



## **Audyogik Shikshan Mandal's**

(Society Regd. No. Maharashtra/1330/Pune 83; Public Trust No. F-2451/Pune 83)

# **INSTITUTE OF PROFESSIONAL STUDIES (IPS)**

(Approved by AICTE, Govt. of India & affiliated to University of Pune)

AICTE CODE : 1-4240185    DTE CODE : MB6166    AISHE CODE : C-46639

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

E-governance, meaning 'electronic governance' is using information and communication technologies (ICTs) (such as Local Area Networks, the Internet, mobile computing, application software etc.) in various areas of operations and beyond, for the purpose of improving governance, to improve work efficiency, work effectiveness, transparency, to promote democratic values, and accountability of exchange of information and transaction.

ASM's Institute of Professional Studies is trying its best to keep itself align with the recent applications of e-governance in terms of various functions being performed digitally through internet and ICT enabled infrastructure.

The necessary infrastructure is made available in the Institute by parent trust Audyogik Shikshan Mandal. Although, almost every stakeholder is using smart phones to utilize the benefits of modern day technologies available in the field of higher education, the Institute has created necessary infrastructural facility such as computer center, multimedia center and personal computers with wired /wi-fi internet connectivity for all teaching and non-teaching staff members. Institute has devised a mechanism to update its IT infrastructure on regular basis.

E- governance in the many areas of operations was initiated in the Institute way back since its inception i.e. from A.Y. 2008-2009. Since inception the Institute is using Tally software (Tally 486) to maintain books of accounts, to generate various reports etc. Since the A.Y. 2008-2009 the Institute is having its own dedicated and informative website. In the academic year 2014-15, Tally software was upgraded to Tally ERP 9 Gold.

The academic year 2018-19 is marked as another milestone in the history of ASM's IPS. The Institute had initiated implementation of e- governance in many areas of operation from this academic year as mentioned below:

### **1) FINANCE and ACCOUNTS:**

The Institute is using 'Tally ERP 9 Gold version' by Tally Solutions Pvt. Limited. This software has been implemented from the academic year 2014-15 and has been operational since then. This software is used by accounts and finance departments to maintain books of accounts, to know fees status of an individual student as well as status of total outstanding fees, to generate various reports like ledgers, consolidated day book, general day book, daily cash collection reports etc. The payments for deployment and upgradation of the software is done centrally by parent trust.

### **2) STUDENTS ADMISSION AND SUPPORT:**

The institute has appointed a separate student counsellor to assist students in admission related procedures such as filling online application form for MH-CET (Common entrance test conducted by Directorate of Technical Education, State Government of Maharashtra. Filling



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up option form for Centralized Admission Process (CAP), Confirmation of admission through CAP portal etc. Separate set of personal computers with internet connectivity is provided to admission cell. The Institute has purchased an Automation CRM software for education, from Extra Edge Technology Solutions Pvt Ltd. This software is used to handle admission enquiries and to track all activities/information/ communication happened during every engagement between admission counselor and MBA aspirant.

