



Abhinav Education Society's
Institute of Management and Business Administration, Akole
Approved by AICTE, New Delhi, Recognised by DTE (Govt. of MH) and Affiliated to Savitribai
Phule Pune University, Pune Dhamangaon Awari Road, Akole
Dist. Ahmednagar M.S. 422601

6.2.3 ANNUAL E-GOVERNANCE REPORT APPROVED AND GOVERNING COUNCIL MINUTES OF MEETING HIGHLIGHTING THE ANNUAL E-GOVERNANCE REPORT

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**Abhinav Education Society's
Institute of Management and Business Administration Akole
Annual E-Governance Report
2017-18**

AES's IMBA drafted policy for implementation of E-Governance in various administration and academic activities of the college from the academic year 2017-18 to accelerate college functioning and development in terms of speed, efficiency and reliability.

Implementation of E-governance in areas of operation

It has been decided to automate all the various operation of the instructions in an integrated manner in order to enable transparency clarity in different functionalities of the instructions pertaining to teaching learning (Academic), Administration, Examinations, Finance and accounting, Admissions and HR wings.

In this direction a few vendors/service providers of ERP software are called and quotations are invited as per the recommendation of the intuitions followed by the directions of the Governing Council suitable ERP has been deployed and put in to the appropriate use. Required training has been given for teaching and non-teaching fraternity of the college with a view to get the optimal benefits from the software and strangle connect with stake holders.

Academic & Examination

For the ERP solutions, College has initiated its service with Step Enfotech, Nashik. After the trial test of the software in the year 2017-18, various modules are given for all the areas of operation.

All the assessment marks have to be uploaded in the University of Pune automation software which simplifies the work by expanding the analyzing capacity and faster feedbacks. Controller of Examination needs to supervise the entire process of examination under the guidance of the Principal of the college through e-governance.

1. Master Management
2. Staff Management




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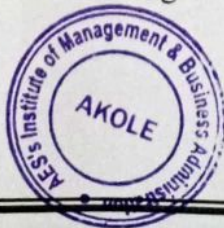
3. Student Management
4. Time Table
5. Academic Activity
 - Syllabus
 - Class Plan
6. Student Evaluation and Assessment
7. Examination
8. Online Exam
9. Student Feedback
10. Training & Placement Activity

Administration: Enterprise Resource Planning (ERP) aims at immediate availability of data in required formats that ease the work of staff and management and increase in transparency and accountability in administration. Facilities should be provided for online leave management of employees, internal communication between the employees etc. Students also must be able to obtain maximum services like hostel leave approval, bonafide certificates, etc. in online mode.

Accounts: Tally software is being used for maintaining Finance & Accounts. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing softwares must be done on timely basis. Office shall continue with Tally solutions for Finance management.

Website: The website of the college needs to be revamped taking into account the new changes. The website should act as a mirror of the college activities. Information about all activities, important notices, etc should be made easily available to the outsiders. For this purpose, a separate service provider/web designer can be identified. Along with it, training should be given to the existing staff who will undertake the responsibility of website administration and updation at the college level. The college website updations and maintenance services are continued with Agasti IT Solution, Akole.

The E-Governance report for the academic year 2017-18 is submitted to the Governing Council. The Governing Council has verified and accepted the report.




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Annual E-Governance Report
2018-19**

1. To further strengthen the usage of ERP software, annual maintenance has been carried out by Step Enfotech, Nashik.

2. 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. For bulk SMS to students and staff, services from Step Enfotech, Nashik is used.

3. New version of Tally Business Solutions was updated in college office for Accounting.

4. Website is put in to full use as a vital information source to all the stakeholders and all important communications/ circulars notices are made available in web site to ensure reaching of information to the needy any time anywhere.

5. Separate WhatsApp group have been created for individual classes to communicate with students



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Abhinav Education Society's
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Annual E-Governance Report
2019-20

1. Continuation of existing ERP with Step Enfotech, Nashik. All faculty members have been oriented with ERP and have started implementing the same for the current academic year.
2. For bulk SMS to students and staff, services from Step Enfotech, Nashik has continued.
3. New version of Tally Business Solutions was updated in college office for Accounting
4. The college website updations and maintenance services are continued with Digiway Technologies, Coimbatore.
5. Library E-Resources was used to access the required e-books and c-journals through college website.
8. Separate WhatsApp group have been created for individual classes to communicate with students.
9. The college website updations and maintenance services are continued with Agasti IT Solution Akole.



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Date: 22/05/2022

E-Governance Report for 2020-21 & 2021-22

Abhinav Education Society's Institute of management & business administration appreciates the facts that, E-governance means governance with information technology and that the increasing demand for transparency in administration, faster information transfer and other demands can be fulfilled by E-governance.

