Supporting Documents for 6.2.2

Submitted to NAAC

by

Global Institute of Management (GIM)

Bhubaneswar

INDEX 6.2.2

6.2.2 : Implementation of e-governance in areas of operation
1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination Options:

A. All of the above
B. Any 3 of the above
C. Any 2 of the above
D. Any 1 of the above
E. None of the above

Response: A. All of the above

Campus
Hanspal, Naharakanta, Bhubaneswar - 752 101 (Odisha)
Phone : 0674 - 2973583, 2973593
E-mail : gimctc@gmail.com, Website : www.gim.edu.in

JAS-ANZ

Acc.No. : M3111204N
www.jas-anz.org/register

1

Ref No:GIM/GB/14/2020
Date: 10/09/2020

Abstract of resolution No.1

After a ~~through~~ thorough conversation and discussion made on different aspects, it was unanimously decided and passed a resolution for approving annual e-governance report of GIM, Bhubaneswar for enhancement in improving transparency, providing speedy information, dissemination, improving administrative efficiency and public services in all the aspects of education for the year 2020-21

Abstract of resolution No.2

It was unanimously decided to authorize the Executive Director of the society to communicate the approval of the governing body to the principal for necessary action. The meeting ended with a vote of thanks to the chair.

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GLOBAL INSTITUTE OF MANAGEMENT
Chairman
Global Institute of Management
Cuttack

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GLOBAL INSTITUTE OF MANAGEMENT
BHUBANESWAR
(Registered Under Society Act XXI of 1860, No. 19985/213 of 1995-1996)

Extract of the Resolution of the proceedings of the Executive Body Meeting of Global Institute of Management held at its Registered Office at Mahatab Road, Cuttack on 10.09.2020

X X X   X X X   X X X   X X X   X X X   X X X

Extract of the resolution No 03

The society vides its executive meeting held in the board room of the registered office of Global Institute of Management Society at Mahatab Road, Cuttack, to verify the e-governance annual report for the year 2020-21 placed by the principal of GIM was held on dt. 10.09.2020 at 03.00 PM. The same was approved by the Board.

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Ref No:GIM/GB/16/20
Date: 12/09/2020

To
Prof. (Dr.) Susant Kumar Moharana
Principal
Global Institute of Management.
Hanspal, Naharakanta, Bhubaneswar.

Sub: -Regarding approval of annual e-governance report of Global Institute of Management for the year 2020-21.

Dear Sir,

Based on the annual e-governance report submitted by you, and after due discussion, review and verification, the governing body is pleased to accord due approval to the e-governance annual report for the year 2020-21.

Executive Director
Global Institute of Management
Cuttack.

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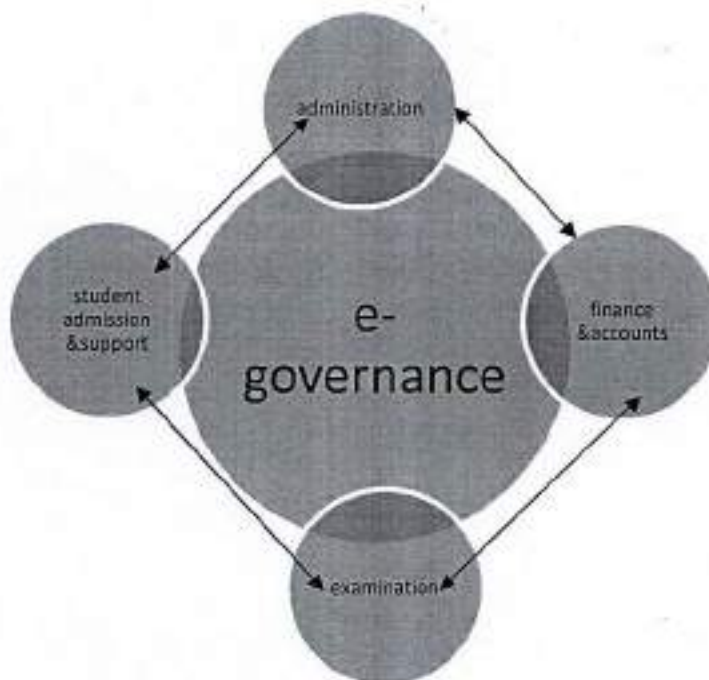
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E-governance policy

