

## ANNUAL E-GOVERNANCE REPORT FOR AY 2022-2023

The Principal of Srinivasa Foundation of the board Studies College is satisfied to introduce the yearly report on e-administration for the scholastic year 2022-2023. The foundation has carried out the e-administration in the accompanying areas of activity:

1. Administration
2. Finance and records
3. Student affirmation and backing
4. Examination
5. Library
6. Staff subtleties

The specifics of the above areas are as follows:

1. Implementation of e-administration in Organization:

The College site is utilized for facilitating data and notification connected with organization and understudies, now and again. The site is continually refreshed regarding positions, gatherings, studios and incorporates data connected with different boards like enemy of ragging, complaint and redressal, SC/ST, interior grumbling, and so on. Scholarly schedules, assessment time table, semester and assessment results and other related data are posted in College site. Moreover, insights about different MOUs and program related criticisms are additionally posted.

2. Implementation of e-administration in Money and Records:

- a. Accounts:

Every one of the installments and receipts data is overseen on Tally 9. The equipped evaluators review the important data in the Count.

- b. Online expense installment:

Credit only charge installments have been carried out through Bound together installments interfaces (UPI) like Paytm, PhonePe and web installment. Larger part of understudies are paying the charge however online mode.

3. Implementation of e-administration in Understudy Affirmation and Backing:

After the admission, the student information connected with course, branch, enrollment number, joining date, class of confirmation, address and contact subtleties will be transferred in the e-administration. Further subtleties of Charge repayment and other data like monetary advantages got from state government are refreshed however assigned site of state government (<https://gnanabhumi.ap.gov.in>) Understudy's scholarly subtleties will likewise be transferred in the completely computerized e-administration. All insights about participation and imprints acquired in inside and outer tests are transferred in the associated college site (<https://exams.andhrauniversity.edu.in>).

The College presents its information every year on the AISHE entry in the College login page. Information is submitted in a few boundaries, for example, understudies selected with program and class wise, workforce subtleties division wise, programs presented in the organization, foundation subtleties, scholastic subtleties, results and monetary subtleties.



#### 4. Implementation of e-administration in Assessment:

The data connected with the inside and outside assessments will be posted in the College site which incorporates fliers, time tables and so forth. The inner imprints and the outside functional imprints will be transferred in the College entry. Contact subtleties connected with the assessments will be remembered for the College site. The outcomes announced by the College will be shown for the understudies in College site.

#### 5. Implementation of e-administration in Library:

The foundation carries out e-administration in library through SOUL, NDL, Springer and IEEE programming projects.

#### 6. Implementation of e-administration in Assessment:

Division wise staff details like name, assignment, capability, experience subtleties, and so on were remembered for the site.

  
Principal

Principal  
Srinivasa Institute of Management Studies  
P.M. Palem, Madhurawada,  
Visakhapatnam - 530041

Date: 02-06-2023

**MEETING NOTICE**

The Meeting of the Academic Committee MBA, MCA and BBA Staff of the SIMS College will be held on 06<sup>th</sup> June 2023 at 11:30 a.m. to discuss the following Agenda. All members are requested to attend the meeting without fail at SIMS Board room.

**AGENDA:**

1. PG Admissions for the academic year 2024-2025
2. Teaching Notes:
3. Work distribution to the faculty for 2024-2025.
4. Policy on green campus.
5. Discussion about annual e-Governance report for A.Y 2022-2023
6. Policy on Environment and Energy Utilization
7. Any other point.

H. U. S. R.  
PRINCIPALPrincipal  
Srinivasa Institute of Management Studies  
Vizag - 41, Madhurawada,  
Visakhapatnam - 530041

Date: 07-06-2023

Minutes Of The Academic Committee Of SIMS College Held On 06<sup>th</sup> June 2023Members Present:

S.No	Members	Designation	Designation in committee	Signature
1.	Dr. M.V.S. Ramalakshmi	Principal	Chairman	M.V.S. Ramalakshmi
2	Dr. K. Yasoda	Associate professor/ IQAC coordinator	Member	K. Yasoda
3	Mrs. G. Sudhakar	Head Of The Department – MBA	Member	G. Sudhakar
4	Mrs. G. Vijaya	Head Of The Department – MCA	Member	G. Vijaya
5	D. Uma Sundari	Head Of The Department -- BBA	Member	D. Uma Sundari
6	Mrs. Swathi	Officer In-charge of Examinations	Member	Swathi
7	Mr. Y. Rajesh	Administration	Member	Y. Rajesh

Dr.M.V.S Ramalakshmi, Principal convened the meeting by welcoming all the faculty members.

S. no	Agenda points	Resolutions
1	PG Admissions for the academic year 2024-2025	Principal instructed all the faculty members to get admissions done. Moreover, she suggested the faculty members to act effectively regarding

Date 02-06-2023

**CIRCULAR**

This is to inform Faculty of all the Departments that the below members are decided to be members of Academic Committee of Srinivasa Institute of Management Studies for the academic Year 2023-2024.

S.No	Members	Signature
1.	<b>Dr. M.V.S. Ramalakshmi</b> Principal	M. V. S. R.
2	<b>Dr. K. Yasoda</b> Associate professor/ IQAC coordinator	K. Yasoda
3	<b>Mrs. G. Sudhakar</b> Head Of The Department -MBA	G. Sudhakar
4	<b>Mrs. G. Vijaya</b> Head Of The Department -MCA	G. Vijaya
5	<b>D. Uma Sundari</b> Head Of The Department - BBA	D. Uma Sundari
6	<b>Mrs. Swathi</b> Officer In-charge of Examinations	Swathi
7	<b>Mr. Y. Rajesh</b> Administration	Y. Rajesh



M. V. S. R.

Principal

Srinivasa Institute of Management Studies

Principal

		admissions,
2	Teaching Notes:	All the faculty members have submitted their teaching notes.
3	Work distribution to the faculty for 2024-2025.	Work distribution is properly made to the existing and New Faculty members.
4	Policy on green campus.	The committee received and approved policy on green campus.
5	Discussion about annual e-governance	The committee has reviewed and made some suggestions.
6	Policy on Environment and Energy Utilization	The committee has reviewed and approved policy on Environment and Energy Utilization
7	Any other point.	It is decided to conduct workshops and seminars on regular intervals.



M. U. S. R.

**Principal**

Principal  
Srinivasa Institute of Management Studies  
Madhurawada, Vizag