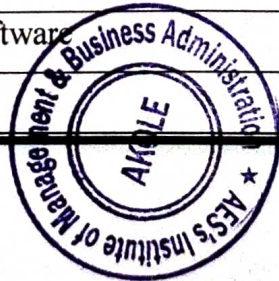
The institute is implementing e-governance to enhance good governances, which is generally characterized by participation, transparency and accountability to provide better service in terms of time, making governance more efficient and more effective to lower the transaction cost and make services more accessible.

Many initiatives taken by the college of towards E-governance, some of which in the area of general administration are:

1. Communication with stakeholders of E-governance through email and text messaging service.
2. All importance notices to students, staff on administration matter are published on institute website, and messaged through whatsapp groups
3. Wi-Fi facility in the campus
4. Institute is equipped with CCTV cameras at strategic points
5. Whatsapp groups are used for connecting with and eliciting information from students, faculty
6. Use the following platforms:
 - Google form: for data collection from department/ students and for online feedback from students.

The area of operations involving more complex system and procedure sophisticated software tools are used, the details of specific area of E-governance using software tools are as follows:

Area of E-governance	Software tool used and year of implementation	Name of the vendor
Admission	E-Campus Software	Step InfoTech, Nashik
Account & Finance	E-Campus Software	Step InfoTech, Nashik
Office & Administration	E-Campus Software	Step InfoTech, Nashik





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Library	E-Campus Software	Step InfoTech, Nashik
Transport	E-Campus Software	Step InfoTech, Nashik

It is proposed to enlarge the area of implementation of e-governance in the next couple of years.



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POLICY DOCUMENT FOR E-GOVERNANCE

E-Governance Policy

Policy Statement:

Abhinav Education Society's, Institute of Management & Business Administration is dedicated towards promoting decentralized and participative management in various realms of administrative, financial and examination related affairs. It also seeks to strengthen pre-existing physical governance infrastructure and augment seamless information sharing amongst various stakeholders of the institution.

Scope and Applicability

E-Governance aims at enhancing the system of governance for development of the college by leveraging innovative and scientifically sound technologies and extends to the following areas:

- ✓ Administration
- ✓ Student Admission
- ✓ Accounts and Finance
- ✓ Examination
- ✓ Library
- ✓ ICT Infrastructure

Key objectives of the policy

- The primary objective is to implement E-governance in all the functioning of the institute for providing an efficient system of governance.
- To encourage transparency and accountability in all the functions of the Institute with the help of ICT that can be utilized to automate, transfer, and analyze the data or information in the Institute administration for all the purposes of admissions, workload, timetable, internal assessment, examination, attendance, result etc.
- To provide quick and ready access to information.





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- To ensure a Wi-Fi enabled campus.
- To render the classrooms ICT Enabled, equipped with projectors etc.

Policy:

Abhinav Education Society's, Institute of Management & Business Administration implements e-governance in various aspects of functioning including library, accounts, admissions, administration, teaching, etc. for which the following policies and procedures have been framed:

(i) Website:

The Institute has a website that reflects the mission, history, aims and objectives, information related to faculty, infrastructure, courses offered, various activities, noble initiatives taken by the institute, important notices etc. To ensure the smooth running of the website, a separate service provider/web designer has been appointed by the college.

Under the e-governance policy, Abhinav Education Society's, Institute of Management & Business Administration has constituted a website committee that takes care of the college website and ensures a speedy update of the latest notices/activities. The college strives to showcase its vibrant self and activeness through its website.

(ii) Admission of students:

The Institute follows a transparent strategy for the admission process according to policy of DTE Maharashtra Government. All the admission related affairs are managed through the admission portal including fee submission etc. The brochure having detailed information pertaining to the student related admission is displayed on the website.

(iii) Accounts:

The accounts office uses the software called Step Info Tech which offers advanced features in





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maintain financial records effectively and efficiently.

Appropriate security measures are taken for maintaining confidentiality of the transactions. The Institute conducts training of the existing staff and ensures that the software's are updated regularly.

(iv) Library:

Abhinav Education Society's, Institute of Management & Business Administration Library came into existence along with the foundation of the Institute in 2009. Abhinav Education Society's, Institute of Management & Business Administration College Library is open to bonafide students of all the classes. All important textbooks are kept in the Reserve Section to enable the students to write their tutorials. There is a well- equipped Reading Room.

(v) Administration:

The administrative Office uses advanced Excel and File Management System tools for maintaining an effective database. The Administrative staff is provided regular and adequate training to help them keep abreast with the new technology.

(vi) Examination:

The institute follows an online system of Savitribai Phule Pune University, where students can fill their examination form online and download hall tickets as well. Faculties can fill the internal assessment marks at the end of each semester and can report discrepancies, if any.

The Examination process is regulated by the Savitribai Phule Pune University and thus e-governance policy of the University to be adopted in this regard.



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