



ABHINAV EDUCATION SOCIETY'S INSTITUTE OF MANAGEMENT & RESEARCH

(Approved by AICTE New Delhi, Affiliated to University of Pune)
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FOUNDER PRESIDENT

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FOUNDER SECRETARY

Dr Abhijeet Kaiwade
PhD, MCA, MBA
DIRECTOR

Annual E-Governance Report

Implementation of e-governance is achieved through uploading information on the institute website. Institute website is systematically updated with all the information required for admission, workshop, and seminars, value added courses, Co-curricular activities, etc.

1. Administration:

Institute has computerized maintenance of student's data and office administration work. Student pro-rata, eligibility fees and examination fees are paid as per SPPU guidelines. Student welfare scheme proposals, QIP proposal and NSS proposal are submitted online for 2022-23 year. Academic calendar is prepared which includes activities like internal exams, university exams, practical's and academic activities for planning of teaching learning process.

Teachers and Committee In-charges are informed about the plans, notices, etc. through official e-mails and different messaging applications like Whatsapp and Telegram Channel. Individual e-mail ID's are created by using institute domain as @abhinavcomputerscience.org used for e-communication. Institute has a biometric system for teaching and non-teaching staff for attendance purpose.

2. Finance and Accounts:

Financial transactions are done through NEFT/RTGS. The institute conducts regular audits of annual books of accounts. Salary of teaching and non-teaching staff is managed through online transactions procedure. Students can deposit their fees through Cheque, DD/NEFT/RTGS. Accounts Section uses updated version of Tally ERP system to maintain its books of accounts.

3. Student Admission and Support:

Each department has their separate student's whatsapp groups for providing the information of institute and university notices, sharing study material etc. SMS are also used for communication. The institute websites is providing information about enquiry, Online Entrance Examination, Students Admission and Support, Examination, Workshops, webinars, etc. The institute provides full support to Out of State student's in admission. The institute gives facilities like Educational Loan, Online Payment, ERP, Scholarship, and Concessions for poor needy and for scholar students, Career Counseling and Installments. The institute follows Category Norms during admission process.

4. Examination:

The institute has separate examination cell headed by CEO(College Examination Officer) equipped with ICT tools required for examination process as directed by SPPU. Due to COVID-19 pandemic, University examinations were conducted online, institute also conducted practical examination through online. The entire examination process including Submission of exam form was online for this academic year. SPPU has provided online examination portal for conducting all examination activities. Online application for grievances in examination for all students was accepted through SPPU portal. Institute has organized session for preparedness and awareness of examination process. Examination related problems and queries were resolved time to time at institute level.




DIRECTOR
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