

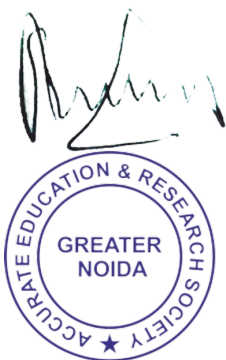


ACCURATE INSTITUTE OF MANAGEMENT & TECHNOLOGY

Approved by AICTE, Ministry of HRD, Govt. of India & Affiliated
to Dr. APJ Abdul Kalam Technical University, Lucknow



ANNUAL E- GOVERNANCE REPORT APPROVED BY GOVERNING COUNCIL



Director

Accurate Institute of Management & Technology
Greater Noida



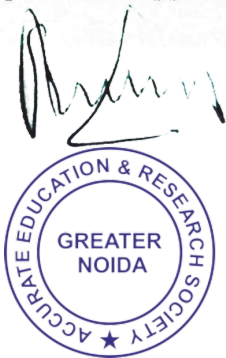
Report on E-Governance Initiatives Approved in Governing Council

Website

Our college website reflects all the activities of the college and provides information about Vision and Mission, Quality policy, courses offered, important events and notices, training and placement activities, Academic achievements etc. In order to ensure the uploading of events a separate admin in-charge has been appointed. Principal, HODs of various departments, teaching staff and committee coordinators will ensure the important updates on the website on a regular basis with respect to their department concerned. They also look in to other changes that are required on the website whenever necessary. The institute's website is so vibrant by giving immediate notifications of activities as and when it is required and is to be released. The system administrator holds the responsibility of administration of website, renewal, bandwidth etc., and updating of informations on the website.

Student Admission:

Admission officer of the institute is uploading online application and admission policy in the website every year. As per the norms of Anna University, an open and transparent policy for the admission process is followed and the admission officer is ensuring that all the admission activities are taking place as per the admission policy. An admission portal is opened for online admissions and clear guidelines are given to submit the application through online and get admission. The informations about the direct students are also uploaded in the portal. Number of students applied, admitted, fees details, withdrawals, all to be managed through this portal. This helps admission officer to upload the required information on Anna University and DOTE web portals for approval.





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Accounts:

Administrative office is using tally software to maintain the books of accounts. Proper training will be given to Accounting staffs to maintain the financial records effectively. Training to the existing staff and up-gradation of the existing software must be done regularly. Appropriate security measures should be taken for maintaining confidentiality of all the financial transactions. All the scholarships from the government and other agencies are received and managed by accounting department effectively. The CMS system established in the college helps to automatically calculate salary considering the HR policy of the institution regarding leave and other deductions like TDS, Provident Fund, ES etc. The salary is directly credited to the employees' account and other payments are generally made and received through online mode.

Library:

Our institution maintains a well equipped library with the required numbers books and journals to ensure academic excellence. In addition to that, a well stocked general books also available for the benefits of students and faculty members. Our Library is working between 9.00 am to 8.00 pm on all working days, Students and staff members' attendance is marked using the Library software called campus i lib. The institute is taking all necessary steps to incorporate library operations with CMS. The issue registers are replaced by the software and the circulation is properly maintained right from creating member records to printing of reminders for outstanding books. It subscribes national and international print periodicals, DELNETs, IESTC, IMC packages of E – Journals and has a good collection of CDs on various fields, text and reference books sections, multimedia e-learning sections. Our Library is equipped with the membership of National Digital Library of India (NDLI) and Membership of Developing Library Network (DeLNet).

Students can refer books, journals and magazines using college membership ID. In order to develop the English Speaking skills, Public Speaking Room (Mirror Room) is available at our central library and which has maximum utilization by our students. The institute should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources.