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1.CONCEPT OF E-GOVERNANCE

Our daily lives now include technology on a daily basis. Most individuals need a mobile device as soon as they get out of bed. Every aspect of our lives is influenced by technology. Since technology has made our lives easier, one could argue that we are in a technological age. We can send an email and communicate with someone on the other side of the world in the modern era of the Internet. Money transfers are now swift, safe, and mainly automated thanks to technology and the internet. The idea of E- government was developed in India as a result of the technology's contribution to the globalization process. The term "E-governance" refers to the use of information technology in governance; the "E" in the term stands for electronic. The Global Institute Of Management, Bhubaneswar chose e-governance because of the rising demand for administration openness, quicker information flow, and other needs that e-governance can satisfy.

In India, information technology is used extensively across all industries, but especially in the education sector. Most universities, both public and private, have now integrated their operational applications using e-Governance. The majority of universities offer services to various education stakeholders through their own online portal. Due to a lack of infrastructure, outdated curricula, dispersed government policies, insufficient funding, inadequate staffing, and a high dropout rate, our educational system is disorganized. This is as a result of the current system's deficiencies, which include oversight, staff and student evaluations, industry coordination, a uniform government policy, effective use of information and communication technologies (ICTs) and e-Government, transparency in how institutions operate, visionary leadership, etc. Most problems will be solved by using e-Government in the educational field. At its core, it possesses the power of e-Government, which, among other things, promotes good governance, empowers stakeholders, decreases the cost and duration of administrative processes, and improves administrative performance (e-Administration). It also interacts with business and society (e-Service and e-Society), and it offers quickservice.

1.1 NEED OF E-GOVERNANCE

E-governance is being implemented to improve good governance. Participation, accountability, and transparency are frequently signing of good governance. The internet and recent advancements in communication technology provide opportunities to reorganize the contact between institute administrations, assisting in the achievement of good governance goals. By enabling online discussion groups and accelerating the growth and effectiveness of pressure groups, information technology can increase the involvement of employees at all levels in the governance process. The college's capacity to provide quicker service benefits the institute by improving the effectiveness and efficiency of governance. Additionally,
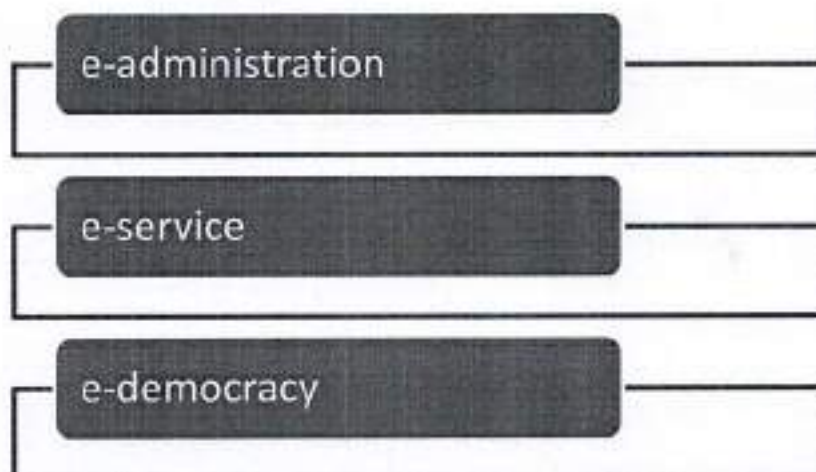
services can be made more accessible and transaction costs can be decreased.

