Param Pujya Dr. Babasaheb Ambedkar Smarak Samiti's

Dr. Ambedkar Institute of Management Studies & Research

Deeksha Bhoomi, Nagpur - 440010 (Maharashtra State) INDIA
An Institute recognised under section 2(f) and 12B
MBA Programme Accredited by NBA from 2019-20 to 2021-22
Accredited by NAAC with Grade 'A'

DAIMSR
VALUES I COMMITMENT I EXCELLENCE

2016

E-Governance Policy

The policy is divided into various areas of operation. These areas of operation are the governing body reserves the right to implement E-Governance even in the areas not enlisted herewith.
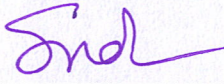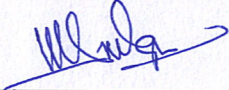
Objectives

1. To implement E-governance in various areas of operations of the Institution.

2. To promote accountability and transparency in administration, governing and admission process.

3. To reduce the use of paper work in administration of the institution.

4. To Increase efficiency of faculties, administrative staff and students in the operations by availing easy access to information.

Implementation of e-governance in areas of operation

1. **Administration-** Governance of inventory and purchase related activities, maintenance of library records, records of teaching and non-teaching staff, workflow management system is used for day to day functioning, students related activities such as details of programs courses run by the institution should be done through ERP software.

2. **Finance and Accounts** –ERP software should be for keeping records of financial transaction with vendors, bank, and various other institutions. processing and generating employee salary, generating financial statements and tracking the financial transactions.

3. **Student Admission and Support** – ERP software should be used for student admission and enrollment to the UG, PG and PhD. Programme, program fees collection and receipt generation, maintaining students' personal records, generation of college leaving certificate. RTMNU portal should be used for updating records of admission and examination, MahaDBT portal should be used for Scholarship process.

4. **Examination-** COPO mapping sheets should be designed for measuring the outcomes of course and programme. LMS system using google class rooms for content sharing, assignments and examination should be used. Swayam NPTEL is should be used as a value added courses for students. As per the directions of the University, it is mandatory to use RTMNU portal for handling examinations. Filling examination forms, obtaining hall

tickets, evaluation forms, photocopy forms, receiving of examination papers, uploading of marks everything has to be done in an online manner.

Approved by:

NAME	SIGNATURE	DATE
Dr. Sudhir Fulzele, (Director)		18-Jul-2016
Dr. Mujahid Siddiqui (IQAC - Coordinator)		18-Jul-2016

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