection of student fees. Moreover, system is also able to generate the balance dues of the students on any day of session.



Incharge E-Governance

**Annual E-Governance Report**  
**2021-22**

## Annual E-Governance Report – 2021-22

Khalsa College of Pharmacy, is a renowned educational institution located in Amritsar, Punjab, India. Established in 2009, it is affiliated with the IKG Punjab Technical University and is approved by the Pharmacy Council of India (PCI) and All India Council for Technical Education (AICTE). Currently, Khalsa college of Pharmacy has effectively implemented E. governance system in the following operations.

- E. Administration
- F. Finance and accounts
- G. Examination
- H. Student admission and management support

The annual E.governance report of Academic year 2018-19 is as follows:

Regular E-Governance work and Initiatives

### **E.Gov in Administration**

The implementation of CCTV surveillance in assessing the administrative task was continued as CCTV cameras can deter criminal activities and provide evidence in case of incidents like theft, vandalism, or unauthorized access. This helps in maintaining a safe and secure environment within the campus. Further, the attendance of teaching and non-teaching staff was continued by biometric identification which makes the administrative task easier in calculating the regularity of employees. Biometric identification, such as fingerprint or facial recognition, provides a highly accurate method of tracking attendance. Moreover, one new module has been added this year in the log in ID of faculty to regularly check their daily attendance record. Now, Faculty can check their monthly record of their Punch in and Punch Out time. This type of feature can also be beneficial for institutions as it provides a more transparent and efficient way to monitor faculty attendance and work hours. It can help in identifying any discrepancies or issues with attendance, which can be addressed promptly.

### **Finance and payroll management**

Khalsa college of Pharmacy has maintained full transparency in financial management. E-ledger systems can help ensure the accuracy of financial records. Manual record-keeping is prone to errors, while electronic systems can perform automatic calculations and reduce the risk of mistakes. Every financial transaction should be recorded in e.ledger account management system to complete the financial accountability in all the headers of sanctioned budget. All concerned authority can view, edit if required the financial accounting details. Currently all posting such as cash books, day books and ledger entries are carrying through the finance software.



## **Digital Record-Keeping and Document Management**

Through the use of digital records and online platforms, e-governance promotes transparency by making every entry of purchased item on the online platform. Stock purchased and distributed to different labs were continued to be recorded in the inventory module of e.gov system. E-governance systems digitize and centralize records. This means that every transaction, including purchases, is recorded electronically. Our inventory e. gov. management system continued to provide the enhanced access to different labs and rooms. All stock holders and respective lab technicians have full access to view the records of their labs and they have to add every issued and consumed item on E. gov after login their faculty ID. Users (stockholders and lab technicians) would need to log in to the e.gov platform using their faculty ID and a secure password. New module of inventory statement has been generated in order to further ease the process of inventory verification. Now, Faculty can download the statement of every inventory item that has been issued in their respective rooms and labs. The system would have a database to store lab records, including details about equipment, supplies, and consumables. Each lab technician would have access to their respective lab's records.

## **E-Learning Platforms and Resources**

E-learning platforms and resources have transformed education and training, making learning opportunities more accessible to individuals of all ages and backgrounds. They are particularly valuable for distance learning, upskilling, and continuing education. Every faculty members have to upload their lectures that delivered in the class though online e.lecture module from their e.gov Log in ID. Students can access and download the e.lecture from their IDs. The implementation of these e-learning programs observed to be very successful during the COVID time period. E.Library facility in the student log in ID also proves to be helpful in locating the types of books of respective subjects. Students can check the availability of respective book in the library. Moreover they can maintain the record of library books that they have issued and returned to the library.

## **Student admission and management support**

Admission support systems simplify the application and enrollment process for both students and administrative staff. Online applications, document submission, and application tracking reduce paperwork and save time. These systems allow institutions to maintain accurate and up-to-date student records. This includes personal information, academic transcripts, attendance records, and more. Here's an overview of key aspects and features of these systems. Our institute has started to maintain the record of admitted student though online admission portal. Being an affiliated college with IKG PTU, we have to conduct the admission through centralized online counseling procedure as assigned by Government of Punjab. The government of Punjab has authorized IKGPTU for admitting the students in affiliated college. The students have to register themselves in the online portal <https://counselling.ptu.ac.in/Registration/Default.aspx> for getting



admission in the college. Once the student has been assigned with the provisional offer letter by university to report in the college then college will admit the student after complete document verification through this link <https://counselling.ptu.ac.in/Registration/admin/Default.aspx>. However, they can enquire and apply for registration in the college for the management seat through the college online admission portal <http://www.khalsacollegepharmacy.org/>.

A student management system can streamline administrative processes, making it easier to manage student records, class schedules, and other essential information. This can save time and reduce administrative workload. This facilitates the student to pay the fees at their home through net banking thereby avoiding the long queue of bank. With the implementation of online student management system, we can generate the detail report of fee deposited by individual student and this avoids the cash handling and calculating the daily/monthly collection of student fees. Moreover, system is also able to generate the balance dues of the students on any day of session.



