



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- 2020-21

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 2020-21 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

up option form for Centralized Admission Process (CAP), Confirmation of admission through CAP portal etc. A 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.

Integration of e-resources such as KNIMBUS and Delnet is also done during the academic year 2020-21, this integration help students to access e-content remotely from the comfort of their home.

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.

5) ACADEMIC PLANNING & EXAMINATION:



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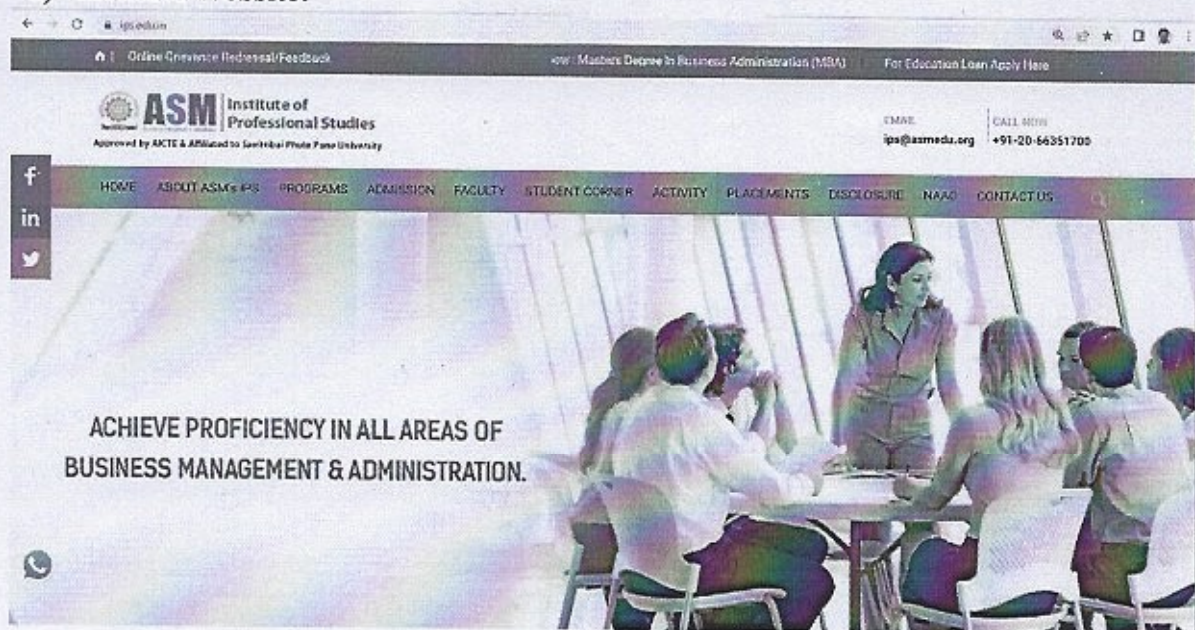
The institute started implementing and using LMS software 'MS Teams' which is an integral part of Microsoft Open value subscription education solution. Institute has assigned license key of 'MS office 365' to every teaching staff member and every student. Since academic year 2020-21 all teaching staff members are using 'MS Teams as a LMS software. This software is being used by teaching staff to conduct classes in online mode, to conduct examinations, to give assignments, to return checked assignments, to share notes, to share informative videos and many more.

