



Oriental Education Society's
ORIENTAL INSTITUTE OF MANAGEMENT

(Approved by AICTE, New Delhi, DTE Govt. of Maharashtra & Affiliated to University of Mumbai.)

DTE Code : MB3136 | AICTE Approval No. 06/07MS/MBA/2006/006

6.2.2 Institution implements e-governance in its operations

1. Administration including complaint management
2. Finance and Accounts
3. Student Admission and Support
4. Examinations

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

Option C - Any two of the above, 1. Finance and Accounts, 2. Students admission and Support

Files Uploaded

Description of file / document
6.2.2_1: Screen shots of user interfaces ✓
6.2.2_2: Institutional expenditure statements for the budget heads of e-governance implementation ✓
6.2.2_3: ERP (Enterprise Resource Planning) Document – CMS ✓
6.2.2_4: Annual e-governance report approved by BOG ✓
6.2.2_5: Additional Information- E governance policy document

DIRECTOR
Oriental Institute of Management
Plot No. 149, Sector - 12,
Vashi, Navi Mumbai - 400 703.



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Screen shots of user interfaces

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Biometric Attendance System

10.30.0.100:82/Main.aspx

SmartOffice
Biometrics and HRMS Solution

Last Login: 07-Aug-2023 04:30:25 PM Welcome biomas

Admin Master Leave Management Punch Monitor Device Management Utilities Import/Export Reports Help

New Employees Memo Settings Master Settings Assign Device Management Utilities Recalculate Attendance Attendance Register Attendance Logs Reports

Add New Employee Delete Selected Employees Assign Reporting Manager Import Employee Details Import Employee Personal Details Export Employee Details Export Employee Personal Details

Employee Code	Employee Name	Branch	Department	Category	Location	Status				
85	ABIME HAGAR	OBI	OIM TEACHING STAFF	OIM VASHE	VASHE	Working	Employee Manager	Employee Documents	Employee	
471	Maumita Roy	OIM	OIM TEACHING STAFF	OIM VASHE	VASHE	Working	Employee Manager	Employee Documents	Employee	
596	Devika Kausik	OBI	OIM TEACHING STAFF	OIM VASHE	VASHE	Working	Employee Manager	Employee Documents	Employee	
18718	Raghavendra Benigen	OIM	OIM TEACHING STAFF	OIM VASHE	VASHE	Working	Employee Manager	Employee Documents	Employee	
18727	Urusa Patil	OBI	OIM TEACHING STAFF	OIM VASHE	VASHE	Working	Employee Manager	Employee Documents	Employee	

Page size: 10 3 Items in 1 page

10.30.0.100:82/Main.aspx

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New Employees Memo Settings Master Settings Assign Device Management Utilities Recalculate Attendance Attendance Register Attendance Logs Reports

Add New Employee Delete Selected Employees Assign Reporting Manager Import Employee Details Import Employee Personal Details Export Employee Details Export Employee Personal Details