1.2. BENEFITS OF E-GOVERNANCE

E-governance is a crucial instrument for the institute's governing body. In general, it offers the administration the benefits listed below:

1. Empowerment of academic staff and students, and promotion of their involvement in the governing process.
2. Full clarity and transparency in the administration, governance, and admissions processes.
3. Boost the effectiveness of the administrative and academic processes.

The potential areas for e-governance deployment in the educational sector are depicted in the diagram that is provided below:

e-administration

e-service

e-democracy

4. E-administration is the process of using ICT and e-Government to enhance departmental internal operations and administrative procedures inside an educational organization.

5. E-services: By offering interactive services, the major goal is to improve the way that services are delivered to students. Examples include online admission, online syllabus, online results requests, online certificate issuance, and online ID cards issuance.

6. Direct participation of stakeholders in the administrative and decision-making processes through the use of e-governance tools is known as e-democracy.

1.3.E-Governance leads to multiple advantages to higher education

The item empowers students and parents to learn about any course, college, university department, or government policy and to participate in the decision-making process.

By providing more employee, student, and parent participation at all levels of governance in universities and institutions, e-government strengthens the very foundation of democracy.

Because services are automated as a result of e-government, everyone involved in public welfare has easy access to information regardless of location or language barriers.

This completely transforms how governments and colleges operate, providing much, much more transparency in their operations and eradicating corruption as a result.

Every university department would be liable because they would be aware of every government action because information about it is readily available.

Students and parents can do their work online without the trouble of travelling to the appropriate offices thanks to the effective implementation of e-Government practices.

When e-Government practices are successfully implemented, students receive better service, business and industry interactions are enhanced, students are empowered, management is improved, there is greater convenience, revenue is increased, costs are decreased, etc.

Additionally, the introduction of e-Government brings governments and citizens closer together. It is now incredibly easy for students and residents to contact colleges, universities, and the government.

E-government practices make it easier for businesses or sectors to quickly obtain information that may be crucial to them. They can find information about brilliant students online if they want to hire staff.

Material accessibility and rapid dissemination may improve timeliness and relevance of offered material.

Scalability makes it simple and inexpensive to disseminate course material widely.

Improvements to the Regular Course Multimedia content, including

videos can be used to supplement text, 3D animated lectures, etc.

It offers a great option for alumni to stay connected to the institution and universities, continue their lifelong learning programmes and receive assistance from those institutions for job placement.

1.4 KEY CHALLENGES OF IMPLANTING E-GOVERNANCE IN HIGHER EDUCATION:

Less bureaucracy – As opposed to waiting for paper documents, digital information may be transferred quickly from one responsible office to another.

Cybercrime - Despite government organizations' best attempts to protect citizens' personal information, e-government websites are nevertheless vulnerable to hacker attacks.

Infrastructure costs - A successful e-Government system demands that the vast majority of stakeholders, if not all, have access to the Internet. Therefore, in order to access government websites, Internet-capable devices are required. In order to handle the enormous volume of information and sophisticated cyber threats, universities and other institutions also require cutting-edge servers and security systems. A significant expenditure is required to meet all of these needs.

Accessibility - A web-based access and support e-government site frequently does not have the opportunity to reach many users, including those who reside in rural places, have low reading skills, and depend on little incomes.

Lack of Human Interaction between Students and Staff - They will miss out on the conversation and instructor feedback that distinguish for-credit classes and that characterize and make such classes relevant and meaningful.

Technical difficulties – Students who have sluggish or unstable internet connections may have issues utilizing e- Governance. Others might not have the same infrastructure because they cannot afford it.

Language and/or Cultural Barriers - Despite efforts to make websites available in different languages, many of them only exist in English, which limits their value to people who do not speak English. Furthermore, not all resources are suitable for use by all stakeholders due to cultural differences.

