

# Maharaja Agrasen Institute of Management Studies

(A unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University; Recognized u/s 2(f) of UGC

Recognized by Bar Council of India; ISO 9001:2015 Certified Institution

Sector- 22, Rohini, Delhi- 110086, India



## 6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

### *Metric 6.2.2*



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Tel. Office: 8448186947, 8448186950 [www.maims.ac.in](http://www.maims.ac.in)

### **Criteria 6- Governance, Leadership and Management**

#### **Key Indicator- 6.2 Strategy Development and Deployment**

##### **Supporting Documents 6.2.2**

##### **Annual e-Governance Report**

**Approved in Governing Board Meeting dated September 15, 2022,**

**Agenda Item 6**

**Director**  
Maharaja Agrasen Institute  
of Management Studies  
Sector 22, Rohini, Delhi-86





## **MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES**

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### **Annual E-Governance Report for Academic Year 2021-22**

E-Governance in the field of the educational sector has changed the way of administration. With the data and processes model of an educational Institution, makes the process easy, well-organized and error free. This is designed to make the system user-friendly, time saving and cost saving also. It helps in improving transparency, providing speedy information, dissemination, improving administrative efficiency and public service in all the aspects of education. Over the years, many initiatives have been undertaken by the institute to usher in an era of e-Governance. Sustained efforts have been made at multiple levels to improve the processes in institute.

#### **Administration:**

The institution administration has stepped ahead in the direction of paperless administration and almost all communications are realized online through e-mails and other digital formats. The modules of students and employee administration are partially managed through EduMarshal ERP and will be completely operational by end of the year 2022. The employee's salary leave record, investment record etc. through HR Pearls ERP. The significant institutional tasks are hereby carried out online as part of the e-governance program:

- Maintenance & disclosure of comprehensive information on its web-page,
- Development of ICT based infrastructure in the Institute
- Wi-Fi campus
- Fully computerized office and academic departments,
- Management of e-resources in libraries,
- Salary payment to employees through net-banking,
- Management of College web-site ([www.maims.ac.in](http://www.maims.ac.in))

#### **Finance and Accounts:**

The accounts office maintains its account on Tally. Latest version of the software is used by the Accounts Office to maintain all the financial records and data of the institute such as generating reports, Profit and loss statement, Balance Sheet etc. Payroll Management System at MAIMS is assisted through ERP by HR Pearls which helps in payroll reports, generating pay-slips etc. The staff members can access pay-slips through portal with their user-id.

#### **Student Admission and Support**

Being an affiliated institute, the admissions are managed through the GGSIP University. An open and transparent strategy, the admission process follows ethical practices and regulations. The Institute brings out its Brochure which is displayed on the website that has

  
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guidelines for the admission process. Students' fees records are maintained and supported through the institute website as well as EduMarshal ERP. The admission-related, welfare related, support and grievances are addressed both online and offline through the institute level support committee comprising of Nodal officer, Help desk and grievance committee members.

### **Examination**

The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard. In addition to the University End term Examination the internal Examination are also conducted in physical/online mode. The internal examination schedule and marks are uploaded on EduMarshal ERP. Examination-related grievances are addressed through the dedicated email ID shared with the student. The institute website Portal is used for the payment of examination fee. By the end of the year 2022 the complete process shall be operational on EduMarshal ERP.

### **Website:**

The website will act as an information center which will reflect about the institute, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer has been appointed by the college. A Website Committee has been formed for the administration of the MAIMS website. The Committee looks after the process of updating, maintaining, and working of the website on a regular basis. All the important notifications go live on the website as and when they are released.

### **Library**

Library services are automated in the year 2021 with DELPLUS 2.0. The software has been used for partial automation of the library for issuing and submitting books, recording stock, etc. Both the libraries are well equipped with air-conditioners, CCTV security system and Fire alarm. Additionally, Wi-Fi facility, desktop for students and staff, and printer are installed in the libraries.

### **CCTV Surveillance**

Institute has CCTV surveillance system to strengthen campus security. This facility offers a comprehensive range of solutions to secure campus infrastructure effectively.

### **Teaching Pedagogy**

To go paperless the institute uses Google facilities like Google sheets for data collection from Various Departments, Google Docs to prepare notices and activity reports, Google Forms to prepare Feedback forms and get Online feedbacks of Students and Google Drives to keep all department wise proofs. The faculty also uses ICT tools extensively to deliver the best to its students. To support classroom teaching the faculty uses Google classrooms to post communications, provide notes, assignments, question bank etc. For smooth, quick paperless administration, the institute has created and provided G-suite IDs to all faculty, staff, and students.

  
  
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