Employee Code	Employee Name	Branch	Department	Category	Location	Status				
439	GULSHAFI AHMAD	OBI	OIM NON-TEACHING STA	OIM VASHE	VASHE	Working	Employee Manager	Employee Documents	Employee	
545	Dr. R.G. Rathawat	OIM	OIM NON-TEACHING STA	OIM VASHE	VASHE	Working	Employee Manager	Employee Documents	Employee	
547	RAKSHA SAWANT	OBI	OIM NON-TEACHING STA	OIM VASHE	VASHE	Working	Employee Manager	Employee Documents	Employee	
18722	Shakir Shaikh	OBI	OIM NON-TEACHING STA	OIM VASHE	VASHE	Working	Employee Manager	Employee Documents	Employee	
18723	Nirmala Falke	OIM	OIM NON-TEACHING STA	OIM VASHE	VASHE	Working	Employee Manager	Employee Documents	Employee	
18724	Saigeetha Nair	OBI	OIM NON-TEACHING STA	OIM VASHE	VASHE	Working	Employee Manager	Employee Documents	Employee	
18729	Mohd. Arif	OIM	OIM NON-TEACHING STA	OIM VASHE	VASHE	Working	Employee Manager	Employee Documents	Employee	
18730	Satish Bhoir	OIM	OIM NON-TEACHING STA	OIM VASHE	VASHE	Working	Employee Manager	Employee Documents	Employee	
18731	Shanta Wankar	OBI	OIM NON-TEACHING STA	OIM VASHE	VASHE	Working	Employee Manager	Employee Documents	Employee	
18733	Sunita Alkar	OBI	OIM NON-TEACHING STA	OIM VASHE	VASHE	Working	Employee Manager	Employee Documents	Employee	
18734	Miera Khose	OIM	OIM NON-TEACHING STA	OIM VASHE	VASHE	Working	Employee Manager	Employee Documents	Employee	
18735	Chayya D	OBI	OIM NON-TEACHING STA	OIM VASHE	VASHE	Working	Employee Manager	Employee Documents	Employee	

Page size: 500 21 Items in 1 page

Biometric Attendance System



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Admission Accounts Documents Utilities Examination Reports Exit

BEMS - Generate Fee Receipt

User Name: poonam

Student Id: 1150 OR Search By Name: ANSARI MOHDSALF JAKIR-1150

Class Name: FYMMS

Full Name: ANSARI MOHDSALF JAKIR - NAJDA

Mobile No.: 8799688706 RollNo: 50 Div: A Subject:

Sr No	Particulars	Amount	Sr No	Rec...	Receipt Date	Amount	ChqNo
<input type="checkbox"/> 1	Tuition Fees	155000	<input type="checkbox"/> 1	172	14/06/2022 00:00:00	153000.00	0
			<input type="checkbox"/> 2	264	24/02/2023 00:00:00	153000.00	0
			<input type="checkbox"/> 3	525	03/07/2023 00:00:00	153000.00	0

Total: 153000.00 tal Paid: 80000.00 Pending: 73000.00

CMS ERP Software Generated Fee Receipt Student Database

Admission Accounts Documents Utilities Examination Reports Exit

User Name: nirmla College Name: Management Academic Year: 2022-2023

Student ID: Class Name: SYMMS Religion: Gender:

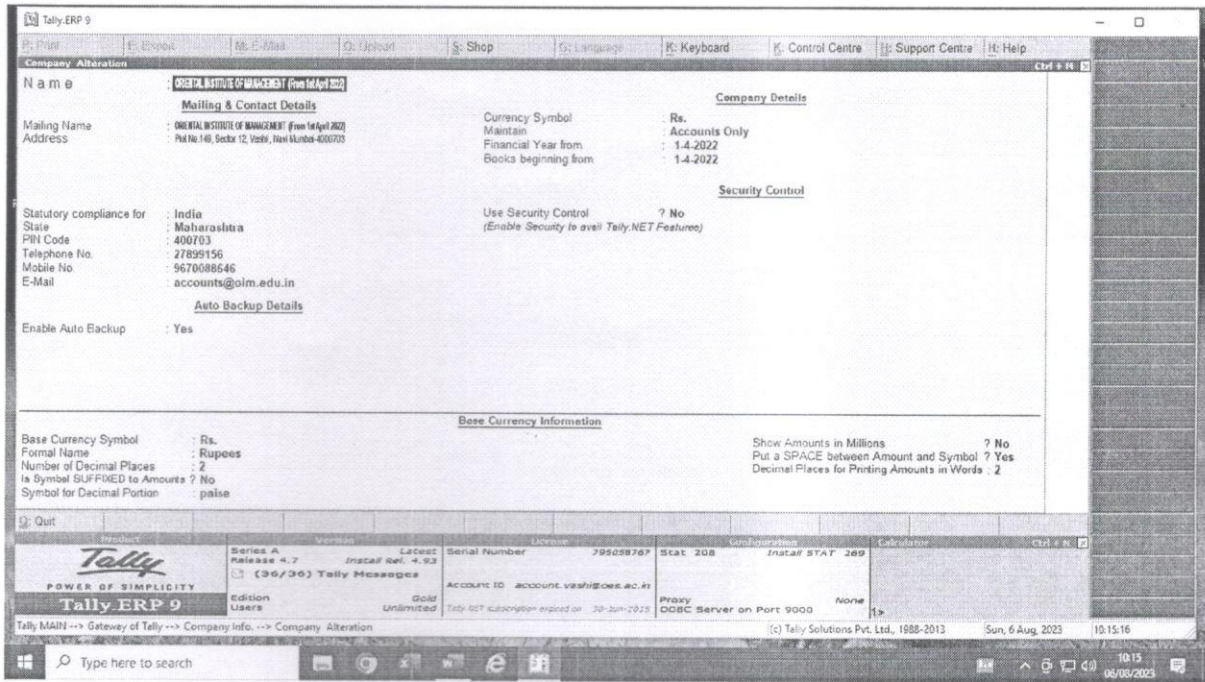
First Name: Last Name: RollNo: Div:

Select / Un-Select All Cancel List End Export Display Send SMS Edit Send Email

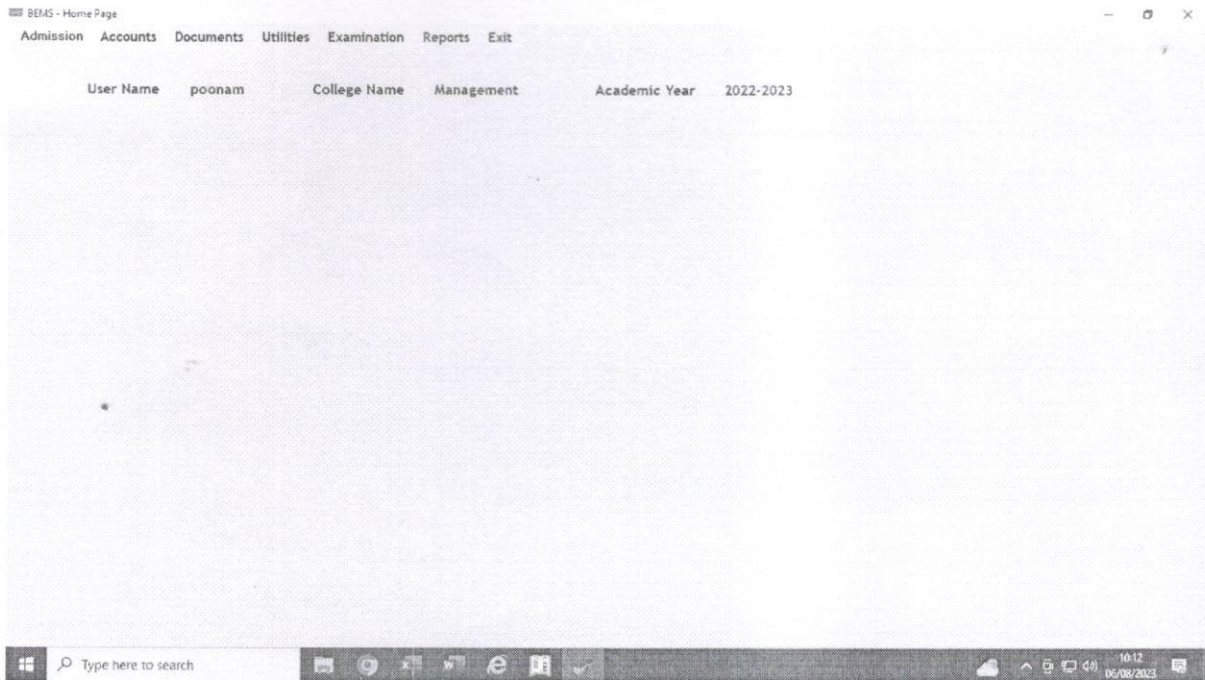
Chk	StudentId	Name	Mobile No	For	Roll	Div	Class
<input type="checkbox"/>	25	1025	LONDHE TRIPTI VASUDEV - VAISHALI	9182216305	125	25	A SYMI
<input type="checkbox"/>	26	1026	MANDAL ABHIGHEK KUMAR RAMNATH - RAUSHAN	9004228990	126	26	A SYMI
<input type="checkbox"/>	27	1027	MISHRE SHIBHIM KISHOR - LALITA	8856255557	127	27	A SYMI
<input type="checkbox"/>	28	1028	MOMIN AMAN ATUL - SHAGIFTA	8389191623	128	28	A SYMI
<input type="checkbox"/>	29	1029	NETKAR DIANA VADNYAKANT - SUREKHA	5369183541	129	29	A SYMI
<input type="checkbox"/>	30	1030	GUHA AKSHAY ARVIND - BINDU	7021448855	130	30	A SYMI
<input type="checkbox"/>	31	1031	PADALE AMIT SHARAD - SURSODHA	8828698977	131	31	A SYMI
<input type="checkbox"/>	32	1032	PAITHANPAGARE GAYATA VIJAY - ANJANA	9819385321	132	32	A SYMI
<input type="checkbox"/>	33	1033	PANDYA KRISHNA KALPESH - JAYASHREE	8828499953	133	33	A SYMI
<input type="checkbox"/>	34	1034	PATIL UDDHISHA DHENDU - HOUSSABA	9930295052	134	34	A SYMI
<input type="checkbox"/>	35	1035	PATIL HIRNESH ANKUSH - MARTA	7039173373	135	35	A SYMI
<input type="checkbox"/>	36	1036	PATIL DHIREN MAHADEV - KANTA	9452890053	136	36	A SYMI
<input type="checkbox"/>	37	1037	PATKAR DAMYANTI SHIRPAM - KUSUM	7045774491	137	37	A SYMI
<input type="checkbox"/>	38	1038	PRASAD GRACE JOHNNY - CYNTHIA	8425056883	138	38	A SYMI
<input type="checkbox"/>	39	1039	SAIYATE SONALI DOKIL - POOJA	9867475608	139	39	A SYMI
<input type="checkbox"/>	40	1040	SHAH RIYA RUPESH - DHARTI	8055588858	140	40	A SYMI
<input type="checkbox"/>	41	1041	SHAIKH WAGAS AHMED NADEEM AHMED - SHAGIFTA	8291225264	141	41	A SYMI