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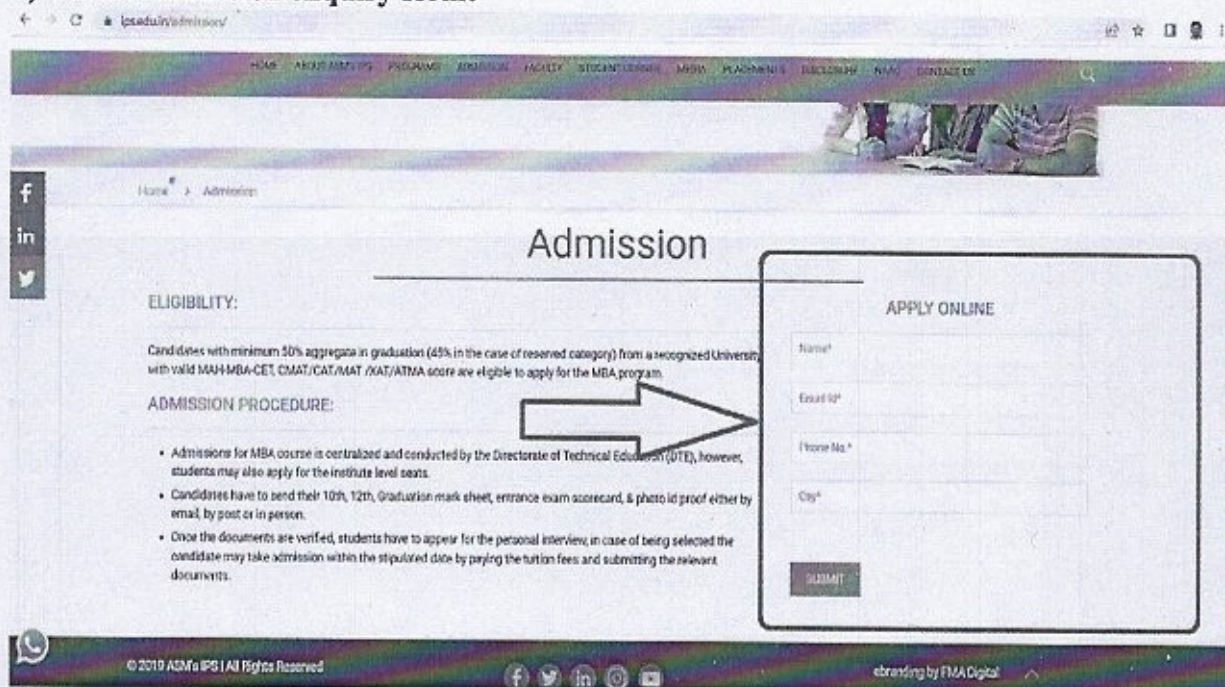
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SCREENSHOTS OF USER INTERFACE:

a) Institute Website:



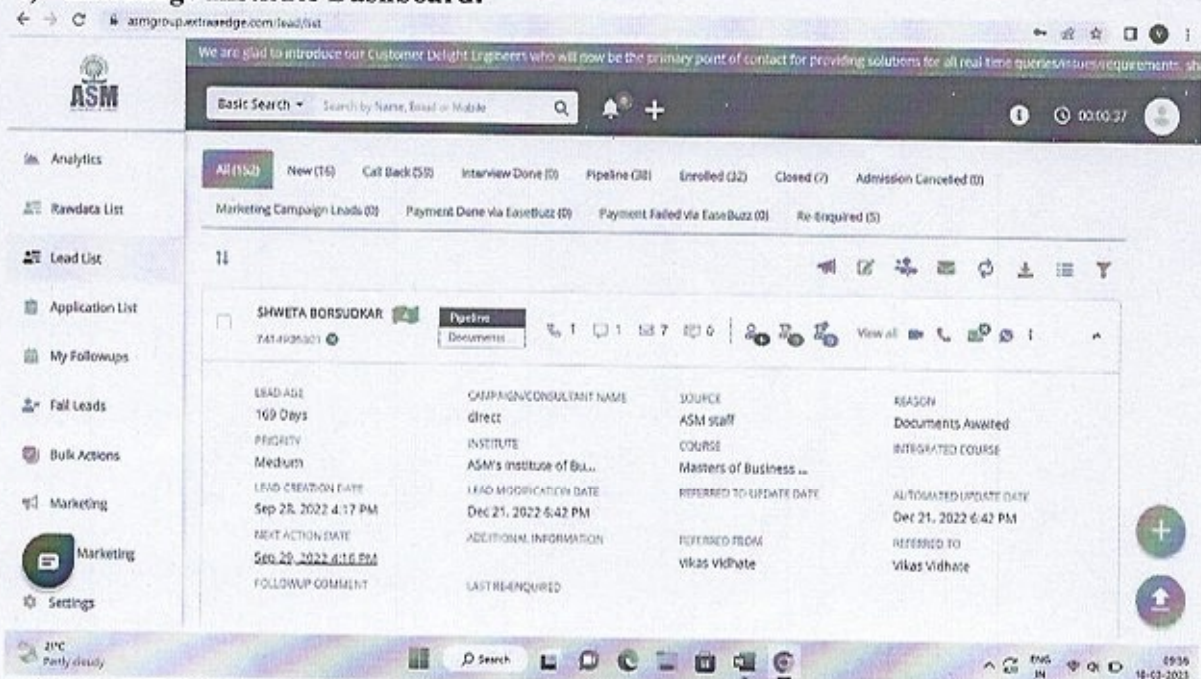
b) Online Admission enquiry form:



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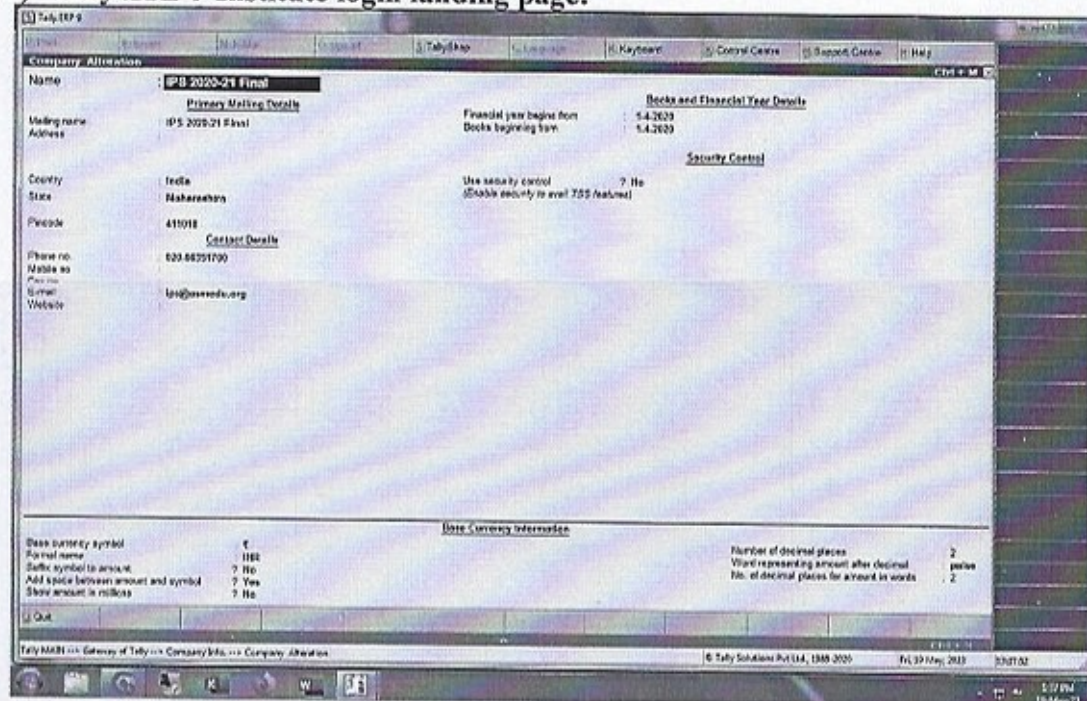
c) Extraedge Institute Dashboard:



The dashboard shows a sidebar with navigation options: 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 a detailed view for 'SHWETA BORSUDKAR' (7414926301) selected. The lead details include:

LEAD-AGE	CAMPAIGN/CONSULTANT NAME	SOURCE	REASON
169 Days	direct	ASM staff	Documents Awaited
PRIORITY	INSTITUTE	COURSE	INTEGRATED COURSE
Medium	ASM's Institute of Bu...	Masters of Business ...	
LEAD CREATION DATE	LEAD MODIFICATION DATE	REFERRED TO-UPDATE DATE	AUTOMATED UPDATE DATE
Sep 28, 2022 4:17 PM	Dec 21, 2022 6:42 PM		Dec 21, 2022 6:42 PM
NEXT ACTION DATE	ADDITIONAL INFORMATION	REFERRED FROM	REFERRED TO
Sep 29, 2022 4:16 PM		Vikas Vidhate	Vikas Vidhate
FOLLOWUP COMMENT	LAST RE-ENQUIRED		

d) Tally ERP 9 Institute login landing page:



The screenshot shows the Tally ERP 9 login page for 'Company Alteration'. The company details are as follows:

Company Alteration		Books and Financial Year Details	
Name	IPS 2020-21 Final	Financial year begins from	5.4.2020
Mailing name	IPS 2020-21 Final	Books beginning from	5.4.2020
Address			
Country	India	Use security control	? No
State	Maharashtra	(Enable security to avail TSS features)	
Pincode	411018		
Phone no.	020 68201790		
Mobile no.			
Email	ips@asm.edu.org		
Website			

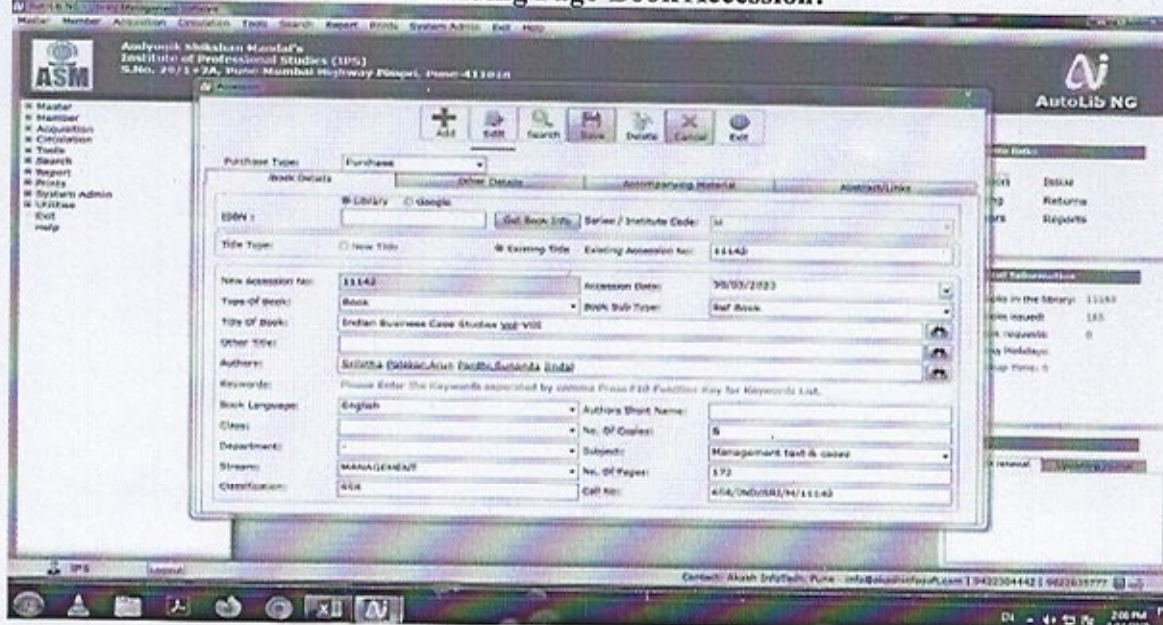
Below the company details, there is a section for 'Date, Currency Information' with the following settings:

Date, Currency Information	
Base currency symbol	₹
Format name	IND
Settle symbol to amount	? No
Add space between amount and symbol	? Yes
Show amount in millions	? No
Number of decimal places	2
Visual representing amount after decimal	2
No. of decimal places for amount in words	2

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e) AutoLib Software Institute Landing Page-Book Accession:



AutoLib NG

Book Accession Form

Library: [Library] **Book Info:** [Book Info] **Series / Institute Code:** [Series / Institute Code]

ISBN: [ISBN] **Accession No.:** [Accession No.] **Accession Date:** [Accession Date]

Title Type: [New Title] **Existing Title:** [Existing Title] **Existing Accession No.:** [Existing Accession No.]

New Accession No.: [New Accession No.] **Accession Date:** [Accession Date]

Type of Book: [Type of Book] **Book Sub Type:** [Book Sub Type]

Title of Book: [Title of Book] **Other Title:** [Other Title]

Author: [Author] **Keywords:** [Keywords]

Book Language: [Book Language] **Class:** [Class] **Department:** [Department] **Stream:** [Stream] **Categorization:** [Categorization]

Author Short Name: [Author Short Name] **No. of Copies:** [No. of Copies] **Subject:** [Subject] **No. of Pages:** [No. of Pages] **Call No.:** [Call No.]

Book Bank Facility: [Book Bank Facility]

f) AutoLib Student Data:



AutoLib NG

Student Data Form

Personal Info:

Member No.: [Member No.] **Member:** [Member] **Member Type:** [Member Type]

Address: [Address] **Local City:** [Local City] **Local Pincode:** [Local Pincode]

Permanent Address: [Permanent Address] **Email:** [Email] **Local Landmark:** [Local Landmark]

Blood Group: [Blood Group] **Gender:** [Gender] **Department:** [Department] **Designation:** [Designation] **Roll No.:** [Roll No.]

Birth Date: [Birth Date] **Student Tel:** [Student Tel] **Parent Tel No.:** [Parent Tel No.]

Caste Category: [Caste Category] **Admission Category:** [Admission Category] **Admission Date:** [Admission Date] **Deposit Amount:** [Deposit Amount]

Remarks: [Remarks] **Book Bank Facility:** [Book Bank Facility]

Office Use Only:

Category: [Category] **Reg Date:** [Reg Date] **Valid Till:** [Valid Till] **Class:** [Class] **Shift:** [Shift] **Active:** [Active] **Valid:** [Valid] **Due:** [Due] **Permitted:** [Permitted]

Issued Books: [Issued Books]

