



**ABHINAV EDUCATION SOCIETY'S  
INSTITUTE OF MANAGEMENT & RESEARCH**

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

S.No. 23/3/2/2, A/P Narhe, Tal. -Haveli, Pune -411041

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**Sri. Rajeev Jagtap**  
(B.SC, MMS)  
FOUNDER PRESIDENT

**Mrs. Sunita R. Jagtap**  
(B.COM, L.L.B.)  
FOUNDER SECRETARY

**Dr Abhijeet Kaiwade**  
PhD, MCA, MBA  
DIRECTOR

**E-Governance Policy**

1. E-governance will be implemented throughout the institution's whole operation to provide a more straightforward and effective method of governance.
2. The policy is constructed and structured to ensure accountability for each and every function.
3. E-governance will be used by the institute in all areas of operation, including the library, accounting, admissions, administration, etc.
4. 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, seminars, and value added courses, co-curricular activities, etc. If it stops working for any technical reason, every attempt should be taken to get it working again. The website for the institute's main page is <http://www.aesimr.org/>
5. Individual email ID's are created by using the institute domain as @abhinavcomputerscience.org used for e-communication.
6. Institution has a biometric system for teaching and non-teaching staff for attendance purposes and also through ERP App.
7. The institution offers connections to e-learning resources such the D-Space, e-books, e-journals, DELNET and periodicals as well as information about library resources.
8. The institute offers online facilities for alumni services such as registration for alumni, information about and notices of institute activities, information about a limited group of graduates, comments, and many other related things.
9. Institution 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.

10. Academic calendar is prepared which includes activities like internal exams, university exams, practical's and academics activities for planning the teaching learning process.
11. Teachers and Committee In-charges are informed about the plans, notices etc. through official emails and different messaging applications like whatsapp and telegram channel.
12. Accounts section uses an updated version of Tally ERP software.
13. Financial transactions are done through NEFT/RTGS. Salary of teaching and non- teaching staff is managed through online transactions procedures.
14. The PF of staff members is also sent to EPFO through e-banking.
15. 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 website is providing information about Enquiry, Online Entrance Examination, student's admission and support, Examination, Workshops, and Webinars etc. The institute gives facilities like online payment, ERP, Scholarship, etc.
16. The institution has a separate examination cell headed by CEO (College Examination Officer) equipped with ICT tools required for the examination process as directed by SPPU.



  
**DIRECTOR**  
**INSTITUTE OF MANAGEMENT & RESEARCH**  
**NARHE, PUNE-411041.**