



Pimpri Chinchwad Education Trust's
S. B. PATIL INSTITUTE OF MANAGEMENT

AICTE Approved | Permanently Affiliated to SPPU, Pune|

NBA Accredited | NAAC Accredited

Sector No. 26, , Pradhikaran, Nigdi, Pune - 411 044.

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6.2.2

Institution implements e-governance in its operations

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination.**

Annual E-Governance Report Approved By the Governing Council/ Board of Management/ Syndicate Policy Document on E-Governance

Sr. No.	Document
01	Annual E-Governance Report
02	E-Governance Policy



Pimpri Chinchwad Education Trust's
S. B. PATIL INSTITUTE OF MANAGEMENT
(Permanently Affiliated to Savitribai Phule Pune University)
Sector No 26, Pradhikaran, Nigdi, Pune - 411 044



Date-30/06/2022

Annual e-Governance Report-

Academic Year-2021-22

Pandemic changed the working of education sector from class room coaching to online teaching to stop impact of corona virus in this time frame across the world. But Lock down kept all Institution shut down this gets problems for students, teachers, and parents. So, distance learning is an answer to remain the education system. However, the lack of network infrastructures, computers, and internet access is challenging distance learning in developing countries. SBPIM design a strategy to use Education Technology, Zero-Fee internet educational resources, online learning resources & Broad cast teaching.

Sr. No	Description
1	Smart Board
2	Webcam, Headphones,
3	Google Meet G-Suite
4	MS Team, Zoom Online Platform
5	Face recognition Biometric Attendance
6	Writing Pad (Wacom Bamboo Folio Smart pad)

Current status of IT infrastructure

1) Hardware infrastructure

- Institute has 113 Desktops and 02 laptops.
- The college uses Dell, Lenovo, HP and Acer brands. The configurations are;
- Desktops Intel i7- 10th Generation, Intel Core i7, i5, i3, core 2 Duo, 8 & 4 GB RAM, 1 TB & 320 GB HDD. Intel Graphics. Wi-Fi Bluetooth connectivity, USB Keyboard and Mouse.
- Digital Smart Boards, ICT facilities are provided in classroom with system, projector and internet connectivity. The college has 07 LCD projectors.

2) There are 15 Canon laser printers, 02 Multi-function printers,

3) Scanners-2color printers -1

4) Security

The institute has a network of 113 computers with 100 Mbps Internet Connectivity and Wi-Fi facility to fulfill the academic and research needs. Centralized Sophos Firewall XGS 5500 is used for network monitoring, Management and Internet security.

5) ERP

Integrated Library Management System (ILMS) is used for learning processes. The Institute has deployed educational Enterprise Resource Planning (ERP) software, Cloud NXT Vision, which manages the entire administration, campus operations, and academic management in an efficient way. Cloud NXT Vision software has 20+ modules and it facilitates computerized processes for student admission, transfer of educational certificates on completion of studies, teachers-parents communication, library, examinations, financial and administrative operations, attendance and academic monitoring etc.

6) Internet Bandwidth

Institute has 100 Mbps internet bandwidth and is fully Wi-Fi enabled.

7) Licensed Software

50 Windows, OPAC- Library software, NI Multisim, PLC Ladder Programming, MICROWIND.

8) Library Automation

During lockdown, various platform is used for effective access to online resources like e-mail through information shared on important issues, we provided online access to various online resources like N-list, Coha Software, Book return by Self Kiosk Service, RFID, e-books, e- journals, e- papers etc., for students, faculties and staff.

10) Intercom System

Intercom facility is provided for each staff cabin. Institute has EPABX which is a private telephone network used by the PCET trust for various types of communication, either between the employees or outside the clients.

Year wise Improvisation in IT Infrastructure -2019-2023

Year	Hardware	Security	ERP	Internet Bandwidth	License software	Library Automation	Intercom System
2019-20	Including existing IT Infrastructure Laptop-1. A3 Xerox Printer with Scanner-1	CP Plus CCTV Camera	Smart School-MIS	50	Updated	_____	_____
2020-21	Laptop-1, HP Desktop-05, Bamboo-02 Webcam-05	_____	NOVITU	50	Updated	_____	_____
2021-22	Digital Interactive flat Panel -1 (Smart Board) Lenovo i7,Desktop – 09 Webcam – 03.	_____	Edu Plus	50	Updated	Coha Software, Book Drop Box, Gate Station, Self Kiosk, OPEC	EPABX EPABX, IP Based intercom System.