1.6 BENEFITS TO STAKE HOLDERS OF HIGHER EDUCATION

Stake holders of Higher Education	Benefits of e-Governance to stake holders
Students	o Increase participation in education affairs. O Better access to information and quality services for student. o Personalized login and Password for each student. o Substantial saving in time, cost and efforts. o Better Job opportunities and career advancement opportunities for good students. o Social connectivity for collaboration. • Students can access virtual lectures and webinars. o Students can solve their problems on-line like- examination queries, result verification etc. o Students can submit their feed backs to university. • Improve means of education not only urban but rural student as well.
Colleges	Improved Quality of service to students. Transparency in operations.

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	Increased efficiency of faculties and of administration processes.
	Data can be accessed easily.
	Integrated e-Governance in education sector.
	Saving of hidden operational cost.
	Instant statistical report generation.
	Students "data can be captured at source.
	Helpful for NBA or NAAC accreditation.
Faculty	To know the latest syllabi.
	Communication to the business community for syllabi development.
	On-line appointment of examination.
	Minimum faculties can set on line examination paper. Sharing new concepts and ideas with faculties and business community.
	To get on line help for certain topics with experts. Improve quality of services from Universities.
Industry	Improved interactions with business and education. To get quality and skilled employee.
	Set syllabus as per industry needs.
	Helps for better industry related research.
	Recruitment with good performing colleges/ Institutes.
Overall Education System	Long term impact on organization goals. Improve education system.
	Empowerment of faculties, students and encouragement of their participation in governance

2. E-Governance initiatives at GIM

In order to create an e-governance system that can successfully handle all of the issues of managing an educational institution, GIM, Bhubaneswar uses the most recent technologies. Every aspects of the college is automated, which offers real-time data processing and knowledge management. It is an integrated system that makes it easier for its stakeholders to process and maintain enormous volumes of information. The current method of administration in GIM is e-governance. The e-governance system is intended to be user-friendly, time- and money-saving, as well. Many of them are adaptable enough to quickly and effectively change with the educational environment. While GIM, Bhubaneswar has launched some independent e-governance initiatives, the comprehensive e-governance solution would transform all currently implemented systems into common modules and integrate existing data and solutions with the new system in institute. GIM implemented E-Governance in the areas of operation of

1. Administration

2. Finance and Accounts

3. Student admission and support

4. Examination

2.1. Implementation of E-Governance in areas of operations of administration

1. Using the ERP software, the college administration may fully supervise every service unit in the office.

2. The administration uses email to interact with the members of the Governing Body as well as the teaching and support personnel.

3. The website routinely posts all pertinent administrative information, such as notices.

4. The use of biometric attendance for all employees.

5. Wireless, fully automated office with constant internet access.

6. Communicate with members of the organization using Google tools in order to meet the Paperless IQAC aim.

*Google document for gathering data from several departments.

*Google Docs: For creating feedback forms and gathering online comments from parents and students

7. CCTV cameras have been deployed across the college campus at strategic locations, and ICT has been incorporated into administrative tasks.

8. WhatsApp Group assists in distributing brief announcements of any events that will take place on college campuses. WhatsApp groups are utilized to spread awareness and ensure that the same operates smoothly.

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Welcome to   admin   Course : MBA   Logout

Global Management System (GMS)

Home (HomePage.Aspx)
SMS
Admission
Employee
Academic
Examination
Fuel Consumption
Certificate Issue
Hostel
Placement
HRMS and Payroll
Feedback
Transport
Activity
Research

Employee Daily Attendance Form :

Marked with * are compulsory for successfully record creation.   F-5 -Refresh

1. Type * | All   ▼ |
2. Dept./Sec * | MBA   ▼ |
3. Date * | 02/03/2023   📅 | [Search]
                                               N.b : Click Search before
                                               Delete/Update

                [View]

