

## Annual E- Governance Report

International Institute of Management (IIMS) has implemented e- governance for sharing information and managing human resources. E-governance is the use of information and communication technology (ICT) to provide user services, to improve efficiency and effectiveness. The purpose of e-governance is being transparency and efficiency in the working. E-administration uses ICT for information process and decision making by the Governing body, head of the institution, IQAC and different committees formed to decentralize the administration. E service provides various service facilities. Most of the staff and students use smart phones to utilize the benefits of modern-day technologies available in the field of higher education. A dedicated WhatsApp Group was created at institution level and in each academic department for sharing orders, information, direction and discussion on a common platform. The necessary budgetary allotments for implementation of various government schemes and digital awareness are provided by the institute and proper utilization is ensured with utmost transparency within time limits.

Application of e-governance in different fields are given below

### 1. ADMINISTRATION

The institute administration step ahead in the direction of paperless administration and almost all communication with higher authorities is realized online through email. The E-governance program can be outline as

- The Administration communicates with Governing Body members as well as the teaching and non-teaching staff through email
- Fully automated, wireless office with 24x7 internet facility
- All important administrative information including notices is regularly published on the website.
- The college campus is equipped with CCTV Cameras installed at various places of need.
- ICT has been introduced in Administrative work.
- WhatsApp Group helps to provide brief notices of any event to be happening at institute and awareness of the smooth functioning of the same.
- The Biometric system is used for maintaining attendance record of teaching and non-teaching staff. The fingerprint of every teaching and non staff is recorded in the system for recognition during entry and exit time every day.
- Management of E-resources in the library.
- Cashless Transaction and payment.
- Management of institute website ( [www.iims.ac.in](http://www.iims.ac.in))
- Payment to stakeholders through net banking.
- International Institute of management science uses the Savitribai Phule Pune University webmail portal. SPPU provides a separate username to IIMS which logins the college can view the different circulars, notices, QIP Program announced by the university, updated news, and university examination circulars, etc.
- SPPU also provides separate BCUD login for all faculty members through that login faculty can edit and view the teacher profile, examination circular Planning & Development, PhD tracing, Affiliation, and Finance related details can view and download. From the Teacher, login fill in the internal and external practical oral marks filling.
- Student Admission and Support
- Central Admission process – CAP
- Our college is facilitation center for Central Admission process
- All this process is online for registration to allotment of Institute
- Examination forms filled out for university are online.
- Examination fee paid online mode.

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Yashaswi Education Society's

**INTERNATIONAL INSTITUTE OF MANAGEMENT SCIENCE**

**An ISO 9001 Certified Institute**

(Approved by AICTE Ministry of HRD Govt. of India, Recognised by Govt. of Maharashtra and Affiliated to Savitribai Phule Pune University)

Reg No. Maha. : 417/2007/Pune

Campus. : IIMS Bldg, S. No. 169/1/A, Opp. Elpro International, Chinchwad, Pune - 411033. Ph.: (020) 27353730/32/33/34, Fax : (020) 27354731  
Website. : www.iims.ac.in E-mail : info@iims.ac.in

## 2. FINANCE & ACCOUNT :

All kind of payment transaction has become cashless. Payment to stakeholder is paid online through NEFT/RTGS and in some cases by Cheque payment.

- Online payment of examinations and admission fees
- The accounts of the institution are maintained through the SAP.
- The budget sanctioned to the institute is discussed with the committee. Budgets for each department at the beginning of the academic year also form part of the discussions.
- All the accounts are being maintained nationalized banks with maintenance of paper ledger.

## 3. STUDENTS ADMISSION AND SUPPORT

The IIMS institute follows the admission process through Centralized Admission Process (CAP) of Directorate of Technical Education (DTE), Maharashtra.

- MBA /MCA admission process is done through DTE, and IIMS provides support for CET form filling and uploading the documents on the DTE web portal.
- All the information regarding academics, administration, students' welfare and fee structure is provided in the Information Brochure which is published every year by DTE and the institute. For the management quota seats, the seats are allotted purely on merit basis to the students based on their ranking.
- To enrich the library by procuring leading national/international print and journals, eBooks. Guiding in budget allocation, policy decisions, forming rules and regulations, and controlling its implementation
- Digital Library provides online access through DELNET
- NPTEL, a Spoken tutorial from IIT, Bombay is used for self-learning in addition to classroom teaching.
- Use of Web-based Online Courses In addition to classroom teaching, students are encouraged to apply for web-based online courses like NPTEL, SWAYAM which gives them a platform to choose the courses of their interest and earn credits

## 4. EXAMINATION

As the institute is affiliated to Savitribai Phule University, Pune, the examination is conducted by SPPU PUNE. The schedule is given by the University. As per the schedule given by SPPU for examination, IIMS provides support to students filling out the online examination form on the SPPU portal. SPPU exam department sends the papers to the college director's login after downloading the paper, taking the printout, and a physical examination is carried out in the institute, hard copy of the answer sheet is submitted to the CAP center. IIMS conducts Multiple choice questions (MCQ) tests conducted through an online Microsoft Team.

