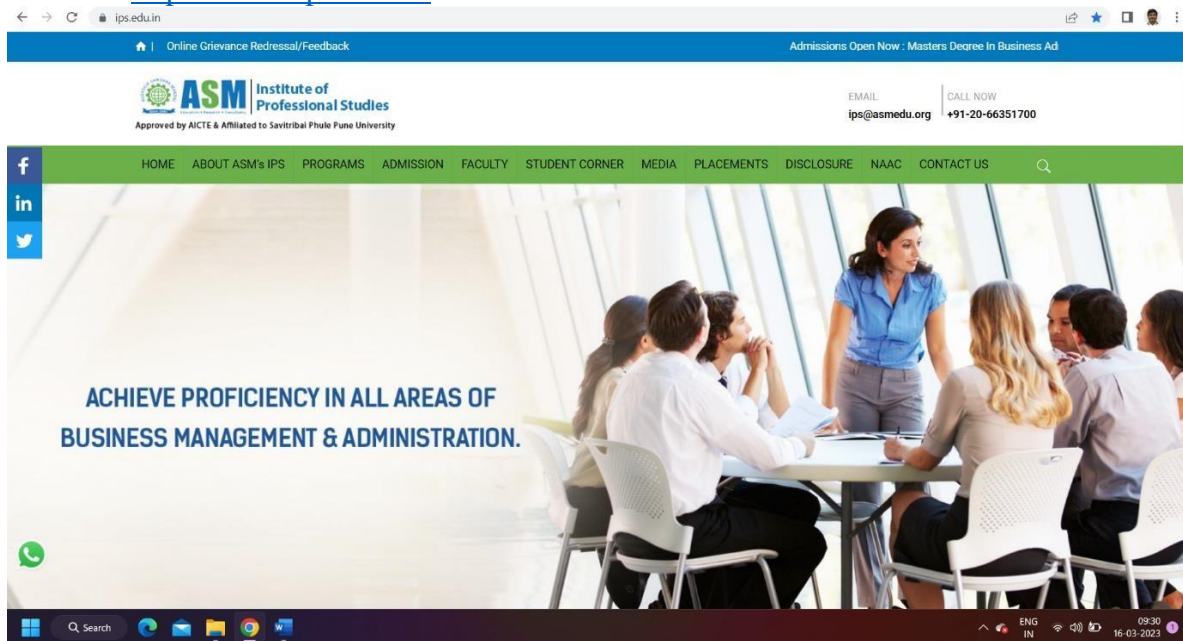


## 6.2.2 Implementation of e-governance in areas of operation

To provide simpler, transparent and efficient system of governance within the institution, ASM's IPS has adopted e-governance in some of the functional areas such as student admission and support, library management, accounts management, internal examinations etc.

Following is the details of e-governance adopted by the Institute for simpler, transparent and efficient governance according to different areas of operation.

- A) **Website:** Institute website is updated on regular basis. Students, teachers, alumni and other stakeholders gets a direct access to vital information about all activities happening in the institute, news, upcoming events, important dates about examination form, scholarship form, eligibility forms, academic calendar, timetables etc. The parent trust appointed third party agency 'Innoserv' to update and maintain institute website on regular basis. The URL of institute website is <https://www.ips.edu.in/>.



