

Institute E-GOVERNANCE Policy

The International Institute of Management Sciences (IIMS) is committed to implementing e-governance as a means of enhancing transparency, efficiency, and effectiveness in its operations. E-governance involves leveraging Information and Communication Technology (ICT) to improve service delivery, administrative processes, and decision-making. The policy covers key areas where e-governance is applied within the institute.

1. Administration

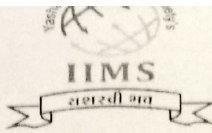
IIMS aims to achieve a paperless administration by embracing digital tools for communication and management. The following initiatives are implemented:

- 1) Email Communication : All communication between the Governing Body, faculty, and non-teaching staff is conducted via email, reducing reliance on physical documents.
- 2) Wireless Office Infrastructure : The campus is fully equipped with 24/7 wireless internet access to facilitate seamless communication and online operations.
- 3) Website Updates : All important administrative information, including notices, are regularly published on the institute's official website (www.iims.ac.in).
- 4) CCTV Surveillance : CCTV cameras are installed at strategic locations across the campus to ensure security and safety.
- 5) ICT in Administration : The integration of ICT in administrative functions helps streamline processes and improve efficiency.
- 6) WhatsApp Communication : Dedicated WhatsApp groups for the institution and individual departments are used for sharing updates, orders, and discussions, providing a quick and accessible platform for communication.
- 7) Biometric Attendance : The biometric system is used to maintain attendance records for both teaching and non-teaching staff, ensuring accurate and efficient attendance tracking.
- 8) E-Library Resources : The management of e-resources in the library provides easy access to academic materials for staff and students.
- 9) Cashless Transactions : The institute promotes cashless transactions for various payments and fees, enhancing security and transparency.
- 10) Website Management : The institute's website is continuously updated to provide access to important information and resources for all stakeholders.
- 11) Online Payments : Payments to stakeholders are made through net banking to ensure timely and transparent transactions.
- 12) University Portal : IIMS utilizes the Savitribai Phule Pune University (SPPU) webmail portal for accessing university circulars, notices, and examination-related information. Faculty members also have individual BCUD logins to manage their profiles and academic information.

2. Finance & Accounts

The finance and accounting functions at IIMS have adopted e-governance practices to enhance transparency and efficiency:

- 1) Cashless Payments : All transactions, including payments to stakeholders, are conducted online through NEFT/RTGS or cheque payments.
- 2) Online Fee Payments : Examination and admission fees are collected online to simplify the payment process for students and parents.
- 3) SAP for Accounting : The accounts of the institution are maintained using SAP, ensuring accurate and real-time financial tracking.
- 4) Budget Management : The institute's budget is discussed with relevant committees, and departmental budgets are allocated at the beginning of the academic year. All financial transactions are maintained in nationalized banks, supported by paper ledger records.



3. Student Admission and Support

IIMS follows a digital-first approach to student admissions and support, ensuring transparency and ease of access:

- 1) Centralized Admission Process (CAP) : The institute participates in the Centralized Admission Process (CAP) managed by the Directorate of Technical Education (DTE), Maharashtra. IIMS also serves as a facilitation center for CAP, assisting students with form filling and document uploads.
- 2) Online Information Brochure : All information related to academics, administration, student welfare, and fee structure is provided in an online information brochure published annually by DTE and IIMS.
- 3) Library Enrichment : The institute enriches its library by acquiring leading national and international journals, eBooks, and other digital resources. The digital library provides online access to resources through DELNET.
- 4) Web-Based Courses : In addition to classroom teaching, students are encouraged to participate in web-based online courses like NPTEL and SWAYAM to earn additional credits and enhance their learning experience.

4. Examination

Examination processes at IIMS are digitized to streamline operations and enhance efficiency:

- 1) SPPU Examination Support : As an affiliated institute of Savitribai Phule Pune University (SPPU), IIMS follows the university's examination schedule and guidelines. The institute provides support to students for filling out online examination forms via the SPPU portal.
- 2) Online MCQ Tests : Multiple-choice question (MCQ) tests are conducted online through Microsoft Teams, offering a digital examination platform.
- 3) University Examination Management : The SPPU exam department sends examination papers digitally to the college. After downloading and printing the papers, the institute conducts physical examinations, with hard copies of answer sheets submitted to the CAP center.

This e-governance policy highlights IIMS's commitment to adopting modern technologies in its administrative, financial, academic, and examination processes. The use of ICT promotes efficiency, transparency, and accessibility, benefiting all stakeholders within the institute.

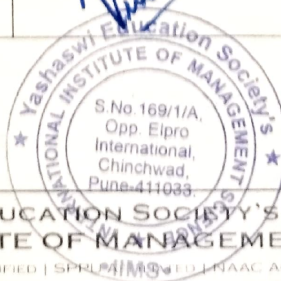
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