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Dr Shivaji Mundhe  
Director, IIMS

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## MINUTES OF MEETING OF GOVERNING BODY: AY 2022-23

**Name of Association:** International Institute of Management Science Governing Body

**Type of Meeting:** Annual General Meeting

**Date:** 02<sup>nd</sup> April, 2022

**Time:** 10:00 AM-4:30 PM

**Venue:** S.No. 169, 1/A, Chinchwad - Akurdi Link Rd, opposite Elpro International, Vijay Nagar, Chinchwad, Pune, Pimpri-Chinchwad, Maharashtra 411033

**Meeting Facilitator:** Prof. Vandana Mohanty (Head IQAC and Asst. Prof)

**Call to order:** The meeting was called to order at the IIMS Meeting room(3<sup>rd</sup> Floor). A quorum was established.

**Roll Call: Attendees**

**Present:**

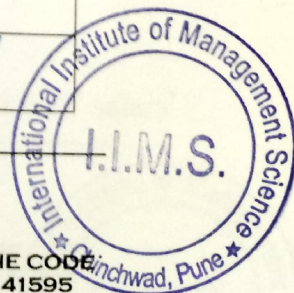
Sr. No	Name of the board member	Designated as in Board
1	Mr. Vishwesh Kulkarni	Founder President
2	Mr. Abhishek V. Kulkarni	Managing Director
3	Mrs. Shobha V. Kulkarni	Secretary
4	Mr. Mukund P. Kulkarni	Treasurer
5	Mrs. Manorama P. Kulkarni	Member
6	Ms. Aditasha V. Kulkarni	Member
7	Mr. Devidas Mali	Special Invitee
8	Dr. Balaji Gopalan	Special Invitee

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9	Capt. C.M. Chitale	Member.
10	Dr. Shivaji D Mundhe	Member Secretary (Director)
11	Dr. Pankajraj Wagh.	Teacher Representative
12	Dr. Vandana Mohanji	IQAC co-ordinator

### Meeting Agenda:

1. Discussion on academic and administrative requirements for AY 2022-23.
2. Discussion on Reformulation of Vision, Mission, Core Values and Quality Policies.
3. Approval of the proposed budget for institutional activities.
4. Review of last year's actionable decided in the AGM of AY 2021-22.
5. To approve the Fee structure (2022-23), annual budget (2022-23), of the college
6. as finalized in the finance committee meeting.
7. Review of accreditations.
8. Review of the Post-Pandemic teaching-learning process.

### Review of Minutes from the last meeting:

1. A review of overall academic processes has been done as per earlier discussions.
2. Value addition Courses approved from Savitri Bai Phule Pune University has been introduced to improve the Knowledge and skills of students.
3. In total 24 research papers were published by faculties, of which 24 were in UGC-approved journals and none of the papers were in SCOPUS-indexed journals. In addition to this 2 Books were also published by IIMS faculties and 8 students have published research papers leading to increased focus towards knowledge and research dissemination.
4. A PO and CO achievement and placement review has been done.
5. The director explained the appropriate utilization of the budget for faculty and staff salary





- and their well-being.
6. MCA and Ph.d Research Centre courses are started with 60 seats and 3 enrolled students for each course.

### Reports:

Director academics presented the management report in front of the governing body and discussed the following key points:

#### 1. **Accreditations and Approvals:**

- 1.1. The IQAC cell has been given the responsibility of filling up the NAAC, and AQAR for AY 2019-20 and 2020-21.
- 1.2. The IQAC cell has been given the responsibility to apply for the National Institution Ranking Framework 2021.

2. **New Appointment:** With the introduction of MCA Course, Prof Prashant Wadkar, Prof Jalinder Gandal, Prof Nishant Pachpor, Prof Ananya Naik have been newly recruited for the MCA Department.

