



**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- 2019-20**

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 2019-20 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 to AUTOLIB NG- OPAC Version 2019-20. Following modules are integrated in the upgraded version of AutoLib:

The upgraded version of AutoLib have following modules:

**Cataloguing & Acquisition:** This module is used to add catalogue entries, to view monthly accession register entries, to browse by title, by Author, by Subject, by Classification number etc. Reports related to cataloguing are generated like accession register, title with copies, year wise accession etc.

**Serial Control:** This module is used to maintain the record of print Journals to trace subscribed issue in the library. Reports like recent issues, issues not received, and renewal subscription are generated through this module.

**Web-OPAC:** Online public access catalogue facility is available to Students and Faculties Wherein they can access the library catalogue from their desks. Library collection can be searched through OPAC. Library collection can be searched through OPAC.

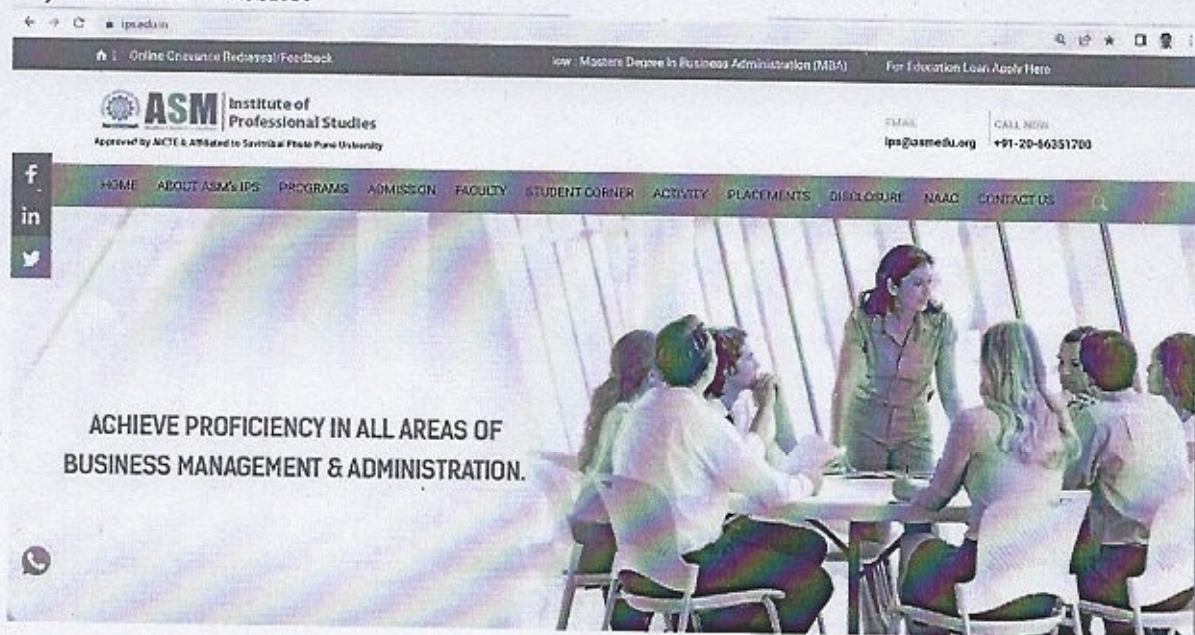
**Circulation:** This module is used for daily transactions the options like issue of Books, return and reserve options. Barcode system is also integrated using this module.