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Administration:

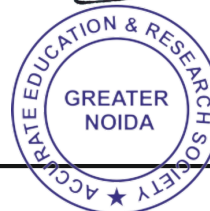
The institute is established with sufficient infrastructures which includes, seminar halls equipped with projector, Faculty rooms with one computer to one staff, Meeting rooms, Office, Class rooms, Tutorial rooms, Laboratories equipped with necessary hardware and software, communication Laboratory, Library, Internet and Wi-Fi facility in the entire building to enable smooth workflow and effective administration. The following are the important areas where ICT enabled facilities are used

- Our CMS is integrated with biometric system to maintain the attendance. Staffmembers shall apply leave only through online. All necessary informations like, Availability of CL, COL, OD etc., can be easily viewed and verified. Salary reports are to be prepared only through CMS.
- Students' informations are maintained through CMS. Reports can be generated at any point of time related to Internal Assessment, University results, Placement status etc.,

The institute will look into update CMS software according to the requirements to provide smooth administration process whenever necessary. Students shall be able to obtain maximum services through online mode. Admin Staff members are provided with adequate training and development to keep them abreast with the new technology.

Examination:

The college has adopted CMS software where our students can view their total internal assessment marks at the end of every internal examination and can report respective faculty members in case of discrepancies, if any. Since the institute is affiliated to Anna University, Chennai, the examination process is regulated by the University and thus rules and procedures of the University are to be adopted in this regard.



Director

Accurate Institute of Management & Technology

Greater Noida



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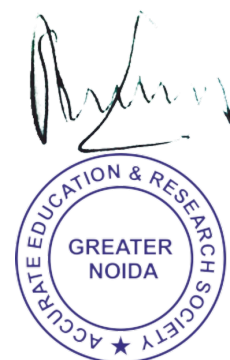
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Alumni:

In order to strengthen our alumni relationships, Alumni Dais programs are to be conducted through google meet platform. Every department should conduct one meet per month and our Alumni students are frequently interacting with the current students. Enough inputs are given to current students by the alumnus regarding the industry expectations, entrepreneurial opportunities etc through this meet.

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Director

Accurate Institute of Management & Technology
Greater Noida

Agenda of the 26th meeting

Of

Board of Governors

Date: 20th Feb. 2018

Time: 3:30 pm

Welcome Note

By Chairman

Brief report about college

By Member Secretary

AGENDA Point -1: To Confirm the minutes of the 25th meeting of the Board of Governors held on 25th April 2017.

AGENDA Point -2: To confirm the Action Taken Report of the meeting of the Board of Governors held on 25th April 2017.

AGENDA Point -3: To confirm the committees formed during the period April 2017 to January 2018.

AGENDA Point -4: To reviews the academic performance of the college and Implementation of ERP Software.

AGENDA Point -5: To present the placement result of 2017-2018 batches.

AGENDA Point -6: To present the budget of the financial year 2018-19

AGENDA Point -7: To present the utilization of the budget for the year 2017-2018.

AGENDA Point- 8: To authorize chairman for further loans for development of college.

AGENDA Point- 9: To consider revision in delegation of financial powers.

AGENDA Point- 10: Any other matters by permission

Regd. Office
Institute Address

Telephone No.

Corresponding Address

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Director :
Accurate Institute of Management & Technology
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Ref.: AIMT/BOG/M/2018-26

MINUTES OF BOARD OF GOVERNORS MEETING

Minutes of the proceedings of the Board of Governors of Accurate Institute of Management and Technology held on 20th February 2018 at AIMT Campus at 3:30 pm.

The following members were **present**:

Ms. Poonam Sharma	Chairman (Society)
Ms. Meera Vashney	Member (Society)
Dr. O.P Sharma	Member (Society)
Mr. Deepak Sharma	Member Industry (Nominated by Society)
Dr. Yogesh Bhomia	An Educationist (Nominated by Society)
Dr. Sunil Kumar Mishra	Faculty Member (Professor)
Mr.. A M Tripathi	Faculty Member (Asst. Professor)
Dr. S.K.Dubey	Director– Member Secretary