#### 3. **Academic:**

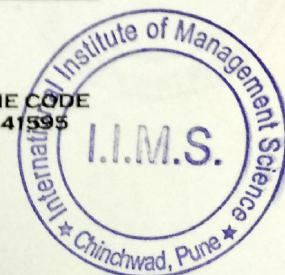
- 3.1. The director requested an additional annual salary budget of Rs. 50 Lakh to be allocated for recruiting new faculty for analytics, IT, and operation specializations, and MCA Courses.
- 3.2. The director proposed an additional certification course with IIT Bombay, NPTEL AND Course era in semester II and IV for a better understanding of digitalization in different fields of management and computer applications
- 3.3. It was also realized that the summer internship projects review to happen continuously as due to the pandemic the projects are converted to “work from home” and the assessment reports and presentation should become more domain and sector-specific, thus the director proposed alignment of the sector and profile specific evaluators from the industry to conduct internship project evaluation.
- 3.4. The director proposed that all kinds of external evaluation will be on physical mode basis however to use Microsoft Teams for internal assessment.

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#### 4. Research:

- 4.1. The director requested a discretionary budget of Rs. 5 Lakh for organizing the third virtual international conference at the institute. The main committee and theme for the research have been decided as "Innovation in Management and Information Technology".
- 4.2. The director briefed the committee members that the institute is looking for institute foreign collaborations with Universities for co hosting the International Conference.
- 4.3. The research paper output was appreciated by the BoG. An additional budget of Rs. 3 Lakh was requested by the director for rolling out incentives and providing research facilities to the faculty who will publish in SCOPUS-indexed journals.
- 4.4. Faculties were motivated to write research papers by connecting with various corporates through corporate relations teams.
- 4.5. The BoG has suggested increasing the writing of books by the faculties and suggested to motivate them.
- 4.6. The BoG have suggested to undertake research projects and research collaborations with Industry on profit sharing basis.

#### 5. Administration:

- 5.1. The director proposed a budget of Rs 50 Lakh for maintenance and upgradation of IT and ICT facilities, making E-Learning resources accessible in all classrooms, and online classes account purchases. However, the director requested an additional budget of Rs. 10 Lakh for the procurement of new specialization books and renewable E-resource subscriptions.
- 5.2. The director brought to the board's attention that the current inventory of books available in the library is as per the norms of AICTE.

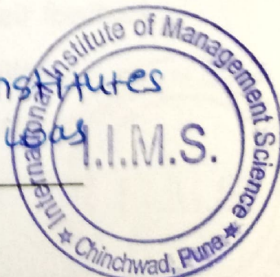
5.3 The annual e-governance report detailing the institutes advancements in digital administrative system was presented

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## 6. Student Welfare:

- 6.1. The director proposed extending economic and social welfare in the form of fee waivers to deserving candidates, from economically weak backgrounds, helping the society during a pandemic.
- 6.2. The director requested for a budget of Rs. 5 Lakhs to further increase the corporate interface and industry outreach activities, and industry experts workshop for the students. The Institute has also initiated Industry Mentorship for MCA students and undertaking Live Projects with collaborations with Industry Mentors.
- 6.3. In order to ensure holistic student development through extra-curricular and co-curricular activities, a discretionary budget of Rs. 1 lakh was requested for the same.
- 6.4. The director mentioned that due to the pandemic situation, the institute has organized various student and employee wellbeing workshops such as; Meditation, Yoga, and counselling for emotional health. The director also proposed more sessions on the continuous well-being of mental and physical health.
- 6.5. The director proposed for vaccination drive for all staff, faculties, and students (who are in Pune) free of cost.

## 2. Discussion on Reformulation of Vision, Mission, Core Values and Quality Policies.

- The BoG emphasized on the need to review and potentially reformulate the organization's vision, mission, core values, and quality policies to ensure alignment with current goals and objectives. The BoG have undertaken the process in the last AGM. A Committee at Institute-faculty-department level was formed for identification, implementation and review of Vision and Mission statements in consistency with the vision and mission statements of the institute. Various bodies like ACE (Advisory Committee, AAAC (Academic and Administrative Audit Committee), CDC are asked to advice in various matters. The proposed Vision and Mission statements are also circulated to the Alumni, Employer, Faculty and Parents and their feedback is taken. After taking into consideration of the feedback received, the IQAC Committee Prepared a draft of Vision and Mission statements which are discussed and brainstormed

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in a meeting consisting of the entire faculty. The statements are then finalized.

- The Chairperson opened the floor for input from board members and invited stakeholders.
- Several key points were raised during the discussion:
  - The current vision statement was deemed outdated and not reflective of the organization's current aspirations and strategic direction.
  - There was consensus on the importance of crafting a vision statement that is inspiring, ambitious, and forward-looking.
  - Concerns were raised regarding the clarity and relevance of the existing mission statement, with suggestions for refining it to better articulate the organization's purpose and primary objectives.
  - Board members emphasized the need to ensure that the organization's core values accurately reflect its culture and guiding principles.
  - Quality policies were discussed in the context of maintaining high standards of performance and student Satisfaction.
- On the Suggestions of the Board Members the following Vision, Mission, Core Values and Quality Policy statements are formulated and to be implemented from the Academic Year 2022-2023.