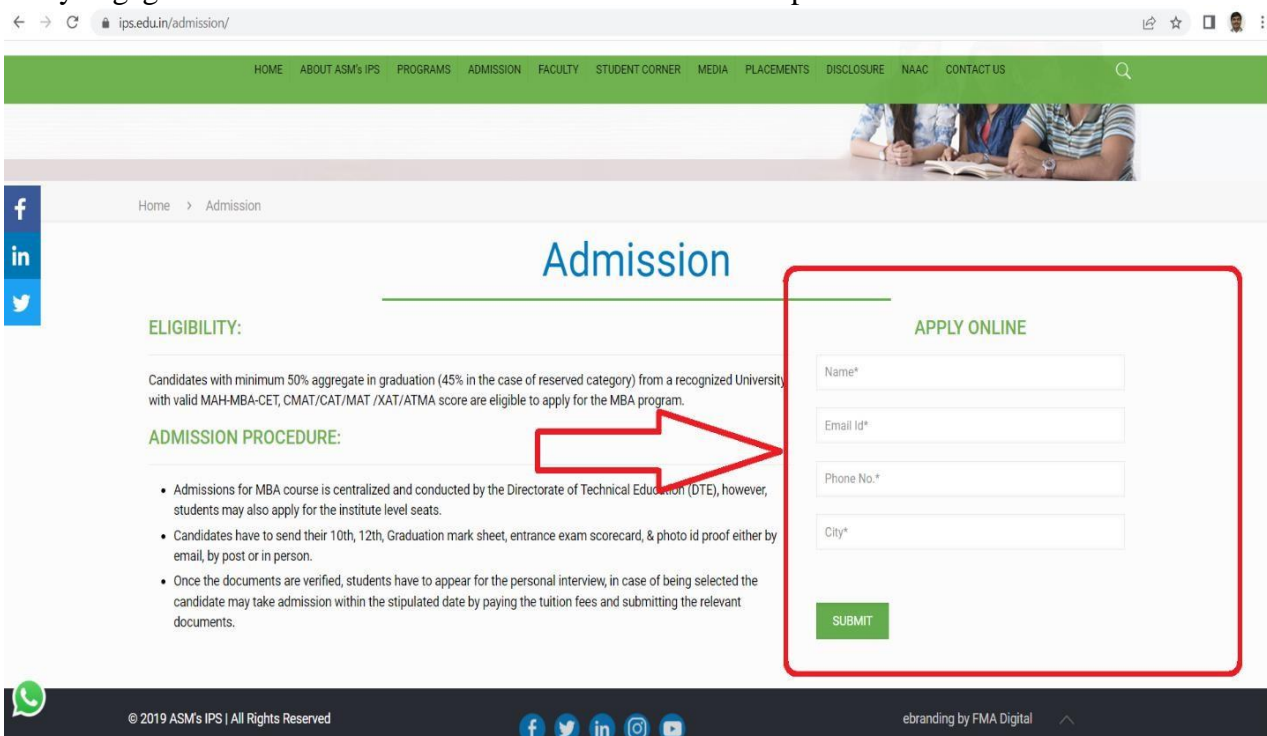
*Homepage of institute website*




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ASM's IPS

**B) General Administration:** Personal computer with 24x7 internet connectivity and all necessary software installed are given each and every administrative staff member. All PC's are connected to institutes LAN and every PC can be accessed through any PC connected to LAN. Each section of administration is also equipped with 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 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.

**C) Student admission and support:** Institute has provided an online platform through which any MBA aspirant can send his enquiry for taking admission for MBA program in the institute. All enquiries generated through the online enquiry form are handled by admission counselors of the institute. Apart from this, institute is also using a third-party online application called 'extra edge' to handle admission enquiries and to track off all activities/information/communication happened during every engagement between admission counselor and MBA aspirant.



*Admission enquiry form on institute website*




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**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

The screenshot shows a web dashboard for 'asmgroup.extraedge.com/lead/list'. The interface includes a navigation sidebar on the left with options like Analytics, Rawdata List, Lead List (selected), Application List, My Followups, Fail Leads, Bulk Actions, Marketing, and Settings. The main content area displays a lead list for 'SHWETA BORSUDKAR' (ID: 7414936301) with a 'Pipeline' status. A table below provides details for this lead:

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		

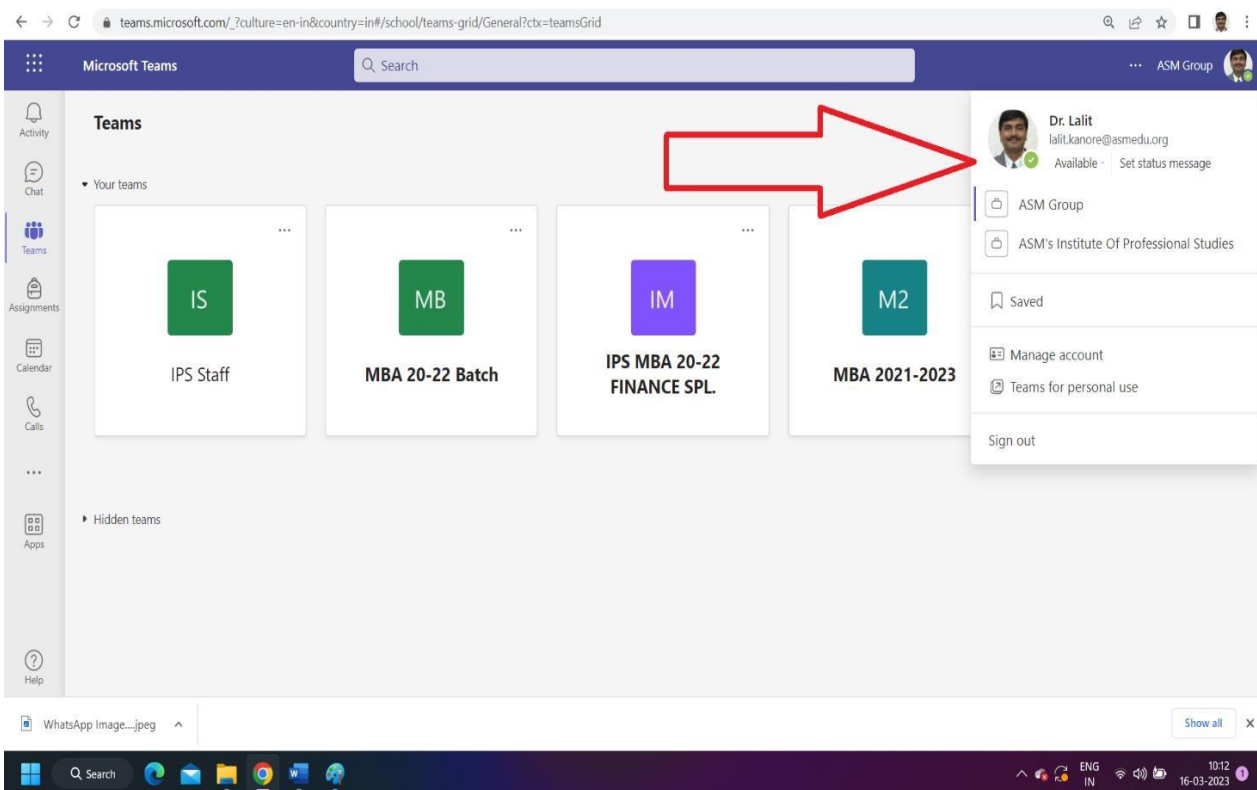
*Extra edge portal-institute dashboard.*



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**D) LMS & Internal Examination:** Institute is using Microsoft MST eamsasits Learning Management System (LMS) to support tradition face-to-face interaction between teacher and student, as well as blended / hybrid and distance learning environment. MS Teams is also used by institute to conduct online MCQ examination, oral examination, written examination, submitting and checking assignments remotely.