2022-23	Digital Interactive flat Panel -2 (Smart Board)	—	Edu Plus	100	Updated	Coha Software	EPABX, IP Based intercom System.
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Dr. Kirti Dharwadkar

Director, SBPIM



Dr. G. M Desai

Executive Director, PCET





Date-15/06/2021

E-Governance Policy

Academic Year-2021-22

Scope:

The scope of this policy extended to the following areas:

- Student Admission
- Accounts
- Academics
- Finance and Accounts
- Library
- Administration
- Examination
- ICT Infrastructure

Objective:

- Application of E-Governance in various operational functions of the institution in order to deliver Simpler & efficient system of governance within the institution.
- To uphold transparency & accountability in all the tasks of the institute.
- To promote sustainable environment help to maintain paperless environment in the institute for easy, Simple and quick access to the required information.
- To use and promote ICT tools through computer labs, Laptops, Smart boards, Projectors supported By Wi-Fi enabled campus etc.
- To user friendly automated Library.



Policy Statements:

The institute will implement e-governance in all day to day functioning of various departments such as library, account, admissions, administration, teaching etc. The policy is well designed & user friendly to make all day to day functioning faster, easily accessible, transparent.

The Institute decides to make the following policies & procedure:

Website:

The website will act as an information center which will provide all information about the Institute. The website will display the tabs of Activities like admission, Placement, Human Capital, Student corner, also. Spot light Tab gives information about Current happening/event in the institute. Detailed information of institute and activities available on web Site it works as an information hub by institute. A website Coordinator & few Student Coordinators to be appointed for the administration of the institute Website, this Team will circulate information on web site throughout the year. This is one of the important platform for Institute to promote all its activities, circular from Government, Regulators as and when require.

Student Admission-

Due to guidelines given by AICTE/DTE/SPPU "Online Open access" given to all by the institute is transparent strategy followed by SBPIM, it's done through the brochure of the institute circulated on Website with Full guideline for proper Understanding of the admission process in a Tab called "Admission", with full details of CET admission process from start to end.

Account

All the Analysis Reports are also generated through "Tally" Appropriate security measures should be taken for maintaining privacy of the transactions. Employee's salary slip generated automatically after Salary get credited in employee bank Account this shows all salary Particulars like TDS, Provident funds etc. all staff members can avails this facility

Library

SBPIM Constantly keeping its academic distinction through well stock library. Institute time and again updates its e-learning resource for the assistance of teacher & students, institute already subscribe various journals, magazines useful, in current industry requirement for placement point of view.

- Open Public Access Catalog (OPAC) facility will be ended Available which a Digital Database is of Materials such as text files, e-books, Journals, etc. held by a Library.
- To boost novel script among students and teachers, the Library should provide access to fully mechanical software for plagiarism check.
- Library Automation with RFID and Barcode Technology with Koha software by GTS Technology & 2CQR automations, Vriddhi software version 2.0 built 261.0 full version.



- Online Database with N-List, E-Pearson library, ProWess IQ, Industry Outlook (CMIE Database) IEEE, A.S.C.E., A.S.M.E, ProQuest, DELNET, Science Direct.

Administration:

Administrative Staff and Teaching Faculty regularly use Attendance management Software Record Monthly Reports, Semester End Reports should be generated routinely to Analyze/Measure internal Assessment marks for Attendance purpose.

- Registrar and administrative staff should use Advanced Excel and File Management System Tools to Maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the institute to be made Paperless.
- Students able to obtain maximum services/Facilities in an online mode.
- The institute will look into opportunities to automate some of its functions related administration.
- Admin Staff to be provided with adequate training and development to keep them well-informed With the new technology.

Examination:

The institute has adopted an online system where Examination process is regulated by the University and thus e-governance policy of the University will be adopted in this regard. The Institute will provide institute- email address to faculties, staffs and students. Subject teachers can Create Google Forms to take MCQ based exams also can provide Study material. This will help Students in exam preparation.

ICT TOOLS Infrastructure

Hardware Infrastructure

- The Institute to guarantee that it has satisfactory 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 **WI-FI**, 1Computer 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 Acquired and updated regularly.



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