



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



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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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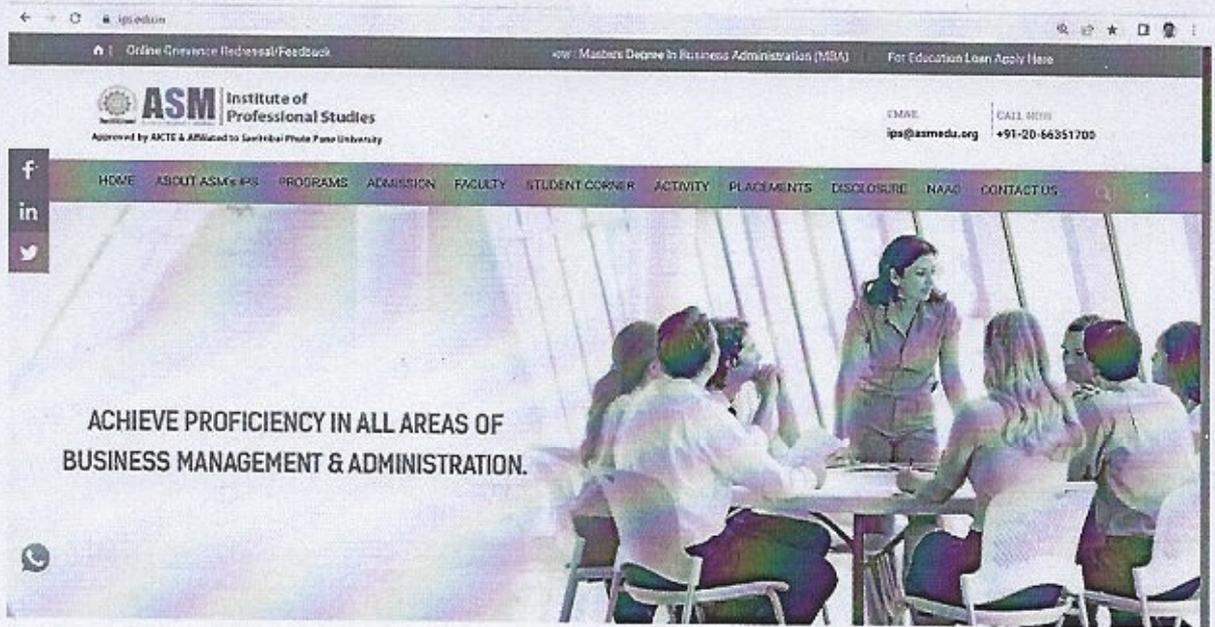
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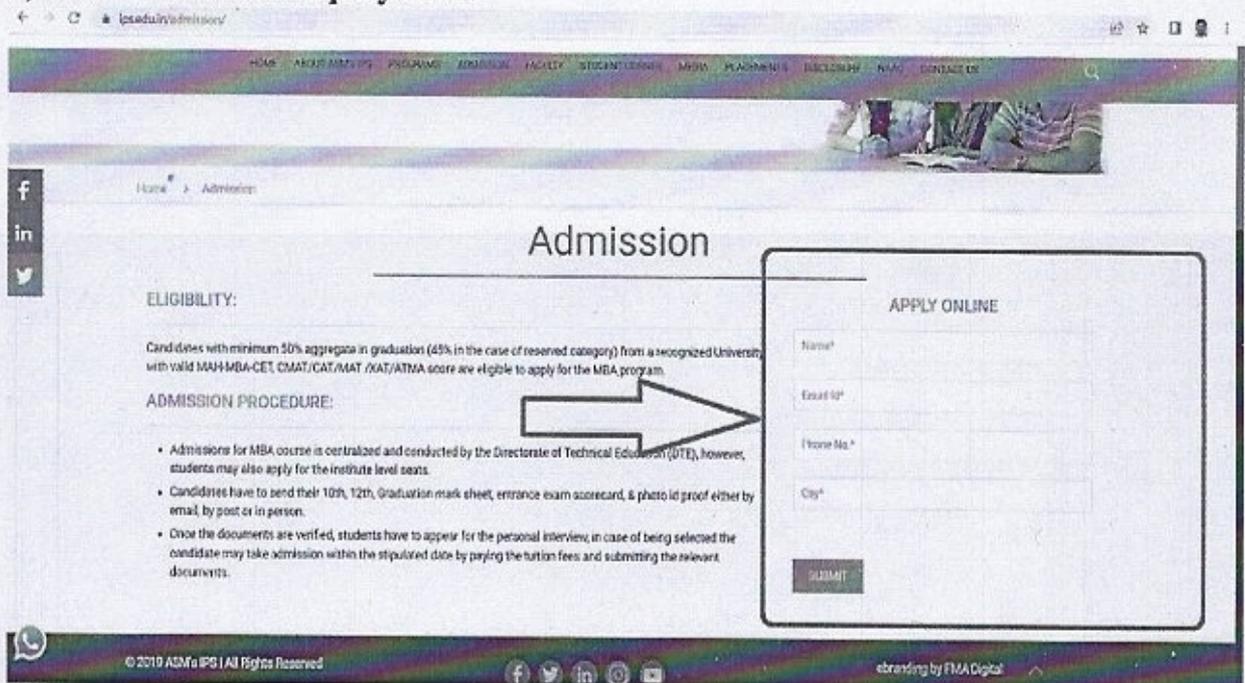
The institute started implementing and using LMS software 'MS Teams' which is an integral part of Microsoft Open value subscription education solution. Institute has assigned license key of 'MS office 365' to every teaching staff member and every student. Since academic year 2020-21 all teaching staff 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.

