



**SHRI KHANDERAI PRATISHTHAN'S
DNYANSAGAR INSTITUTE OF MANAGEMENT & RESEARCH**

(Approved by AICTE, New Delhi, Recognized By Govt. of Maharashtra, Affiliated to S. P. Pune University)
(AISHE Code : C - 41293, PUN Code - IMMP014030)



**Annual e-governance Report Approved by the Governing Body
For the Year 2022-2023**

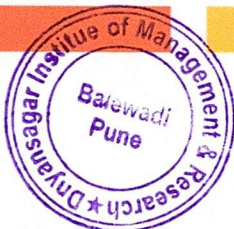
DIMR has implemented e-governance for effective functioning in various areas of operations at the institute. The institute ensures that proper and current updates are done regularly and on time. The report reflects the significant progress and achievements in leveraging technology to enhance administration, finance and accounts, student admission and support, and examination system. The report provides an overview of the institute's e-governance initiatives and highlights the positive impact experienced by the institute.

1. Administration :

The institute adopted an efficient e-governance system that transforms administrative processes. The institute has streamlined various institutional tasks online, enhancing accessibility, transparency, and effectiveness. The online administrative system enables unified communication, document management, and decision-making among faculty members, non-teaching staff, and students. By taking advantage of advanced digital tools, the institute aims to provide a robust administrative infrastructure that supports the smooth functioning of the institute and fosters an environment conducive to learning and innovation. The ICT-based tasks carried out online can be mentioned as :

- Efficient use of communication tools such as e-mail systems and online messaging platforms for efficient communication among staff, faculty, and students.
- Wi-Fi-enabled campus.
- Biometric attendance system.
- Maintenance and updating of information on its web page.
- The Institute campus is secured under CCTV surveillance
- Cashless transactions and payments.
- Institute website management.

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2. Finance and Accounts:

At DIMR, we have digitized financial processes, ensuring accuracy, accessibility, and accountability. The online fee payment system lets students conveniently pay their admission and other fees. The institute aims to provide a robust financial framework that supports the institute's objectives. The activities include as follows:

- Online fee payment option for students
- Most of the payments including salaries to staff members and disbursement of expenses occurred in various events.
- Payments to vendors
- Efficient use of Tally ERP software for properly functioning the accounts department.


3. Student admission and support:

The admissions are conducted online through the web portal of CET Cell, Government of Maharashtra. Through the online application and admission process, prospective students can apply for admission, submit necessary documents, and track the status of their application. The following advantages can be outlined in this regard.

- Online admission application system
- Disclosure of admission rules schedules on the website.
- Verification of documents, payments of fees, and other admission formalities
- Submission of required documents and tracking the status of their applications
- Online student registration and enrolling system.
- Wi-Fi-enabled campus and availability of internet resources library.
- The library has Granthalaya version 3.0 and Normal OPAC.
- The library has a membership of NDL. Membership of Shodhsindhu. E-journals and annual subscriptions paid to various e-journals such as EBSCO and Delnet
- The computer lab has licensed software viz Windows, MS Office, Quick heal for antivirus.

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4. Examination System

As per the directions of SPPU, the affiliating University, examination aspects are managed through the online system. Filling out examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving examination papers, uploading marks, etc. Confidentiality needs to be maintained while handling examinations and work needs to be done with utmost care and caution. The institute examination officer supervises the entire process of examination under the guidance of the Director of the Institute.

The examination system DIMR has undergone a significant transformation with the e-governance system. Following are the key highlights.

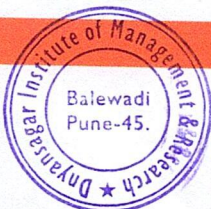
- Students access the institute website and also notice what is posted in the respective groups of students.
- Filling out examination forms, payment of requisite exam fees, and issuing admit cards are done electronically.
- Comprehensive concurrent marks are entered directly on SPPU's exam portal using faculty login.
- Students are appraised regarding the examination rules and regulations via the notices posted in the group of students.
- Results are displayed.

The details of IT Infrastructure to support the implementation of e-governance are given Below:

IT Infrastructure

DIMR has state-of-the-art IT infrastructure which is being continuously upgraded according to the advancement in technology and demands of the teaching-learning process. To strengthen the IT infrastructure, the institute has been providing high-end computers, high-speed internet bandwidth, IP CCTV, licensed & open source software, Wi-Fi facility, Backup facility, Network Plan, Internet Switches, and a Thumb-based attendance system.

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Internet Bandwidth and Wi-Fi Facility

The Institute provides internet access in classrooms, computer labs, faculty offices, and administrative spaces, accessible to all stakeholders. The broadband speed reaches up to 200Mbps, supported by ample Wi-Fi access points with password protection for secure connectivity.

Internet Up gradation Timeline:

Institutes always review the current needs and accordingly, internet bandwidth is upgraded from time to time. In 2021, the internet speed was up to 50 Mbps, then upgraded to a 100 Mbps leased line from Tata Communication Ltd. in 2022, and further enhanced to 200 Mbps in 2024.

Networking Peripherals:

DIMR has a total of 15 managed & unmanaged switches networking switches provided by DLINK supporting a speed of 1 GBPS with a 05-CCTV DVR rack.

Therefore annual e-governance highlights the successful implementation of technology driven solutions in various institutional tasks.

The above E-governance Report is submitted to the Governing Body and it has been accepted.

Dr Sajid Alvi – Director DIMR

Honourable Shri. Ganpatrao Balwadkar.

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E-Governance Policy



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E Governance Policy for the Year 2022-23

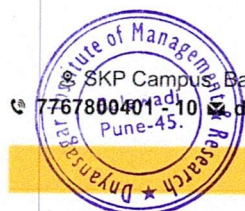
Objectives of Policy

1. To ensure implementation of E- Governance at various levels of functioning.
2. To ensure simplicity and responsibility for efficient functioning.
3. To provide an easy access to various type of information.

Policy-

To provide a simpler and efficient system of governance within the various functional levels of the institute. E Governance will be adopted. E-governance to be implemented for effective functioning in following areas. The Institute to ensure the periodic and current updates are done on a regular and timely basis.

1. **Accounts Department** - Tally software. Appropriate Training to the Accounts is provided and updating of the existing software be done on a timely basis.
2. **Library** - e Granthalaya 3.0 comprising modules such a cataloging, circulation etc. generates statistical reports, barcodes.
3. **Normal OPAC** - To search library catalogs to help search library books.
4. **E Journals** - Subscription to various e-journals be done on annual basis such as EBSCO and Delnet.
5. Internet Facility with 100mbps is available in the Institute.
6. **CCTV** - Surveillance - entire campus is secured by CCTV surveillance.
7. **ERP** - System is also implemented for academic and administration.
8. Website of the Institute is updated on regular basis.
9. **Student Admission:** The admissions are conducted online through the web portal of state CET cell Government of Maharashtra for MBA.




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10. Fees collection or payments to vendors- Facility is provided to make through online payment mode.

11. Examination: Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks is done online through University website.

Dr. Sajid Alvi

Director

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