### **3) LIBRARY MANAGEMENT:**

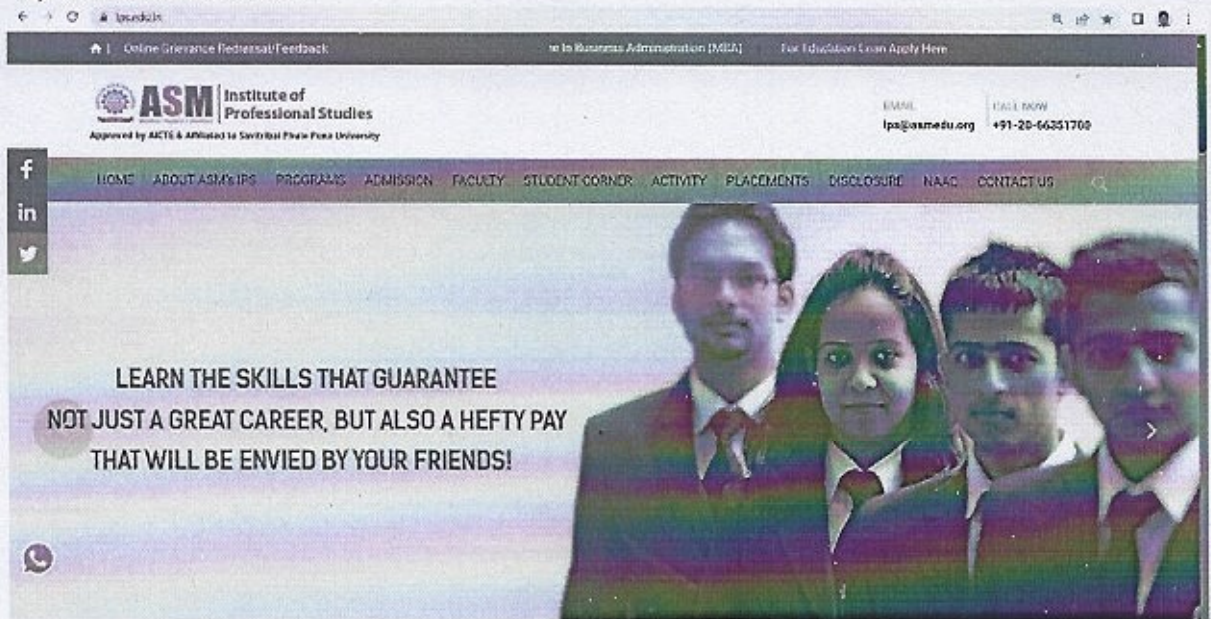
For management of Library institute is using AUTOLIB software since academic year 2012-13, the same was upgraded in 2015 since then the institute is using upgraded version of AUTOLIB software. This software is used to provide library facilities to the students and other stakeholders more efficiently and effectively. The facilities like issue of book, book return, cataloging, fine management for late return etc. are integrated with this software.

### **4) GENERAL ADMINISTRATION:**

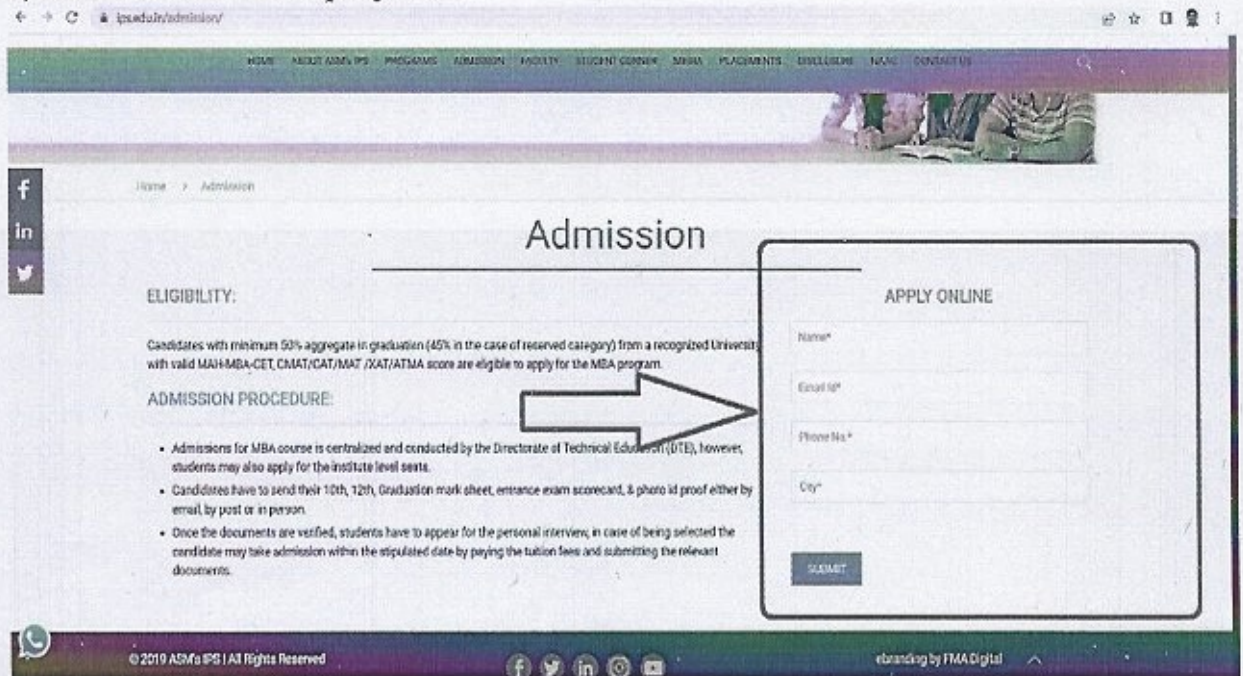
Personal computers with 24x7 internet connectivity and all necessary software's installed are given to every administrative staff member. All PCs are connected to the institute's LAN and every PC can be accessed through any PC connected to the LAN. Each section of administration is also equipped with a printer, apart from this network printer is also installed. To ease out internal communication institute had also provided intercom facility to every teaching and non-teaching staff member. To avoid the risk of data theft, data corruption and virus attack on the database, all the computers in the administration department are protected by Quick Heal antivirus software.