Admitted: 92 Cancelled: 0 Total: 92


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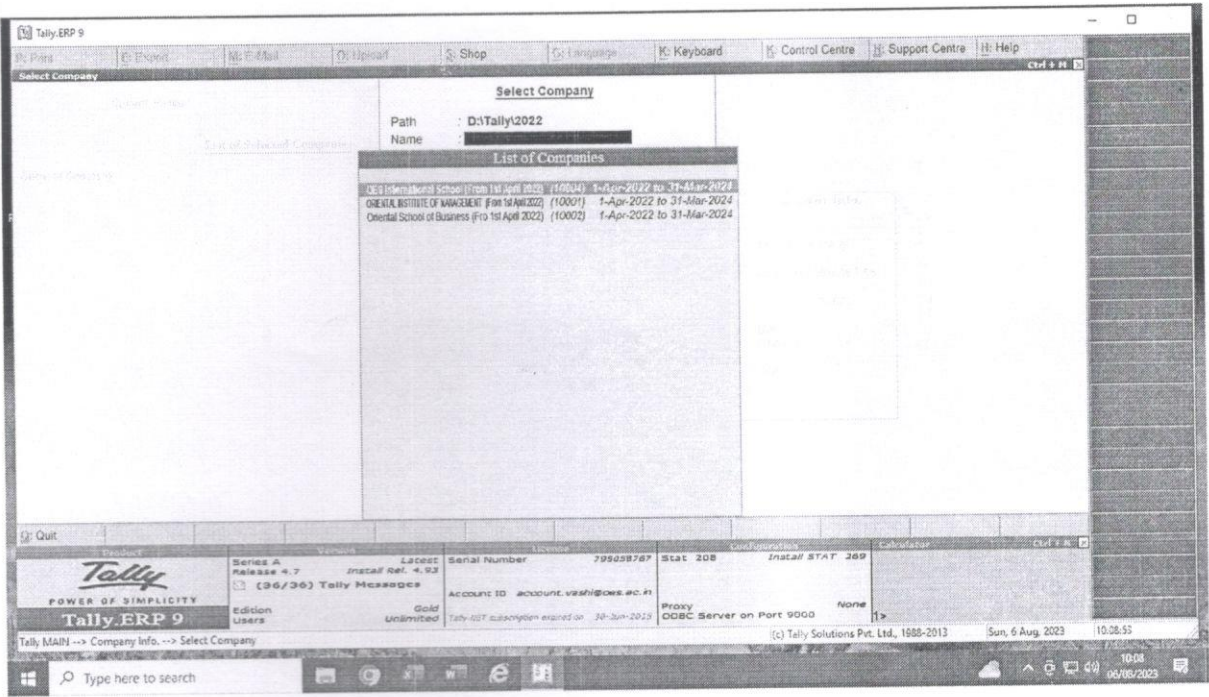