SCREENSHOTS OF USER INTERFACE:

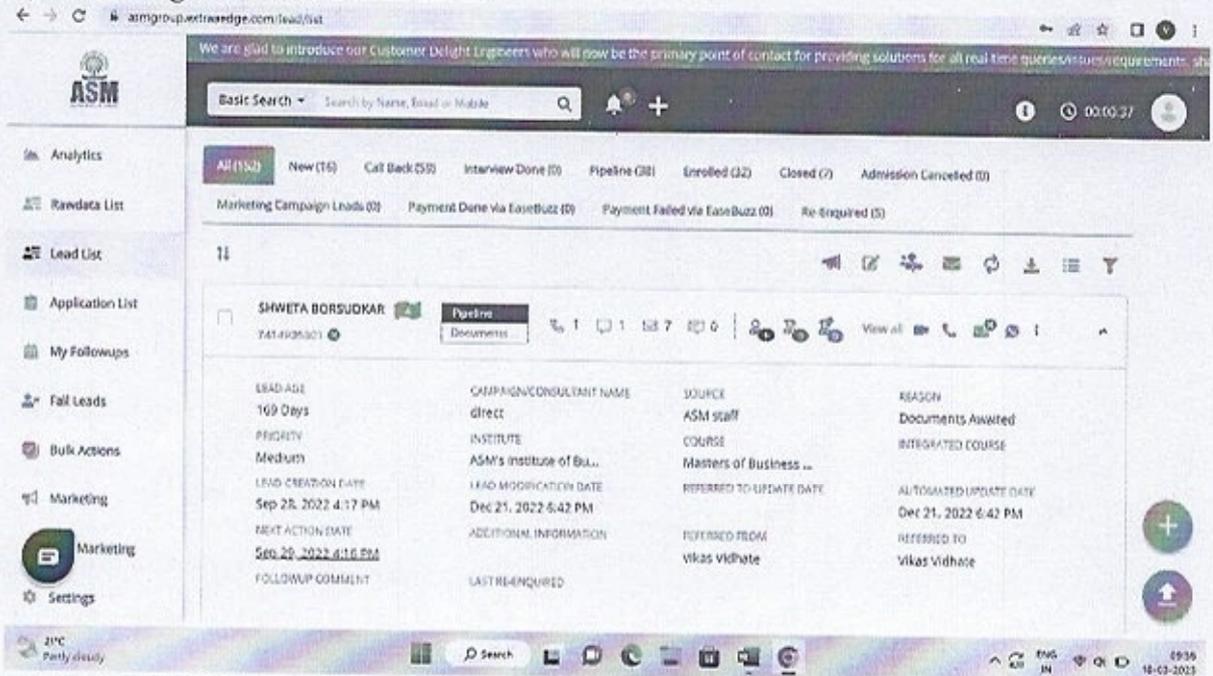
a) Institute Website:



b) Online Admission enquiry form:



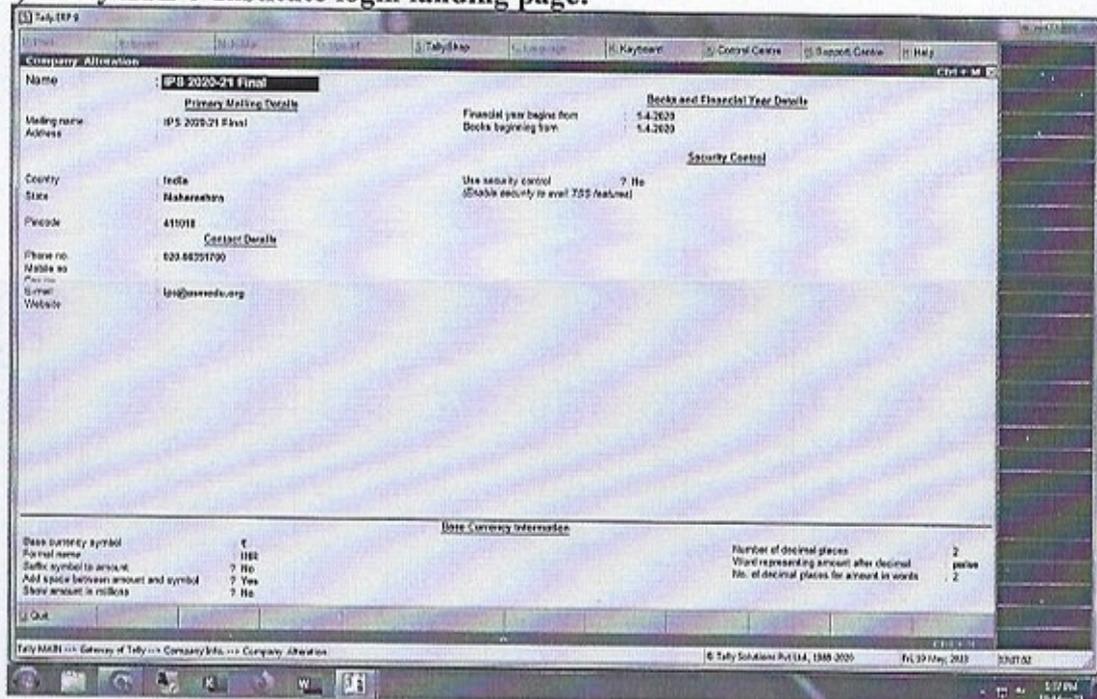
c) Extraedge Institute Dashboard:



The screenshot shows the Extraedge Institute dashboard. At the top, there is a navigation bar with the ASM logo and a search bar. Below the navigation bar, there are several tabs for different stages of the lead pipeline: All (154), New (16), Call Back (55), Interview Done (0), Pipeline (20), Enrolled (32), Closed (7), and Admission Cancelled (0). The main content area displays a lead profile for SHWETA BORSUDKAR (7414926301) with a 'Pipeline' status. The profile includes a table with the following data:

FIELD	VALUE	FIELD	VALUE
LEAD AGE	169 Days	CAMPAGN/CONSULTANT NAME	direct
PRIORITY	Medium	SOURCE	ASM Staff
LEAD CREATION DATE	Sep 28, 2022 4:17 PM	COURSE	Masters of Business ...
NEXT ACTION DATE	Sep 29, 2022 4:16 PM	REFERRED TO UPDATE DATE	Dec 21, 2022 6:42 PM
FOLLOWUP COMMENT		REFERRED TO	Vikas Vidhate

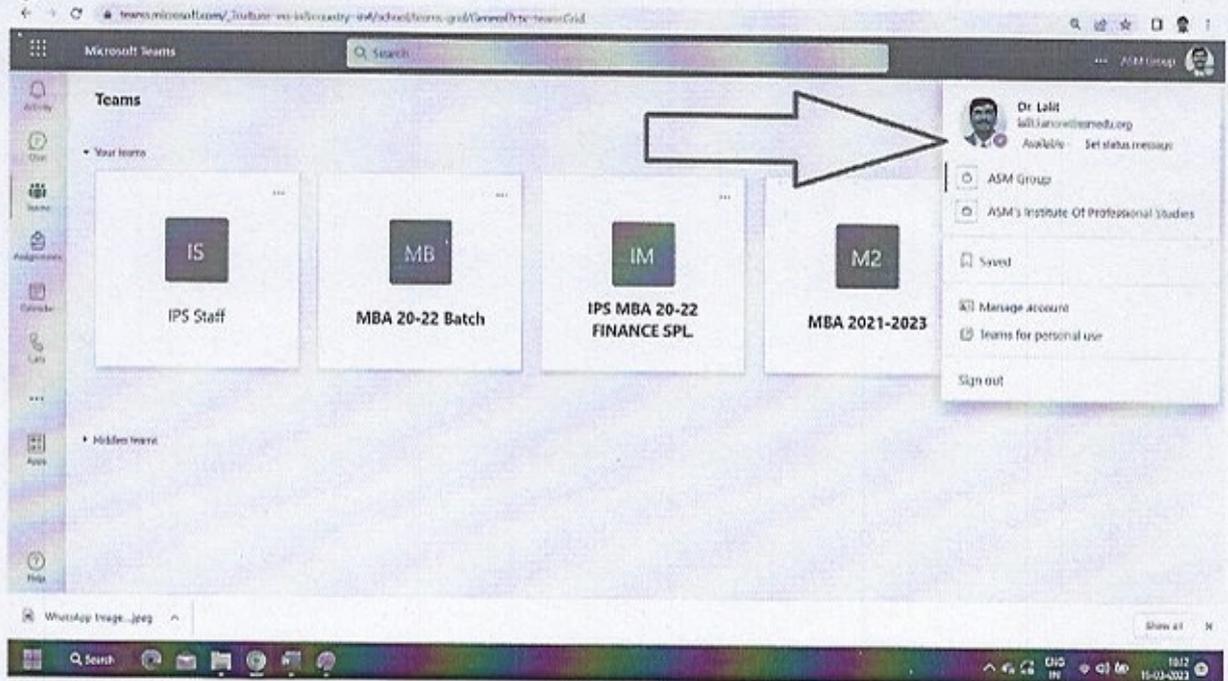
d) Tally ERP 9 Institute login landing page:



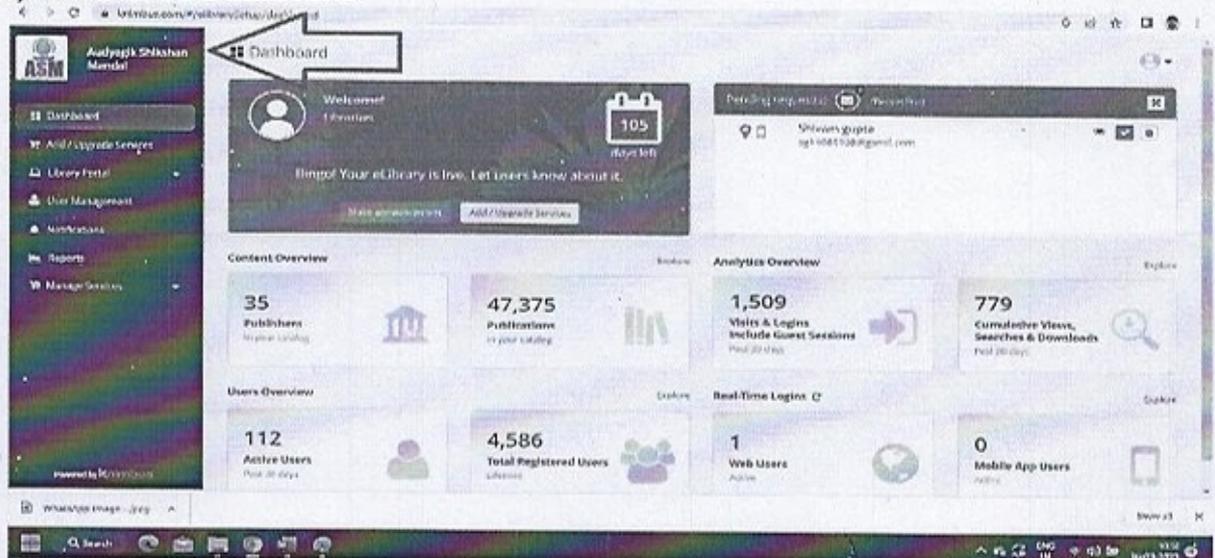
The screenshot shows the Tally ERP 9 login landing page for the company 'IPS 2020-21 Final'. The page displays the following information:

- Name:** IPS 2020-21 Final
- Primary Mailing Details:**
 - Mailing name: IPS 2020-21 Final
 - Address: [Blank]
 - Country: India
 - State: Maharashtra
 - Pincode: 411018
- Books and Financial Year Details:**
 - Financial year begins from: 1.4.2023
 - Books beginning from: 1.4.2023
- Contact Details:**
 - Phone no: 020 68201700
 - Mobile no: [Blank]
 - Email: ip@asmeeed.org
 - Website: [Blank]
- Security Control:**
 - Use auto by control: ? No
 - (Enable security to avail TSS features)
- Base Currency Information:**
 - Base currency symbol: ₹
 - Format name: INR
 - Suffix symbol to amount: ? No
 - Add space between amount and symbol: ? Yes
 - Show amount in red: ? No
 - Number of decimal places: 2
 - Word representing amount after decimal: rupee
 - No. of decimal places for amount in words: 2

g) MS Teams Dashboard:



h) KNIMBUS Dashboard:



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