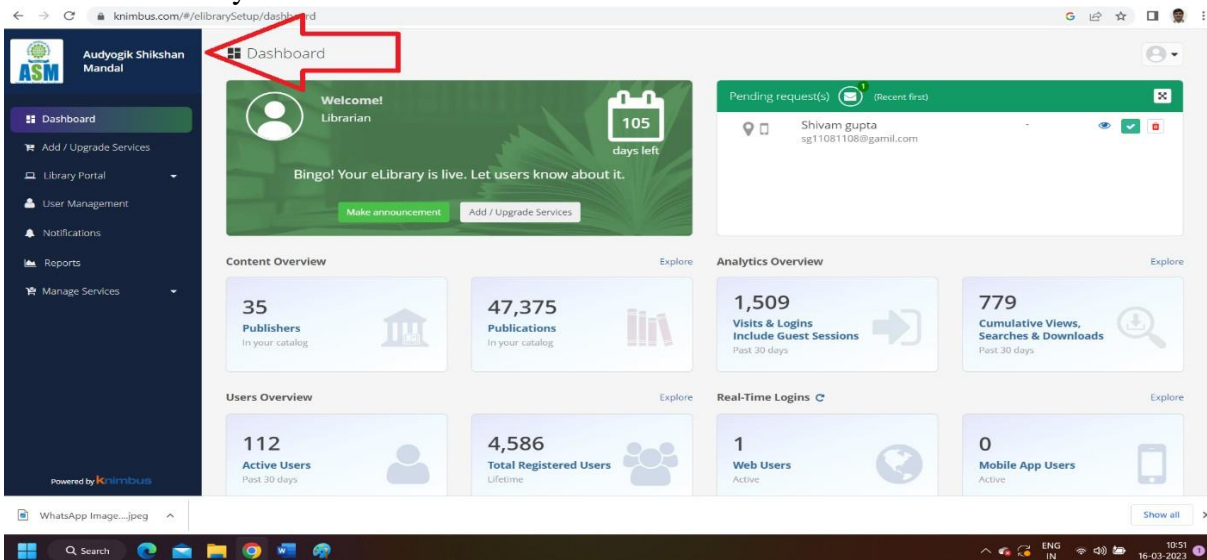


*MS Teams Landing Page-logged in by Dr.Lalit Kanore.(lalit.kanore@asmedu.org)*

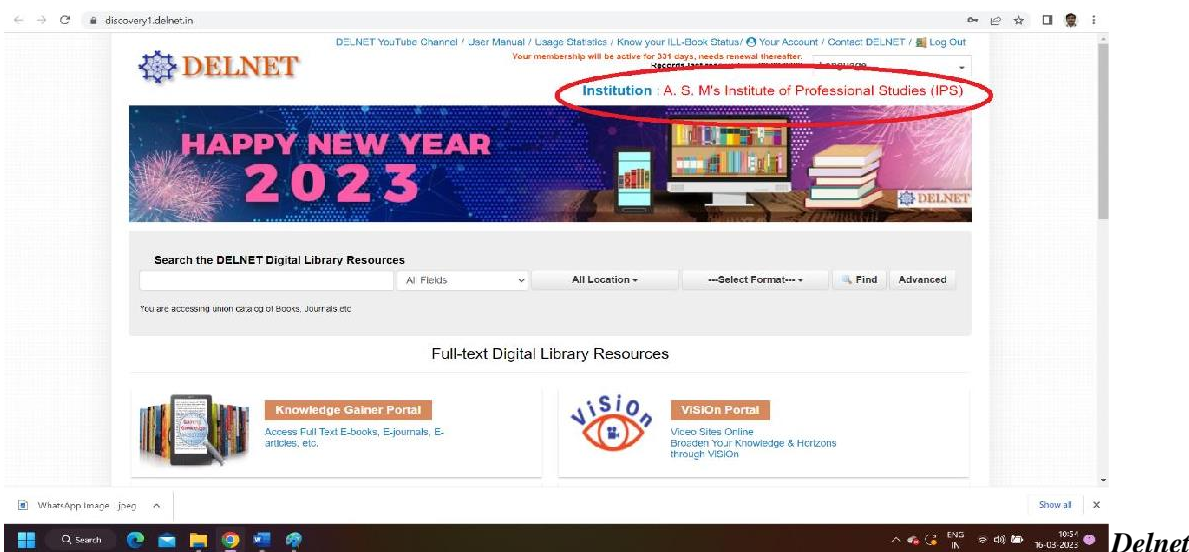


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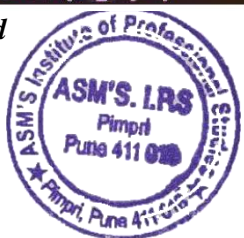
**E) Library Management:** Library at ASM's IPS is partially automated; we are planning to automate our library fully by the end of the academic year 2023-24. Currently ASM's IPS is using Auto Lib software NG-OPAC version. Library is also using Delnet and Knimbus platform to provide remote access of e-contents to the students