



Amrutvahini Sheti & Shikshan Vikas Sanstha's

Amrutvahini Institute of Management & Business Administration, Sangamner

(Permanently Affiliated to Savitribai Phule Pune University and Approved by AICTE New Delhi)

DTE CODE - 5324

NAAC Accredited

ISO 9001 : 2015 Certified Institute

SPPU CODE - 0581

Ref. AIMBA/128/Ac/13

Date : / /20

Criterion VI : Governance, Leadership and Management
Key Indicator -6.2 Strategy Development and Deployment
NACC Criteria metric no:6.2.2

Policy of E-Governance in the Institute

The AIMBA Institute champions e-governance across key areas: General Administration, Finance & Accounts, Student Admissions & Support, and Examinations. This commitment to digitalization enhances transparency and streamlines processes.

General Administration: Biometric attendance systems ensure staff punctuality and accountability. Vriddhi-Lib software seamlessly manages library operations, while Tally accounting software efficiently tracks finances.

The institute has Vriddhi ERP system for e-governance implementation with administrative module such as student administration system. These modules work at administration and individual levels. It also includes faculty administration module wherein faculty can create and update their profile and generate reports. Different reports like bonafide certificate, transfer certificate and fees receipts can be generated.

Student Enrollment & Support: Our website serves as a one-stop portal for students, offering online registration, admission inquiries, and a streamlined grievance redressal mechanism. Students have easy access to crucial information like course details, syllabi, timetables, and fees.

Examinations: We adhere to Savitribai Phule Pune University's stipulated e-governance practices for examinations. This encompasses online student registration, exam form submission, result access, and grievance management. Exam centers leverage online controls for enhanced security, managing student hall tickets and question papers with ease.

By embracing e-governance, AIMBA fosters a comprehensive, efficient, and transparent environment for both staff and students.




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Director, AIMBA

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Date : 8/6/2023

E-Governance Report for Amrutvahini Institute of Management and Business Administration

Date: 8th June 2023

Prepared for: Governing Council

Prepared by: Director, AIMBA

Executive Summary:

This report summarizes the implementation and impact of e-governance initiatives at **Amrutvahini Institute of Management and Business Administration** across key operational areas: administration, finance and accounts, student admission and support, and examinations. Presently the institute uses Vriddhi ERP software, Biometric system, Tally ERP software, website based students support, social media groups for internal communication and updates as a part of internal governance. For external governance, institute follows the UGC, AICTE, DTE and SPPU's E governance practices. The report highlights the achievements, challenges encountered, and future plans for further improving e-governance practices within the institute.

1. Introduction:

In today's digital age, adopting e-governance practices is crucial for educational institutions to ensure transparency, accountability, and efficiency. **Amrutvahini Institute of Management and Business Administration** recognizes this importance and has been actively implementing various e-governance initiatives across its operations. This report provides an overview of these initiatives and their impact on the institute's functioning.

2. Implementation:

2.1 Administration:

Key initiatives:

Biometric attendance system for staff

Library Administration (Vriddhi Software)

General Administration (Vriddhi Software)

Internal communication platform for announcements and updates

Paperless workflows for approvals and document management

Impact:

Improved staff attendance and punctuality

Streamlined approval processes

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Reduced paper usage and environmental impact
Enhanced communication and collaboration

2.2 Finance and Accounts:

Key initiatives:

Accounting software (Tally)

Online fee payment gateway

Impact:

Improved convenience and efficiency for receipts and payments

Reduced paperwork and manual errors

Increased transparency and accountability in financial management

Informed decision-making

2.3 Student Admission and Support:

Through website the students get access to requisite information to the prospective and existing students. Website provides access to the students to link with institute. Maha DBT portal assists students in completing the formalities related to availing government scholarship.

Key initiatives:

Institute website

Student grievance redressal platform

Impact:

Simplified and transparent admission process

Reduced processing time and paper usage

Improved access to information and support services

Enhanced grievance redressal mechanism

2.4 Examinations:

Institute follow SPPU e governance practices for conducting university examination. It covers student's online application for examination to declaration of final results

Impact:

Increased convenience and flexibility for students

Reduced administrative workload

Improved transparency and fairness in grading processes

Potential for improved exam efficiency and security (with online exams)

3. Challenges:

Despite the significant progress made, some challenges remain:

Digital literacy: Ensuring consistent access to technology and training for all stakeholders.

Data security and privacy: Implementing robust measures to protect sensitive data.

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Integration of systems: Streamlining data flow across different e-governance platforms.

4. Future Plans:

The institute is committed to further strengthening its e-governance initiatives. Future plans include:

- Expanding the scope of online services across all departments.
- Implementing mobile app access for various e-governance features.
- Investing in advanced analytics tools to gain deeper insights from data.
- Conducting regular training and awareness programs for stakeholders.
- Continuously evaluating and improving existing e-governance systems.

5. Conclusion:

E-governance initiatives at Amrutvahini Institute of Management and Business Administration have significantly improved transparency, efficiency, and convenience for both faculty and students. While challenges remain, the institute is committed to ongoing progress in this area, ensuring a digitally enabled and future-proof learning environment.


Dr B.M. Londhe
Director

Approved
Chief Executive/Secretary
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