



Since 1994

**Marathwada Mitra Mandal's
INSTITUTE OF MANAGEMENT EDUCATION RESEARCH AND TRAINING
(IMERT), Pune**

**S. No. 18, Plot No. 5/3, CT5 No. 205, Behind Vandevi Temple, Karvenagar, Pune-
411052**

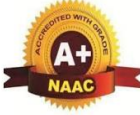


E-governance Policy



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E- Governance Policy

1. Introduction

The E-Governance Policy helps to leverage technology in improving efficiency, transparency, and accountability of academic and administrative processes in the institute.

2. Objectives

1. To enhance the quality of education through technology integration.
2. To improve administrative efficiency and reduce paperwork.
3. To make information easily accessible to involved stakeholders.
4. To maintain Data Security.

3. Scope

This policy applies to all academic, administrative departments, staff, and students of the institute.

4. Areas of Implementation

❖ **Student Admission and Support through Vmedulife ERP, Maha DBT Portal**

E-governance helps students with admission and support by automating and streamlining processes through the ERP system. This technology facilitates seamless application management, efficient class allocations, and assigns accurate roll numbers. It helps students with additional services including Bonafide and Transfer Certificates, for timely and transparent operations.

❖ **Finance and accounts through Vmedulife ERP, Tally Prime, CC Avenue**

E-governance plays a crucial role in optimizing financial operations within academic institutions. Having an ERP system for students fee collections, it ensures efficient and precise transaction process and record-keeping. The integration with Customer Care Avenue (CCAvenue) provides a detailed Fee Settlement Report, offering a comprehensive overview of all payment gateway transactions. Additionally, Tally Prime software helps with financial management by supporting accounting, fee collection, payroll, and financial reporting, highlighting the importance of e-governance in streamlining and improving financial oversight.



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❖ **Examination through Smart School MIS, SPPU Examination Portal, Vmedulife ERP**

E-governance is essential for streamlining the examination process within academic institutions. Through an in-house ERP system, faculties can efficiently conduct internal exams and manage related tasks. By adopting the e-governance policies of Savitribai Phule Pune University, institutions ensure compliance and standardization in downloading question papers, uploading marks, and issuing hall tickets through university platforms. E-governance also facilitates effective grievance handling, allowing for transparent and prompt resolution of issues, improving efficiency and accuracy in examination management.

❖ **Administration**

E-governance integrates and simplifies administrative and academic processes, improving efficiency and accuracy. Closed-Circuit Television (CCTV) enhances campus security and monitors activities, while biometric face recognition for attendance automates and simplifies record-keeping. ERP systems support real-time data access and help make informed decisions. The integrated Library System (ILMS) manages e-resources and library operations efficiently. This holistic approach reduces paperwork, enhances transparency, and supports effective institutional management.

❖ **Communication and Collaboration**

Utilizing digital platforms for both internal and external interactions, promoting the use of email, messaging platforms and virtual meeting tools for effective collaboration and efficient transparent communication.

❖ **Data Security**

E-governance helps in safeguarding data security and privacy by implementing secure access controls, encryption, and compliance with data protection regulations

5.Review and Revision

This policy will be reviewed annually and revised as needed to keep pace with technological advancements and institutional needs and relevance.

Prepared By – Dr. Mangalgouri Patil, Associate Professor

Reviewed / Recommended By – Prof. Aparna Shastri, Assistant Professor

Approved By – Dr. Shubhangee Ramaswamy, I/C Director