Tally ERP OIM Company Creation

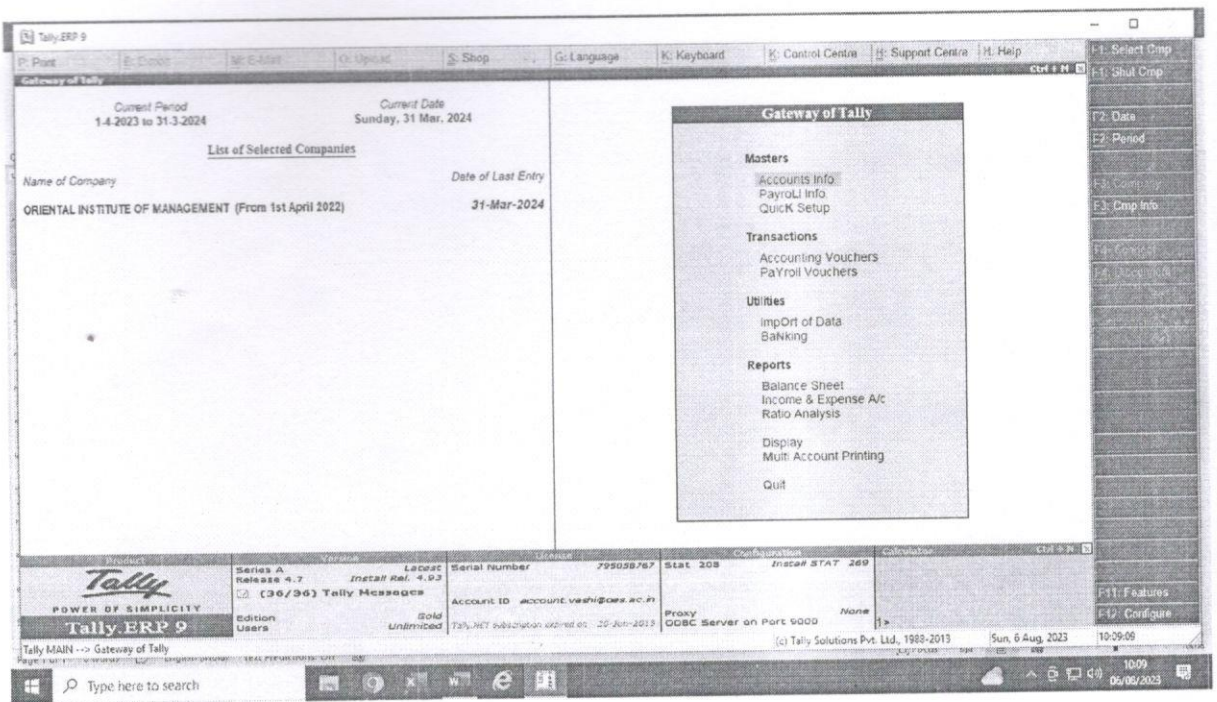


CMS ERP Module displaying Operational Units viz: Admission, Accounts, Exams etc


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Tally ERP 9 Login View



Tally ERP 9 User interface

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Institutional expenditure statements for the budget heads of e-governance implementation

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**6.2.1 Institutional Expenditure Statements for the budget heads of
e-governance implementation**

Year	Particulars	Amount
2014-2015	Tally ERP9	₹ 72,000/-
2018-2019	-----	-----
2019-2020	-----	-----
2020-2021	-----	-----
2021-2022	-----	-----
2022-2023	CMS erp module	₹ 37,500/-

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RETAIL INVOICE

 Tally Solutions Private Limited No.715/716, Palm Springs Centre, Link Road, Malad (West) Mumbai CIN: U72200KA1991PTC012483 E-Mail :accounts.mumbai@tallysolutions.com	Invoice No. SVV/MH/00349/14-15	Dated 13-Jun-2014
	Supplier's Ref. S/SORD/3882/14-15	Mode/Terms of Payment
Buyer Oriental Institute Mangement Plot No 149, Sector 12 Opp. Mega Mart Vashi, Navi Mumbai 400703 Mumbai-400703 Maharashtra, India	Buyer's Order No. S/SORD/3882/14-15	Dated 13-Jun-2014
	Terms of Delivery Online download only. No physical delivery of products package/CD.	

SI No.	Description of Goods	Quantity	Rate	per	Amount
1	Tally.ERP 9 Silver To Tally.ERP 9 Gold 785058768,795058767,725058765, 765058770,775058769 (Service : Information Technology Software Service)	5 nos	12,205.67	nos	61,028.35
	Service Tax (On Assessable Amount 61,028.35) Education Cess Secondary and Higher Education Cess VAT-MH-5%			12 % 2 % 1 % 5 %	7,323.40 146.47 73.23 3,428.57
	Rounding Off				(-).02
	Total	5 nos			₹ 72,000.00

Amount Chargeable (in words) E. & O.E
INR Seventy Two Thousand Only

Company's VAT TIN : 27320698366V
 Company's CST No. : 27320698366C dt.02.03.09
 Company's Service Tax No. : AAACP7879DST001
 Company's PAN : AAACP7879D