### **Vision**

To be a world-class institution in the field of higher education and research dedicated to quality education in Management and Information Technology which will contribute value to the knowledge-based economy and society.

### **Mission**

- To create a centre of excellence in developing high-quality professionals in the field of Management and Information Technology.
- To provide a conducive environment to achieve excellence in teaching-learning, research, and development activities.
- To offer excellent, value-based Post-graduate and Doctoral programs in the field of Management Sciences and Information Technology.

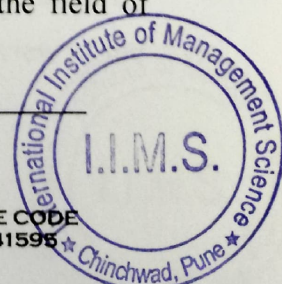
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- To focus on the quality of Vocational and skill-based education, inspired by students and admired by the industry globally.

#### Core values

- Excellence
- Professionalism
- Discipline
- Passion
- Social Responsibility

#### Quality Policies

We are committed to imparting Quality Education through well-qualified Faculty, industry-Institute Interface, high standard infrastructure, and Promoting research consultancy and innovation with the help of global collaborations among the students and faculties.

#### Approvals:

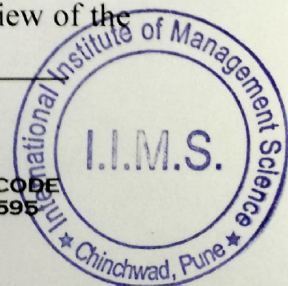
1. The governing body has encouraged the institute to submit the application for NBA and participate in NIRF.
2. Director Dr Shivaji Mundhe presented the details of Fees structure and the annual budget for the academic year 2022-23 which were previously approved in the meeting with the Finance committee members. The minutes of the Finance Committee meeting was shared with all Governing Body members in this regard. The Governing Body members unanimously approved the fee structure and the annual budget for 2022-23. However, the approval/decisions taken by Governing Body are subject to prevailing Provisions/ Rules and Regulations of Maharashtra State Government/ Shikhsan Shulka Samiti/ Savitri Bai Phule Pune University enforced from time to time.
2. The budget requested for incentivizing research activity was taken under consideration by the governing body and the final approval for the same will be released upon review of the

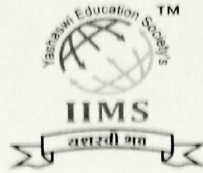
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total institutional budget.

3. All the other qualitative inputs presented by the director were acknowledged and approved by the governing body, subject to review and planning by the Academic Advisory Council.
4. The governing body vested the authority for issuing fee waivers to deserving candidates in the Director, against the requested budget of Rs. 20 lakhs for AY 2021-22.
5. The financial decision-making authority for all other academic, administrative, and student welfare activities (other than fee waiver) was vested in the Chairman, by the board.
6. The governing body appreciated the institute's efforts during the pandemic to ensure the well-being of faculties, staff, students,
7. Director Dr. Shivaji Mundhe informed the members about the initiative of IIMS to constitute software development cell for inhouse development of software and websites by MCA Students from the academic year 2022-23. The same initiative is to be considered for Best Practices and to be represented in the NAAC.
  - Dr Vandana Mohanty have presented the updated performance appraisal form of both teaching and non-teaching staffs. The Same was accepted at BoG.
8. The meeting ended with a vote of thanks proposed by Dr. Vandana Mohanty.

Authorized Signatory

  
Director

  
Chairman



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## 6.1 Institutional Vision and Leadership

### Vision

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### Mission

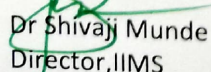
- To create a centre of excellence in developing high-quality professionals in the field of Management and Information Technology.
- To provide a conducive environment to achieve excellence in teaching-learning, research, and development activities.
- To offer excellent, value-based Post-graduate and Doctoral programs in the field of Management Sciences and Information Technology.
- To focus on the quality of Vocational and skill-based education, inspired by students and admired by the industry globally.

### Core values

- Excellence
- Professionalism
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### Quality Policies

We are committed to imparting Quality Education through well-qualified Faculty, industry-Institute Interface, high standard infrastructure, and Promoting research consultancy and innovation with the help of global collaborations among the students and faculties.

  
Dr Shivaji Munde  
Director, IIMS