and staff members of the institute. Institute has also subscribed foreign journals and e-books. Multimedia facility is also provided in the library and students are using this multimedia facility to access e-contents available on World Wide Web.



**Knimbus-Dashboard**



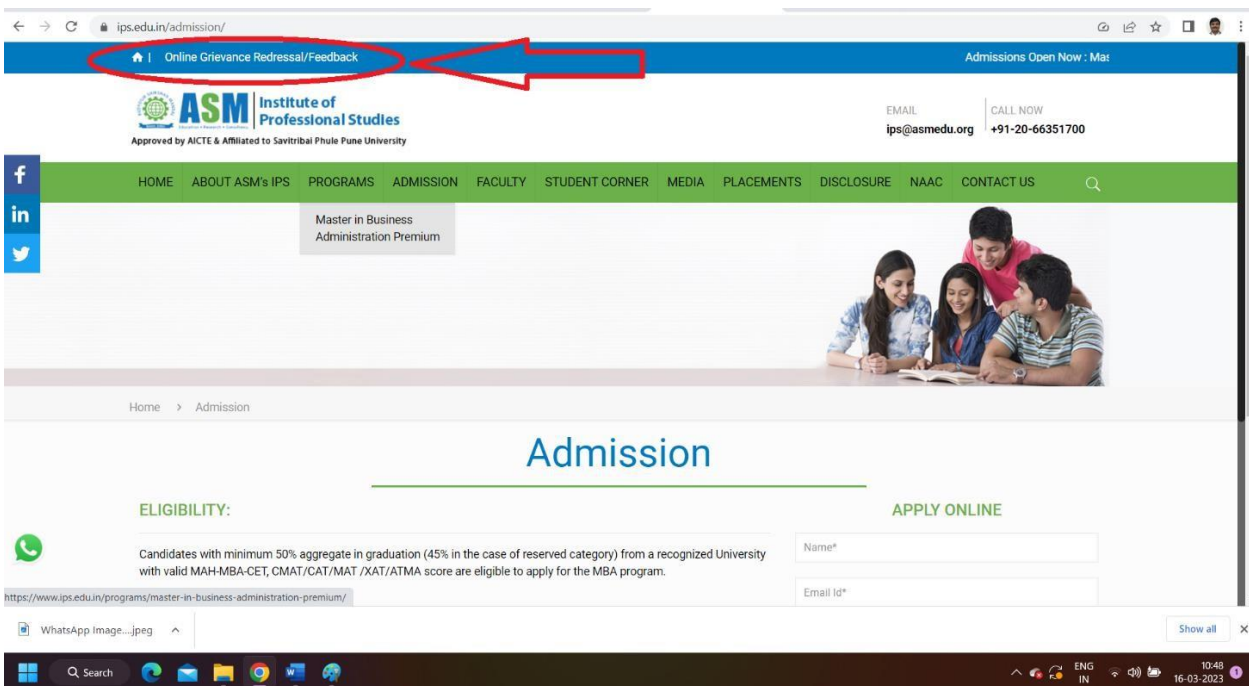
**Dashboard**




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**F) Accounts and Finance:** For the ease of maintaining books of accounts, the institute is using software Tally since 2014 and currently Institute is using upgraded version of tally called 'Tally ERP'.

