



B. P. H. E. Society's

# INSTITUTE OF MANAGEMENT STUDIES (CAREER DEVELOPMENT & RESEARCH)

(Affiliated to the Savitribai Phule Pune University & Approved by AICTE)

'Best Institute Award' by S. P. Pune University

NAAC Re-accredited Grade A+ Institute



AISHE Code  
C - 41365

Dr. M. B. Mehta  
Director

## Annual E – Governance Report

(For AY 2022 – 23)


e – Governance implementation has allowed the Institute to ensure transparent, smooth, and errorless and real time functioning of all processes related to all stakeholders. The positive response to this effort from all the stakeholders had strengthened the prospects of e – Governance in different areas of operations.

- e – Governance meeting was conducted and different aspects of implementation and maintenance of the system were discussed.
- Proper functioning of various elements of e – governance was discussed.
- Following points were observed –
- All the Teaching, Non-Teaching staff are using official email ID, Official WhatsApp group made by the Institute.
- Minutes of Meeting of various meetings, reports, Code of conduct, Policy Document, Photographs etc are available on Institutional website.
- The IMS Learning Resource Centre (Library) is fully digitized. Major online digital repositories like NDLI are available.



- Dedicated WhatsApp groups are created Course-wise and year-wise. Official and Administrative communication is done through these official groups.
- New ERP system for Admission, Accounts, and Administration was implemented in the month of June 2022.
- Administration department, Finance & Accounts, Students Admission & support modules are available on the purchased ERP system which is available at <https://ims.akronsystems.com/>
- The ERP system also has a Teacher, Library, LMS, Leave management, Examination modules. These modules are purchased and are under the process of implementation. Step by step IMS intends to go paperless.
- The important departments and activities like Administration department, Finance & Accounts, Students Admission & support, Examination system (Internal & University) are digitized.
- E mails, WhatsApp messages are communicated to the students in real time for important and urgent activities.



  
(Dr. M. B. Mehta)

Director  
**DIRECTOR**  
Institute of Management Studies  
Career Development and Research  
AHMEDNAGAR



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**TRUE EXTRACT OF MINUTES OF BOARD OF CONTROL OF IMSCD&R HELD ON**

**7<sup>th</sup> November 2022**

**MINUTES**

The meeting of the Board of Control of IMSCDR was held on 7<sup>th</sup> November 2022 at 11.15 a.m. at Y.M.C.A., Pune.

**Agenda point No. 5 : Any other matter with the permission of the Chair**

**1. Installation of ERP by Akron Systems Pvt. Ltd., Kolhapur**

Director informed the Board about the installation & progress of the ERP recently purchased by the Institute. Members appreciated the progress. The Secretary enquired about the possibility of linking the online payment in the ERP. Director agreed to look into this.

  
(Dr. M.B. Mehta)  
Director



**Policy 6: E – GOVERNANCE POLICY**

- E-governance is implemented at various levels in order to provide faster, smoother, simpler and efficient system of governance within the institution.
- The institute subscribes to e-governance in administrative matters, finance and accounts, library and examination related processes.
- The website of the Institute is functioning in full capacity. The homepage of institutional website is - <https://www.imsedr.ac.in/>
- The Institute staffs including administration, faculty, support staff and students are electronically connected for instant disposal and receipt of messages, notices etc.
- This is achieved by using popular workspace application (G - suite), messaging applications (WhatsApp, Telegram) and cloud based video communication applications (Zoom, Google meet) etc.
- Staff punctuality and students attendance is ensured by electronic attendance (biometric) which is secure from tampering.
- All administrative activities are efficiently performed online.
- The applications, reports submissions, statutory compliances in regard to various governing bodies at state and national level are done successfully using online systems.
- Admission process, fees installment payment is made convenient and hassle-free with the help of the Institute e website.
- The students can fill online Admission from the website.
- The accounts of the Institute are maintained with help of the accounting software Tally.

- Payments to employees, vendors, governing bodies etc. are done online through online portals.
- The ERP system adjusted supports the e – Governance of the Institute.
- The system administrator is appointed to handle the technical issues (software, hardware, networking, installations etc) related to digitalized operations of the Institute.
- The library is computerized and operated using Library Management System.
- Students can search the locations of the books from the computers.
- E-learning and e Resources facilities like N-List, e-journals and periodicals are made available in the Library.