**4) GENERAL ADMINISTRATION:**

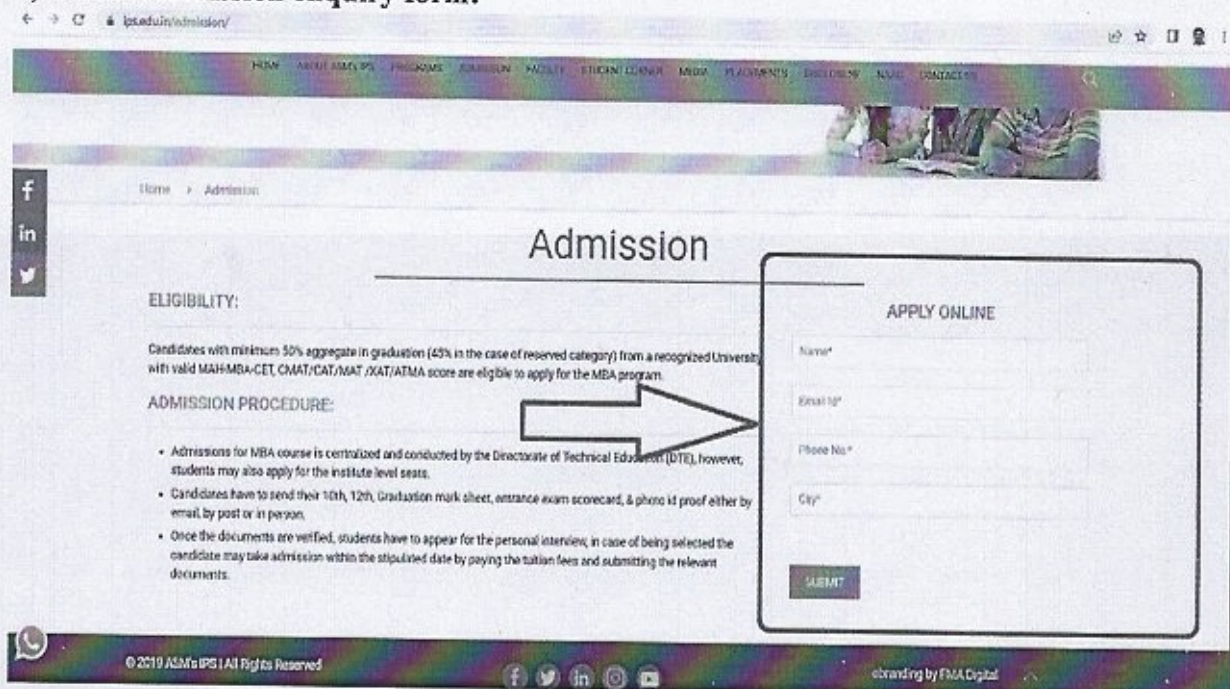
Personal computers with 24x7 internet connectivity and all necessary software's installed are given to every administrative staff member. All PCs are connected to the institute's LAN and every PC can be accessed through any PC connected to the LAN. Each section of administration is also equipped with 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:

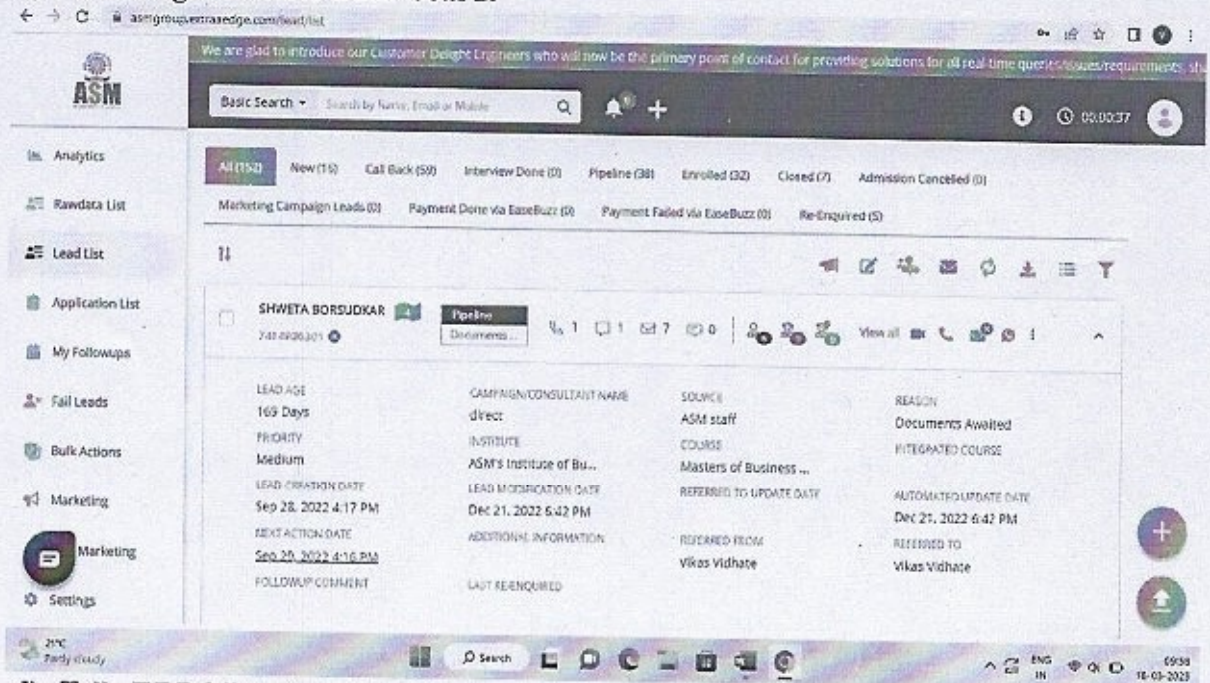
**a) Institute Website:**



**b) Online Admission enquiry form:**



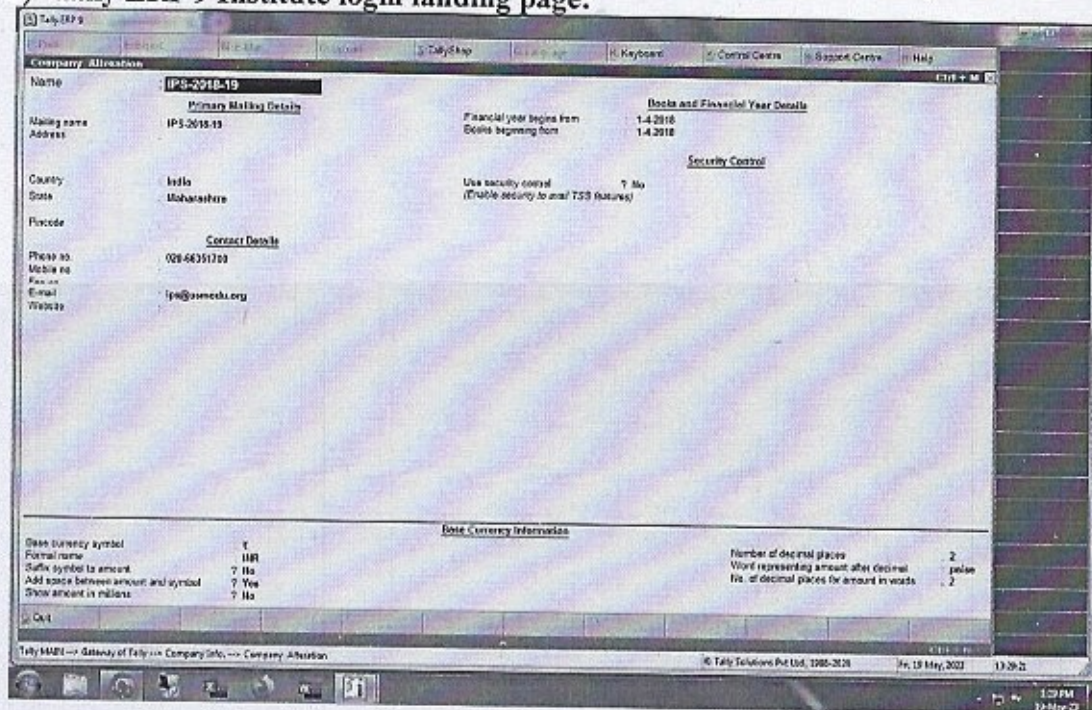
**c) Extraedge Institute Dash-board:**



The screenshot shows a web dashboard for 'asmgroupextraedge.com/lead/list'. The interface includes a navigation sidebar on the left with options like Analytics, Rawdata List, Lead List, Application List, My Followups, Fall Leads, Bulk Actions, Marketing, and Settings. The main content area displays a list of leads, with one lead selected: SHWETA BORSUDKAR (740 2926301). The lead details are shown in a table format:

LEAD AGE	169 Days	CAMPAIGN/CONSULTANT NAME	direct	SOURCE	ASM staff	REASON	Documents Awaited
PRIORITY	Medium	INSTITUTE	ASM'S Institute of Bu...	COURSE	Masters of Business ...	INTEGRATED COURSE	
LEAD CREATION DATE	Sep 28, 2022 4:17 PM	LEAD MODIFICATION DATE	Dec 21, 2022 6:42 PM	REFERRED TO UPDATE DATE		AUTOMATIC UPDATE DATE	Dec 27, 2022 6:42 PM
NEXT ACTION DATE	Sep 20, 2022 6:16 PM	ADDITIONAL INFORMATION		REFERRED FROM	Vikas Vidhate	REFERRED TO	Vikas Vidhate
FOLLOWUP COMMENT		LAST REENQUIRED					