**SCREENSHOTS OF USER INTERFACE:**

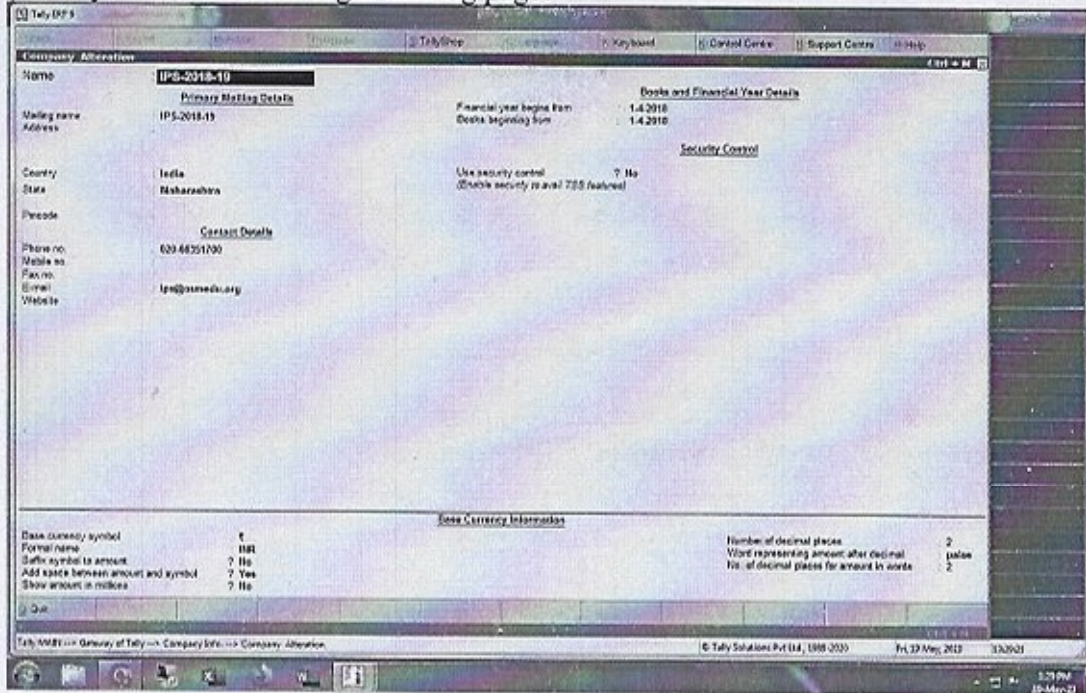
**a) Institute Website:**



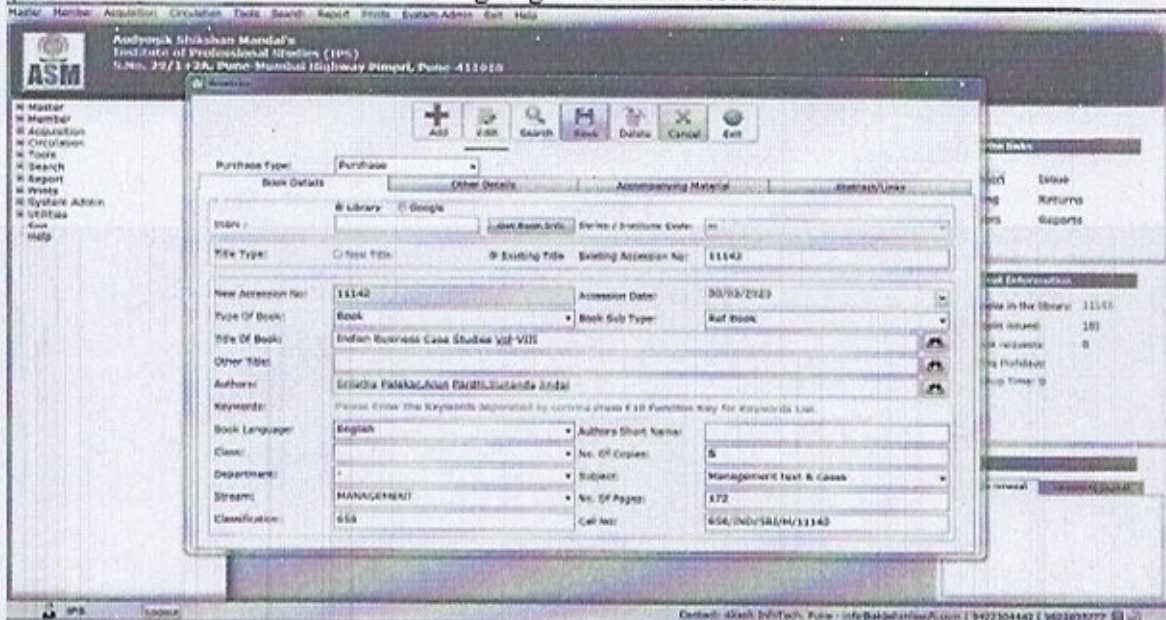
**b) Online Admission enquiry form:**



c) Tally ERP 9 Institute login landing page:



d) AutoLib Software Institute Landing Page-Book Accession:



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e) AutoLib Student Data:



The screenshot shows the 'AutoLib Student Data' entry form. The form is divided into several sections:

- Personal Info:**
  - Member No: 2224347
  - Member: Tambe maheshwar Ranvesh
  - Local address: Mirowad gupni Chinchwad
  - Permanent Address: Mirowad gupni Chinchwad
  - Email: maheshwamtambe10@gmail.com
  - Blood group: O+
  - Department: MBA
  - Birth Date: 30/09/2001
  - Student Tel: 7378768090
  - Caste Category: -
  - Receipt Cr/No: 04/04/2023
  - Remark: -
  - Book Bank Facility:
- Office Use Only:**
  - Category: Student
  - Reg Date: 31/10/2022
  - Valid Till: 31/12/2024
  - Class: MBA
  - Shift: 1
  - Issued Books: 0
- Scanner:**
  - Photo Scan:  (Image of student)
  - Signature Scan:  (Signature of student)
  - Buttons: Scanner, WebCam, File



*(Signature)*  
Dr. Sandeep Pachpande  
Chairman, Governing Body  
ASM's IPS