



Navjeevan Education Society's

NAAC Re-Accredited 'B++' Grade

# NAVJEEVAN INSTITUTE OF MANAGEMENT

Affiliated To : Savitribai Phule Pune University, Pune - CA/1386/1994 (College Code - 0342)

Approved By : AICTE - 431/27-81/MCP(M)94, Govt. of Maharashtra - NGC 3594/MBA 7497/Mashi 3 - 1994

Recognized By : Directorate of Technical Education, Mumbai. - M.S. (MB5116). A.I.S.H.E. Code-41799.

## E-GOVERNANCE POLICY AT NIM

E-Governance transforms traditional governance by leveraging Information and Communication Technologies (ICT) to enhance services for staff, students, administration, and all stakeholders. It encompasses innovative governance methods, streamlined operations, paperless processes, transparency, and more. The E-Governance policy aims to empower students, employees, and stakeholders by providing efficient and transparent services.

### Objectives:

1. To implement smooth functioning of the Institute activities.
2. To promote transparency and accountability.
3. Facilitate online, internal and external communication between all the stakeholders of the Institute
4. Provision of easy access to information.
5. Make the Institute globally visible.
6. Develop necessary IT infrastructure.
7. Introduce online services for students, parents, faculty/staff and other stakeholders.

### Scope

The scope of this policy extends to the following areas:

- General Administration of the Institute
- Student Admission
- Examination (Internal and External)
- Library
- Accounts and Finance
- ICT Infrastructure
- E-waste Management

### STAKEHOLDERS

The following constitute the stakeholders of the Institute:

- Students
- Faculties and Staffs.
- Parents.
- Industry Partners
- Society



Navjeevan Institute of Management, Nashik - 422008

2023-24

## **I. Academics:**

Implementation of E-Governance in the educational system will enable effective enhancement of academic standards.

1. Robust and Transparent internal evaluation process.
2. Faculty / Staff Training.
3. Faculty Appraisal by the students.
4. Establishing an Industry ready learning center.
5. Self-Evaluation of Faculty.
6. Semester End Academic Feedback ( Result)
7. Enhanced Teaching Tools – online assignments, feedback, quizzes, mentoring, QA's. and many more.

**Website:** The website will act as an information center which will reflect about the Institute, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the Institute. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the Institute website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The Institute strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

**Student Admission:** An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the SPPU. The Institute displays on the website the guidelines for the admission process. An Admission software (MCB) is used to manage the admissions in the Institute. Number of students applying to each course, withdrawals, fee submission, all to be managed through this software only.

**Accounts:** The office continues to maintain its account on Tally ERP 9. Latest versions of the software to be purchased and used by the Institute. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheets are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The Institute also uses Payroll software to manage the funds which helps to automatically calculate the salary, generate salary slips, and disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.





**Library:** The Institute continues to maintain its academic excellence through maintaining a well-stocked library. The Institute will add more and more e-learning resources for the benefit of the teachers and the students. The Institute should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

1. The Library to install fully automated ILMS software which should have an easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.
2. The use of the Online Public Access Catalog module of the software to allow library database searching by entering preferred terms for information retrieval.
3. The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
4. The Database Maintenance module should cover all operations of database creation and maintenance.
5. To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

**Administration:** Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance. Administrative Office should use Advanced Excel and File Management System Tools to maintain an effective database. To provide a hassle free, convenient and smooth process, administration of the Institute to be made paperless. Students must be able to obtain maximum services in online mode. The Institute will look into opportunities to automate some of its functions related to administration. Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

**Examination:** The Institute has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.



**Alumni:** In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the Institute, feedback and many other aspects.

**E-Waste Management:** NIM ensures that its usage of technology and generation of e-waste does not impact the environment.

**Hardware Infrastructure:** The Institute to ensure that it has an adequate number of desktops and laptops for students and staff. Computers and printers to be made available in the administrative block. Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories. The infrastructure to be complemented by computer networking devices, scanners and interactive teaching board/smart board etc.

**Software Infrastructure:** The Institute to maintain adequate configuration servers to allow fast transmission of data to the various computers. Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly. The Institute provides access to all standard Econometrics, Statistical, computational and scientific typesetting packages.



  
**I/C DIRECTOR**  
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