**Annual E-Governance Report**  
**2020-21**



## Annual E-Governance Report – 2020-21

### **1. E.Gov in Administration**

E-governance software system that allows administrators to manage and adjust the working hours of faculty members. This kind of software can be useful for streamlining administrative tasks and ensuring efficient management of faculty schedules. It allows administrators to make changes to working hours, track attendance, and manage various aspects of faculty members' schedules and responsibilities electronically. Many new CCTV cameras were installed and viewing the output and recording of cameras was made available.

### **2. E-Governance in Student and Management & Support**

A new module in E-Governance software was introduced that could , apart from academic details, store all other information of students like permanent address, guardian details etc. A further modification in the student module which allowed the passing out student as alumni was also introduced in the software in this academic year.

### **3. E Governance in examinations**

The college modified the ERP software module and kept facilitating data work related to examinations like issuing of roll numbers, cut list, setting up of examination centers, conducting of examination evaluation, and declaring results. The software has been updated to provide a better input/output experience for lecture statements and internal assessment.

### **4. E-Governance in Examination**

Through its e-governance software module, Khalsa College continued to support the data processing linked to the distribution of roll numbers, the creation of cut lists, the establishment of testing sites, and the administration of examination, assessment, and results announcement. The software was updated for improved performance in terms of input/output in connection with lecture statements and internal evaluations.

### **5. E-Governance in Inventory Management**

The concerned holders were given access to the inventory management software along with possibilities to edit the data as needed.



## **6. E-Governance in Hostel Management**

The e-governance software's Hostel management module continues to keep track of things like inventory, room assignment, and occupancy in hostel rooms. All parties involved had access to the data entries.

## **7. E-Governance in Goods and Service**

The software used for electronic governance of goods and services has been updated. There was a new module added to improve the ease of entering records for OPD, rehabilitation, and dispensary. The software kept running keeping up with guest inventory lists for the university guest house.

## **8. E-Governance in Library**

Through its library management software, the e-government program "EZ-LIB" continued to give students and faculty members access to all reading materials.



**Annual E-Governance Report**  
**2019-20**

## Annual E-Governance Report – 2019-20

### **1. E-Governance in Administration**

The College gave its staff members access to its e-governance program so they could view their attendance by using the "BioTap" machine and its software to tap cards. Email, the college website, and other online platforms were used for all official correspondence and notices.

### **2. E-Governance in Student Management & Support**

The college created a unique site for its students to pay their tuition. This made it easier for students to pay online without having to physically visit and wait in long bank lines. The e-governance program produced reports with information on each student's fee deposits, which made it easier to track the daily and monthly collection of student fees. For improved monitoring and tracking of fee collection, reports for the outstanding fees and obligations of the students were also generated.

### **3. E-Governance in Finance and Account**

For all transactions including payments for purchases made during the academic year, the College implemented a cashless payment system. Since all involved auditors could examine the transactions online, this essentially maintained openness and financial responsibility in the system. Through this online payment gateway, the finance committee kept an eye on the budget's other needs as well as the legitimacy of purchases made in accordance with those approvals and regulations.

### **4. E-Governance in Inventory Management**

The e-governance software was updated to make it easier for departments to record inputs and purchases. Selected stakeholders were given the ability to see and/or update these data entries.

### **5. E-Governance in Hostel Management**

In order to provide better data processing for room allocation, tracking hostel room occupancy, and hostel inventory, Khalsa College modernized its e-governance software.



**Annual E-Governance Report**  
**2018-19**

## Annual E-Governance Report – 2018-19

### **1. E Governance in Administration**

The College provided access to its e-governance program to its staff members so they could check their attendance by tapping cards on the "BioTap" machine and utilizing the software that runs it. All official communications and notices were distributed via email, the college website, and other internet channels.

### **2. E-Governance in Student Management & Support**

For its students to pay their tuition, the college developed a special website. Students could now pay online more easily without having to travel to a bank and stand in long bank lines. It was simpler to monitor the daily and monthly collection of student fees thanks to the e-governance technology, which generated reports with details on each student's fee contributions. Reports for the unpaid tuition and other responsibilities owed by the students were also generated for better monitoring and tracking of fee collection.

### **3. Student admission and management support**

By streamlining administrative procedures, a student management system can make it simpler to manage student records, class schedules, and other crucial data. This can free up time and lighten the administrative burden. This makes it easier for the student to pay their tuition at home via net banking and avoid standing in line at the bank. By using an online student management system, we can provide a detailed record of each student's fee deposits, eliminating the need to handle cash and figure out how much is owed each day or each month. Additionally, the system is able to calculate the students' outstanding balances on each given session day.