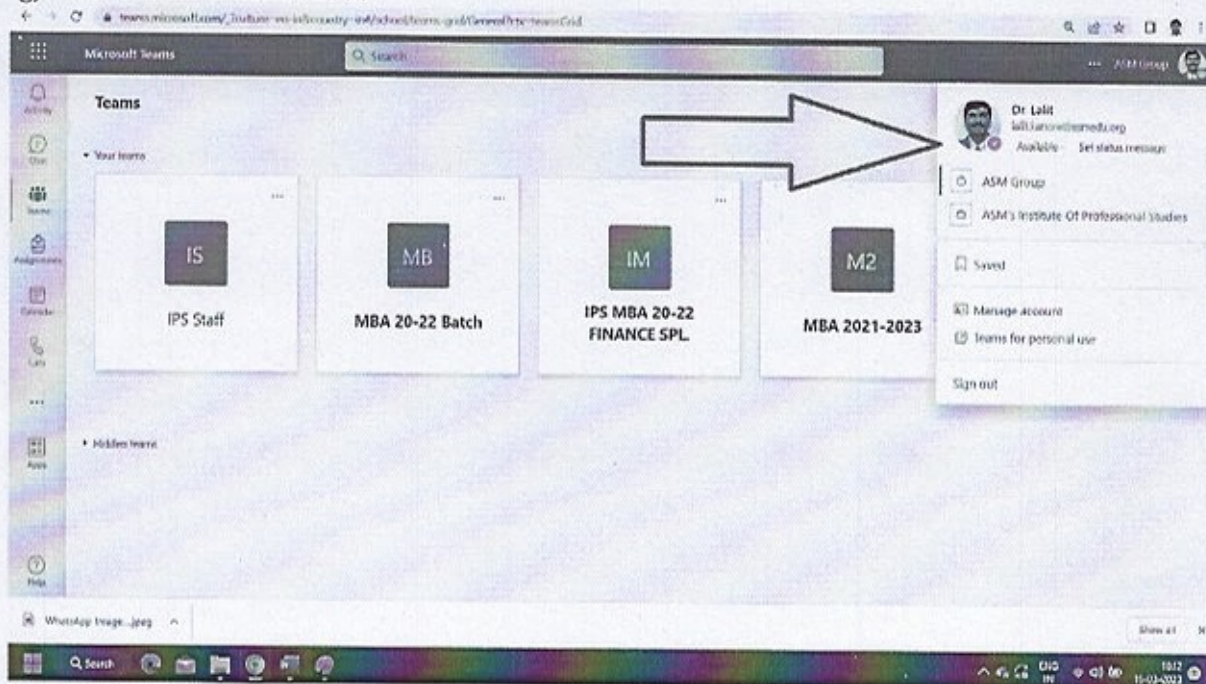
Scanner: [Scanner] **Photo Scan:** [Photo Scan] **Signature Scan:** [Signature Scan]

Buttons: [Buttons]

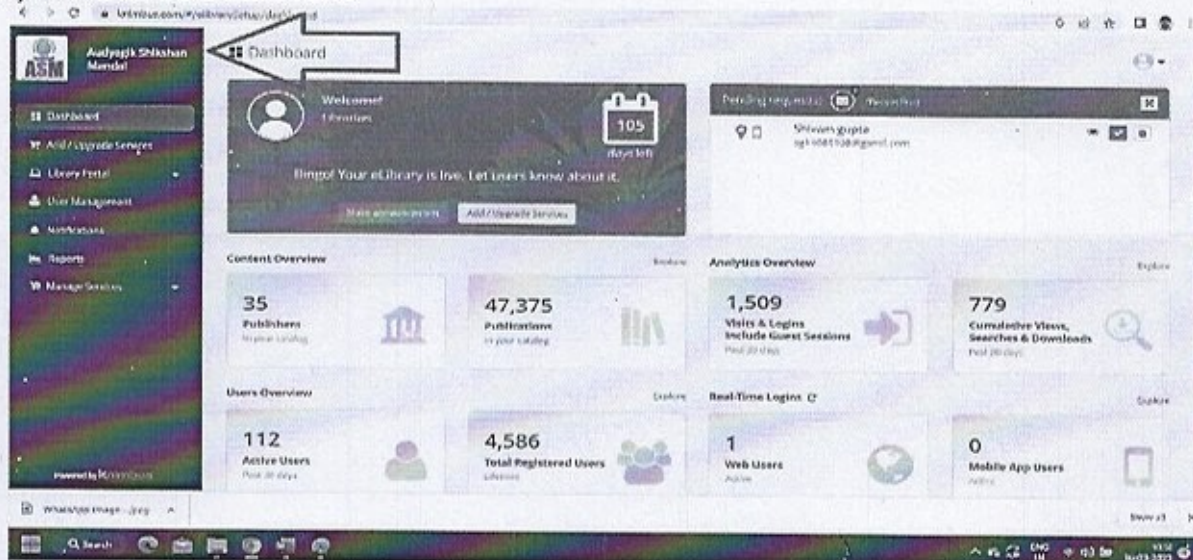
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g) MS Teams Dashboard:



h) KNIMBUS Dashboard:



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