N.b : Enter In-Time and Out-Time in 24 hour format(hh:mm) like 24:00

SlNo	EmpNo	Name	Dept Type	In-Time	Out-Time
1	2	BIJAYA KUMAR MOHANTY	MBATeaching	00:00	00:00
2	8	BIPUL KUMAR	MBATeaching	00:00	00:00
3	20	BISWAJIT SAHU	MBATeaching	00:00	00:00
4	1	GOURI SANKAR MOHARANA	MBATeaching	00:00	00:00
5	4	MANOJ KUMAR BEHERA	MBATeaching	00:00	00:00
6	11	MUNMUN MOHANTY	MBATeaching	00:00	00:00
7	12	NARENDRA KISHORE MISHRA	MBATeaching	00:00	00:00
8	9	PARTHA SARATHI DAS	MBATeaching	00:00	00:00
9	3	PRITIDHARA HOTA	MBATeaching	00:00	00:00
10	6	RAJARAM KOUT	MBATeaching	00:00	00:00

[Submit]   [Reset]   [Delete]

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GMS, Version-1.0

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Feedback
Transport
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Research

Leave Entry Form (Credit/Posting or Debit/Taken Leave) :

Fields mark with * are compulsory for successfully record creation.

Field	Value
Credit/Debit Leave	Debit/Taking Leave ▾
Select Employee Type	▾
Select Dept. *	▾
Select Name *	▾ View
Select Leave Type	▾
No. of Days *	1
From Date (dd/mm/yyyy) *	02/03/2023
To Date (dd/mm/yyyy) *	02/03/2023 ☐ Same As From Date
Reason/Remarks *	Enter Reason
Approval Type*	▾

Submit   Reset

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Employee Registration : (Fields with * are compulsory for successfully record creation)

1. Personal Details :

1.Title *	Mr.	2. Status(Y/N) *	Y	5. University Reg.No.
3.Name *	Enter Full Name	4. Designation *		University Reg.No.
6.Dept./Sec *		7. Type *	Teaching	
8.Joining Date* (dd/mm/yyyy)	02/03/2023	9. Gross Salary *	0	10. Grade NA
10.Bank Sofid and Ac/No.		11. Bank *		12 Branch
13.IFS Code		14.PAN		15.EPF No. NA
16.Desig. at Joining time		17. Leaving Date (dd/mm/yyyy)	dd/mm/yy	18 Reason
19.Gender * M		20. Marital Status *	Married	21. No. of Child * 0
22.Date of Birth* (dd/mm/yyyy)	dd/mm/yyy	23. Pass Port No		24. Valid Date (dd/mm/yyyy) dd/mm/yyy
25.DL No.		26.Category *		27.Birth Place NA
28.Birth State *		29.Birth Dist. *		30.Nationality *
31.Mother Tongue *		32.Religion *		33.Hobbies NA
34.Father's Name *	NA	35.Father's Occupation * NA		36.Mother's Name * NA
37.Mother's Occupation *	NA	38.UID/Adhaar	Enter UID	39.Blood Group *

40. Language Known	Read	Write	Speak
Odia——>	☐	☐	☐
English——>	☐	☐	☐
Hindi——>	☐	☐	☐
Other Languages	☐	☐	☐

2. Address :

Mailing Address :

1.At/Po *	Enter AT/PO	2. State *		3. Dist *	
4.City/Via	Enter City/Via	5. Police Station	Enter Police Station	6 Pin	Enter Pin code
7.Phone No	Enter Phone No.	8. Mobile No.-1 *	Enter Mobile No	9.Email Id	Enter Email Id

Permanent Address : ☐Same As Mailing Address

1.At/Po *	Enter AT/PO	2. State *		3. Dist *	
4.City/Via	Enter City	5. Police Station	Enter Police Station	6 Pin	Enter Pin code
7.Phone No	Enter Phone No.	8. Mobile No.-2	Enter Mobile No.		