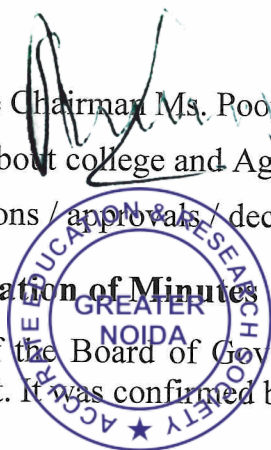
Members absent:

1. Nominee of AICTE
2. Nominee of State Govt.
3. Nominee of Affiliating University

The welcome note was delivered by the Chairman Ms. Poonam Sharma
Member Secretary gave a brief report about college and Agenda of the meeting was put forward.
Following are the agenda wise discussions / approvals / decisions:

1. Item No. BOG/26/01 – Confirmation of Minutes

The minutes of the last meeting of the Board of Governors held on 25th April 2017 were presented to all the members present. It was confirmed by all the members unanimously.



2. Item No.BOG/26/02 – Confirmation of Action Taken Report.

The Action taken report of the meeting of the Board of Governors held on 25th April 2017 was put forward to the members present which was unanimously confirmed after discussion by all the members.

3. Item No. BOG/26/03 – Confirmation of Committees

The names of members and functions of the committees formed between the periods April 2017 to January 2018 was put forward to the members, for confirmation. After discussing the functions of the committees in brief, all the committees were confirmed by all the members unanimously.

4. Item No.BOG/26/04 – Review of Academic results and Implementation of ERP Software.

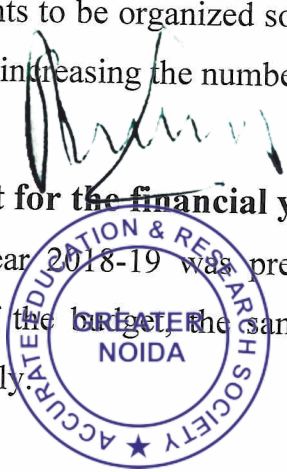
The result of the college for the academic year 2017-18 was placed before the members. Discussion on the result of the students was done. It was decided to implement the ERP in academics and Library for more transparency of system.

5. Item No.BOG/26/05 – Review of Placement results

The placement results were presented to the members. The members discussed the need for professional C.R.T for the students to be organized so as to help them crack the aptitude test and soft skills easily and thereby increasing the numbers of placement.

6. Item No.BOG/26/06 – Budget for the financial year 2018-19

The budget for the financial year 2018-19 was presented to the Board Members. After discussions on the highlights of the budget, the same was approved by all the members present at the meeting unanimously.



7. Item No. BOG/26/07 – Utilization of budget for the financial year 2017-18

The Comparative Statement of the actual expenditure vis-à-vis the budgeted expenditure approved for the financial year 2017-18 was presented before the members present. Members had a brief discussion on all the expenditures.

The expenditure was approved in the meeting unanimously.

1. Item No. BOG/26/06 – Application for Second Shift and M.Tech in EC

The proposal for Closure of Second Shift in college for Computer Science Engineering (CS) and Electronics & Communication (EC) Branch of the college from the next session i.e., 2018-19 was put forward to the members, which was approved unanimously after discussion.

It was further decided that the proposal may be put up to the Chairman of the Society and if agreed in the Society's meeting the application may be forwarded to AICTE for approval.

8. Item No. BOG/26/08 – Authorisation for loans

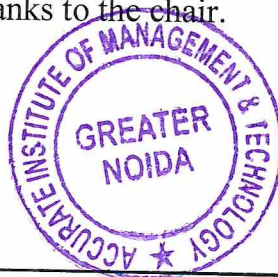
The proposal was put forwards and Chairman Ms. Poonam Sharma was authorized to take loans for the institution upto a limit of Rs. 3 crores for term loans and Rs. 75 lacs for vehicle loans.

9. Item No. BOG/26/09 – Revision in delegation of financial powers

The suggested Financial Powers were discussed upon and was approved by the Board unanimously.

The Meeting ended with a vote of thanks to the chair.

(Ms. Poonam Sharma)



Director
Accurate Institute of Management & Technology
Greater Noida

(Prof. S.K.Dubey)

Chairman

Member Secretary

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