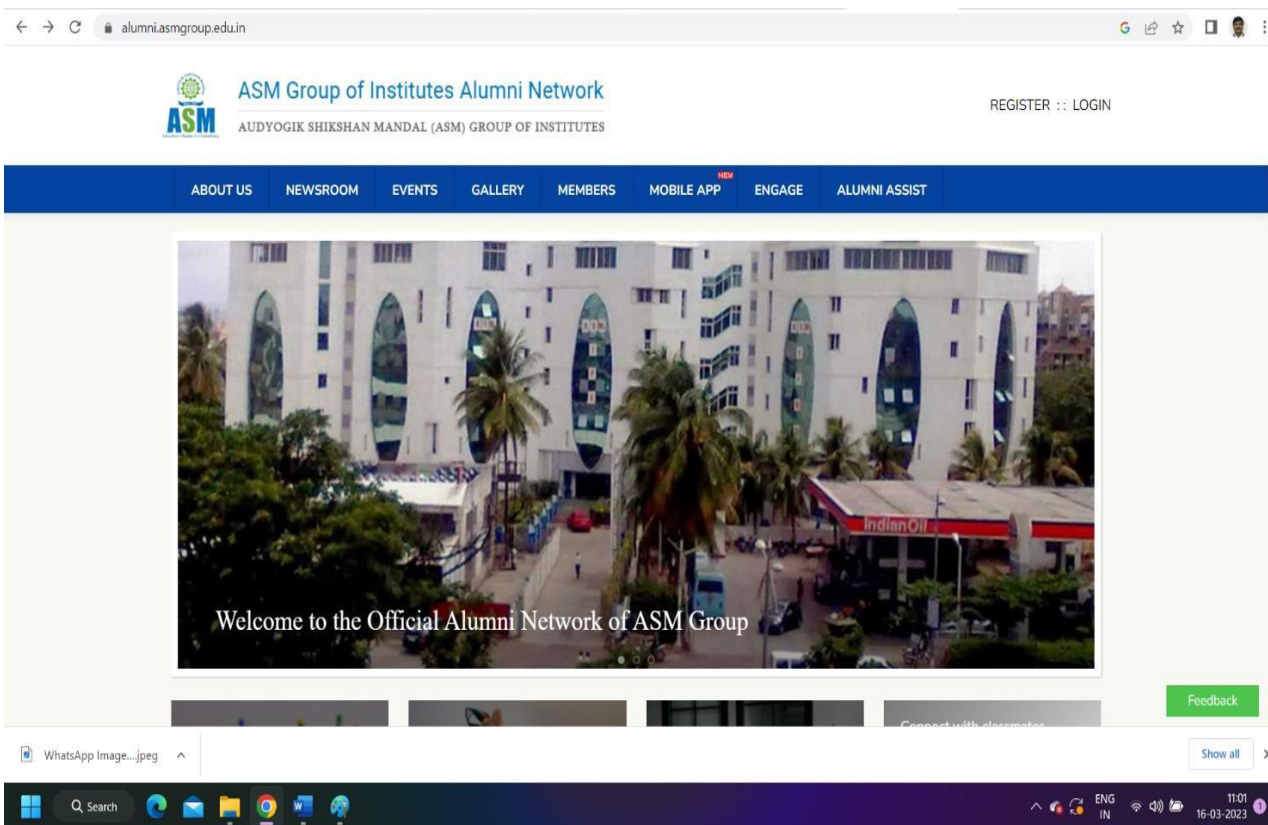
**G) Grievance Redressal:** As per the directives given by State Government, Central Government and AICTE the APEX body in the field of higher and technical education institute have devised online Grievance Redressal mechanism. Link to register grievance is provided at prominent place on the institute website itself. Any aggrieved person can directly register his complaint through the online application form.



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**H) Alumni Engagement:** To leverage the potential of alumni and to improve alumni engagement, institute had developed an online solution for building alumni network. or should hire services of third party online applications that will help in building alumni network.



*ASM Group of Institute Alumni Network homepage-URL <https://alumni.asmgroup.edu.in/>*



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