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2.2. Implementation of E-Governance in areas of finance and accounts

1. Tally software and ERP are used to maintain the institute's financial records.

2. PayU Money also handles financial problems for transactional purposes.

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2.3. Implementation of E-Governance in areas of student admission and support

1. The ERP's students' module is used to handle student admission.

Admission uses relationship management (CRM) as well.

2. Admission and online transaction interfaces are available on the college website, which serves as a reflection of the college's information. College is a full-time job.

3. The team members and web developer. For the benefit of former students, an internet gateway for alumni is available.

Welcome admin

Logout

MyLibSys

Home (HomePage.aspx)
Accession Register (Accession Register (Add Book) :
Issue Book (IssueToWebForm.aspx)
Issue Cancellation (CancelIssueToWebForm.aspx)
Return Book (ReturnToWebForm.aspx)

Marked with * are compulsory for successful record creation.

| | | | First Acc No. | 24749 |

	R. Type *	
	R. Class/Branch *	
	Category *	
	R. Language *	
	R. Subject *	

Year *	YYYY		Invoice Date (dd/mm/yyyy)	dd/mm/yyyy
Page *	Enter Page			
Volume	Enter Volume		Magazine Type	
Source *			R. Magazine Category	
Cost *	0		Shelf No.	Enter Shelf
Call No.	Enter Call No		Rack No	Enter Rack No
Bill No	Enter Bill No.		Status *	
Bill Date (dd/mm/yyyy)	dd/mm/yyyy		Remarks	Remark (if any)

Submit   Reset

Return From   ×

← → C 192.168.0.254/mylibsys/WebForm/ReturnFromWebForm.aspx
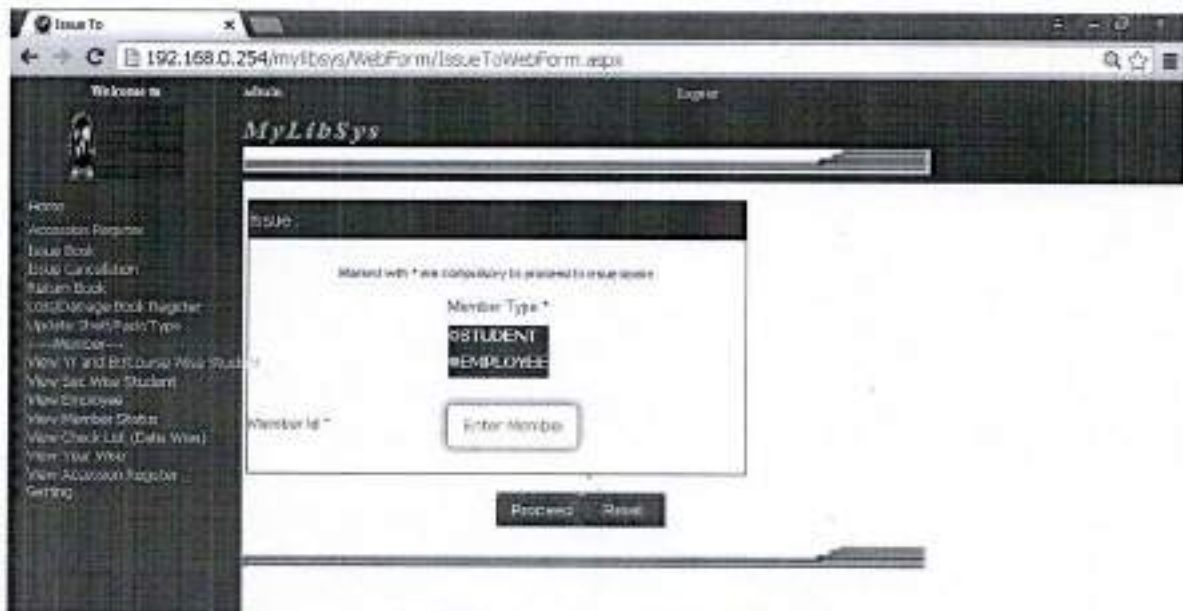
Welcome to   admin   Logout