**d) Tally ERP 9 Institute login landing page:**

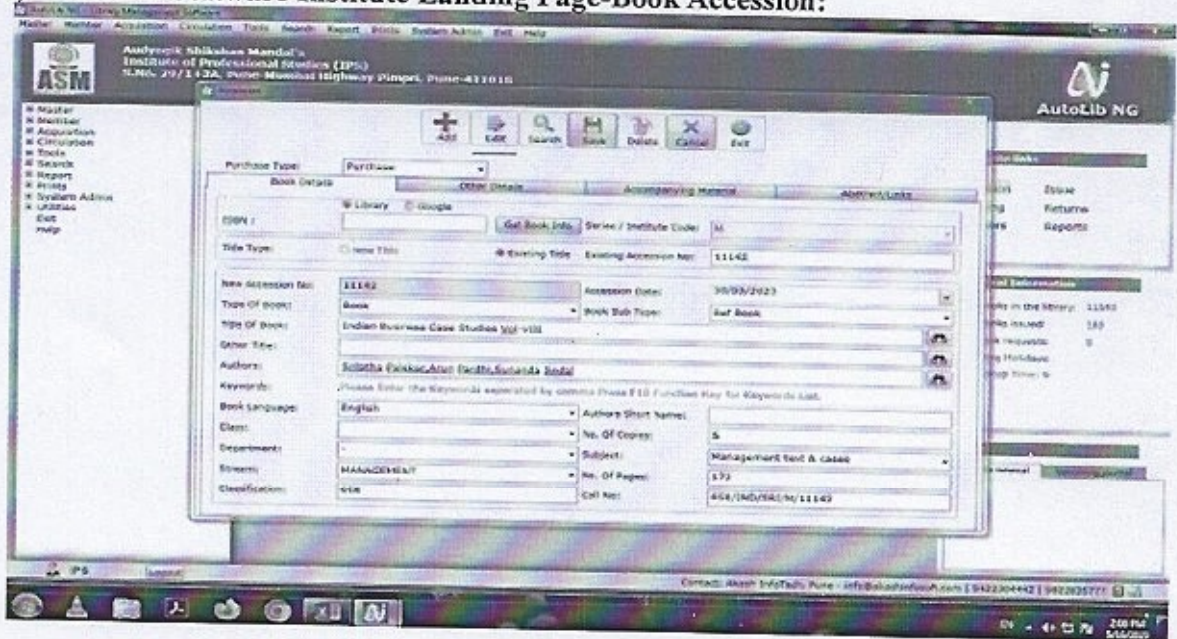


The screenshot shows the Tally ERP 9 login landing page for 'Company Allocation'. The page displays the following details:

- Name:** IPS-2018-19
- Primary Matrix Details:**
  - Making name: IPS-2018-19
  - Address: IPS-2018-19
  - Country: India
  - Date: Maharashtra
  - Pincode: [Blank]
  - Phone no: 020-66351700
  - Mobile no: [Blank]
  - Facsim: [Blank]
  - Email: ipa@asmesh.org
  - Website: [Blank]
- Financial Year Details:**
  - Financial year begins from: 1-4-2018
  - Books beginning from: 1-4-2018
- Security Control:**
  - Use security control: ? No
  - (Enable security to avail TSS features)
- Date Currency Information:**
  - Base currency symbol: ₹
  - Formal name: INR
  - Currency symbol to amount: ? No
  - Add space between amount and symbol: ? Yes
  - Show amount in millions: ? No
  - Number of decimal places: 2
  - Word representing amount after decimal: paisa
  - No. of decimal places for amount in words: 2

The footer of the page includes: Tally ERP 9 - Gateway of Tally -> Company Info -> Company Allocation. © Tally Solutions Pvt Ltd. 1200-2020. In. 19 May 2022. 11:26:22.

e) AutoLib Software Institute Landing Page-Book Accession:



**AutoLib NG**

**Book Accession Form**

Library:     Search:     Get Book Info

Title Type:  New Title     Existing Title    Existing Accession No: 11142

New Accession No: 11142    Accession Date: 30/09/2023

Type of Book: Book    Book Sub Type: Ref Book

Title of Book: Indian Business Case Studies 3rd-8th

Author: Subbba Lakshmi, Anita Padole, Suresh Sarda Sarda

Keywords:

Book Language: English    Authors Short Name:

Class:     No. of Copies: 5

Department:     Subject: Management text & cases

Stream: MANAGEMENT    No. of Pages: 172

Classification: 654    Call No: 454/IND/924/11142

f) AutoLib Student Data:



**AutoLib NG**

**Student Data Form**

Member No: 7224247    Member:

Local Address:     Local City:     Local Pincode:

Permanent Address:

Office Use Only

Category: student    Active: Yes

Reg Date: 31/10/2022    Date: 31/12/2024    Dues: 0.00

Class: MCA    Div: A

Sex:     Password:

Issued Books: 0

Photo Scan:     Signature Scan:

Book Bank Facility:



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