Declaration for Tally Solutions Private Limited
 We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct. Authorised Signatory

SUBJECT TO MUMBAI JURISDICTION
 This is a Computer Generated Invoice


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ERP (Enterprise Resource Planning) Document – CMS

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Annual e-governance report

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Annual e-governance report for academic year 2022-23

In an era defined by technological progress and digital transformation, Oriental Institute of Management (OIM) remains committed to elevating the standards of student administration, engagement, and support. Guided by a vision of seamless operations and enhanced learning experiences, OIM has harnessed the power of e-governance to navigate the academic landscape. This report delves into the various facets of OIM's digital journey, illustrating how each initiative contributes to the institution's overarching goal of holistic and forward-looking education.

Admission Process: Streamlined and Efficient

OIM has embraced the MKCL software for online student admissions. This digital platform enables seamless admission procedures, allowing prospective students to complete admission forms online. The system facilitates the preparation of a merit list based on submitted applications. Additionally, the institution has effectively managed student fee collection through Tally ERP software, ensuring accurate financial record-keeping.

Digital Attendance and Feedback Mechanism

The adoption of Google Classroom for student attendance tracking has continued to streamline attendance management. This digital solution enhances accuracy and reduces administrative burden. In alignment with our commitment to quality enhancement, OIM conducted student feedback survey and curriculum evaluation digitally. The Institutional Quality Assurance Cell (IQAC) meticulously analyzed the feedback, contributing to continuous improvement.