MyLibSys

Home
Accession Register
Issue Book
Issue Cancellation
Return Book
Lost/Damage Book Register
Update Shelf/Rack/Type
Member
View Yr and Br/Course Wise Student
View Sec Wise Student
View Employee
View Member Status
View Check List (Date Wise)
View Year Wise
View Accession Register
Setting

Return From

Marked with * are compulsory to proceed to issue books

Member Type *

◉STUDENT
◉EMPLOYEE

Member Id *   Enter Member

Proceed   Reset

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@MyLibSys designed and implemented by Info Solutions,
Version-1.0

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GMS, Version-1.0

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2.4. Implementation of E-Governance in areas of examination

1. The examination process is managed by the ERP.

2. Completing exam applications, receiving an admit card, uploading results, etc. Everything is completed online. college's academic unit Under the direction of the institution's examination controller, the examination covers the entire examination process.

1/2/2023   Mark Entry Form

Welcome to   admin   Course : MBA   Logout

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Activity
Research

Mark Form :

Marked with * are compulsory for successfully record creation.   F-5 -Refresh.

1. Theory/Lab *   [THEORY   ▼]
2. Batch *   [▼]
3. Semester *   [▼]
4. Section *   [▼]
5. Subject *   [▼] ⚪ As Per Paper Registration
6. Exam Type *   [▼]
7. Full Mark *   [0]
8. Remark (if any) [Remark]

[View Student List]

[Submit]   [Reset]

N.b.: Mark is <= Full Mark, Absent->A

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Employee
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Fuel Consumption
Certificate Issue
Hostel
Placement
HRMS and Payroll
Feedback
Transport
Activity
Research

University Result Entry Form :

Marked with * are compulsory for successfully record creation.   F-5 - Refresh

1. Batch *
2. Semester *
3. Regd. No. *
4. Type *
5. Year of Exam. *   2023

Submit   Reset

Conclusion

The goal must be collaboration and access to information available in the institution is only possible by introducing IT in institute with E-Governance as a security for maintaining standard. The planning for efficient administration of educational of GIM, increasing global communication skill, and to achieve the world class standard. IT is now a crucial component of everyday life for people everywhere. Now is the time to put your skills to work improving the Indian educational system as well. For efficient information flow, best practice databases, increased information analysis capability, etc., e-governance needs security. For the purpose of creating and gathering online information, entirely new infrastructure, practices, rules, and working skills are needed. ICT has made electronic governance possible. With the development of ICT, electronic governance is a trend that is evolving to reinvent how administration functions and create a new form of government. Authorities may compare the performance of GIM with that of other colleges in such a comprehensive and integrated system to determine any shortcomings. This will make it possible for all the underperforming colleges to close the performance gap with the top institutions. It will contribute to the improvement of higher education in the nation and boost the proportion of employable students. The implementation of E-governance would increase the efficiency and effectiveness of the education system while providing all the necessary training for our youngsters. It's time for school to start focusing on providing what is known as lifelong learning, or, more aptly, life-long self-education.

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Bill No...... **117** ......

Date... 25/09/2020

INFO SOLUTIONS

K-4/764, Kalinga Vihar, Bhubaneswar
(Mobile -9861383117,Email: prahalladsahoo@rediffmail.com)

Name ...... **Director** ......

Address ...... **Global Institute of Management, Bhubaneswar** ......

Sl. No.	Particulars	Qty.	Rate	Amount (Rs.)
1.	Management College Automation Software(ERP)	1	95,000.00	95,000.00
2.	Hardware and Networking Engineer charge for Server Configuration.		1,500.00	1,500.00
			Total :	96,500.00

(Rupees ...... **Ninety Six Thousand Five Hundred Only.** ...... Only)

Signature

(N.b All Payments (Draft/Cheque) should be made in favour of "PRAHALLAD SAHOO" payable at Bhubaneswar.)

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