Effective Communication Channels

OIM acknowledges the importance of consistent communication with students and parents. The established WhatsApp groups, a successful communication channel from the previous academic year, continue to facilitate timely updates and announcements. This interactive platform strengthens engagement and fosters a sense of community within the OIM ecosystem.

Empowering Students through Scholarships

OIM remains dedicated to supporting students in their educational journey. The institution has seamlessly integrated online scholarship facilities to benefit its student body. Through collaboration with Aaple Sarkar DBT and the National Scholarship Portal, OIM ensures

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eligible students can access financial assistance conveniently, promoting inclusivity and diversity.

Domain Email IDs for Enhanced Connectivity

To enhance connectivity and ensure effective communication, OIM's IT support team has assigned official college email IDs to all semester students. These personalized email IDs serve as gateways to online lectures, Google Classroom, and overall college communication. This initiative strengthens digital engagement and streamlines information dissemination.

Staff Attendance and Work Monitoring

OIM has implemented a biometric attendance system to accurately record staff attendance. Additionally, during periods of remote work, staff members maintain a Daily Work Report spreadsheet, documenting tasks performed. This practice ensures transparency, accountability, and effective collaboration.

Financial Management with Tally ERP 9

OIM's commitment to efficient financial management remains steadfast, as evidenced by the continued use of Tally ERP 9. This software supports robust accounting and finance operations, contributing to sound financial decision-making.

E-Waste Management: Environmentally Responsible Collaboration

In a commendable partnership with Navi Mumbai Municipal Corporation (NMMC), OIM has taken steps to responsibly manage electronic waste (e-waste). The institution's IT support team has been instrumental in deploying an e-waste management system, aligning with environmental sustainability goals. OIM's commitment to eco-friendly practices is affirmed by the receipt of an e-waste certificate, further underscoring its dedication to a greener campus.

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[System Administrator]

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Additional Information- E governance policy document

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Policy Documents of E-Governance

Introduction

Governance of an institution of higher education by adopting ICT base is the need of the day & OIM has been making efforts to go for e-governance wherever possible. E-governance is used in various areas activities both in administration & academic field to make governance fast & transparent for all the stakeholders, students, parents, management, teachers & others.

9.1 Institutional Website: Website of an institution is like a mirror to know institutional activities, reports, and it is a means of communication and transformation of information. Management of the institution has hired a service provider who provides all the services related to the website, display of notices, events, reports etc. on the website.

9.2 Admission: Admission of MMS first year semester I is centralized by affiliating university (University of Mumbai) using MKCL software. But admission of II, III & IV semesters are institutional level.

The management of the Institution is running a pilot project which would help in all operations viz: Admission to Examination.

9.3 Attendance of Student: No Digital form of attendance is maintained where student & parents can check attendance with their mobile phone.

9.4 Biometric Machine: Attendance of all employees of the institute is recorded in a biometric machine for the purpose of salary calculation, leave calculation & timing of reporting on the duty.

9.5 Accounts: To maintain financial transactions & account books, the institute is using Tally ERP software along with CMS software.

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Oriental Institute of Management – ERP

The Institute has its own IT Section catering to the computational needs of its students & staff.

Scope of Work: - Provide, Install, Test & Customize IT infrastructure

Support & System Maintenance: –

The IT Section of OIM is fully responsible for system routine maintenance, data backup & other support required for flawless functioning of campus server.

Setup & Configuration: -

The IT Section fully assists all departments with initial setup & configuration.

Maintenance & Upgrades: -

The IT section is fully responsible for software maintenance, testing, bug fixes, security & upgrades needed on the Server.

Data Ownership & Security: -

The IT section takes care of data management & security by implementing firewalled Network Attached Storage for data backup.

[Signature]
System Administrator

[Signature]
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