



Einstein Academy of Technology and Management

(Managed by Udayanath Educational & Charitable Trust, Bhubaneswar)
Approved by AICTE, Govt. of India, New Delhi & Affiliated to BPUT, Govt. of Odisha
An ISO:2015 Certified Degree Engineering College

Supporting Document for Quantitative Metric 6.2.2 Annual E-Governance Report



Submitted to NAAC

By

**Einstein Academy of Technology and Management (EATM),
Bhubaneswar**



EINSTEIN ACADEMY OF TECHNOLOGY & MANAGEMENT

(Managed by Udayanath Educational & Charitable Trust, Bhubaneswar)
Approved by AICTE, Govt. of India, New Delhi & Affiliated to BPUT, Govt. of Odisha
An ISO 9001:2015 Certified Degree Engineering College



Ref No. EATM/LT/496/22-23

Date: 22-05-2023

To,

The Chairman, Governing Body
Einstein Academy of Technology & Management,
Khordha-752060

Subject: Seeking approval of the Annual E-Governance Report

Respected Sir,

I hereby attach the annual e-governance report for the Academic Year:2022-23 for your kind approval.

Sincerely,

Prof.(Dr.) Suwendu Prasad Sahoo
Principal,
Einstein Academy of Technology & Management
Bhubaneswar, Khordha
Einstein Academy of Technology & Management,
Khordha-752060

Institutional Alliance:



Campus: Baniatangi, Po.: Bajapur, Dist.: Khurda, Pin: 752060, Odisha, India, Ph.: 06755-243621/22124/25, Telefax: 06755-243623
Corporate Office: N-4/145, IRC Village, Nayapalli, Bhubaneswar-751 015, Odisha, India, Ph.: 0674-2558255/65/75/85, Email: info@eatm.in



EINSTEIN ACADEMY OF TECHNOLOGY & MANAGEMENT

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An ISO 9001:2015 Certified Degree Engineering College



Ref No: EATM/GN/512/22-23

Date: 13-06-2023

To,

The Principal,

Einstein Academy of Technology & Management.

Khordha-752060

Sir,

With reference to the letter no. EATM/LT/496/22-23, dated 22nd May 2023, the governing body approved the annual e-governance report for the academic year:2022-23. Further you are advised to do the needful.

Chairman, Governing Body

Einstein Academy of Technology & Management,

Khordha-752060

EINSTEIN ACADEMY OF
TECHNOLOGY AND MANAGEMENT

Chairman

Institutional Alliance:



Campus: Baniatangi, Po.: Bajapur, Dist.: Khurda, Pin: 752060, Odisha, India, Ph.: 06755-243621/22124/25, Telefax: 06755-243623
Corporate Office: N-4/145, IRC Village, Nayapalli, Bhubaneswar-751 015, Odisha, India, Ph.: 0674-2558255/65/75/85, Email: info@eatm.in



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Annual E-Governance Report for the AY:2022-2023

E-governance in an institution allows the use of information and communication technologies with the aim to improve communication, promote transparency and accountability and also to increase cost and time effectiveness. The overwhelming response of human resources to digital technology has strengthened the prospects of e-governance in different areas of operations.

The college has been practicing E-governance in academic and non-academic functions for few years. E-Governance review meeting of the college is held periodically. For the year 2022-23, the review was done in the second week of May 2022. Different issues related to the implementation of e-governance system were discussed in the meeting. Review of the proper functioning of the important available software is considered in the meeting. It was generally felt that E-governance will be more efficient and convenient with the related modules of ERP in terms of planning and follow-up. Maintenance of transparency in the admission process by sharing information to the stakeholders is smooth through ERP and website.

Some of the major organizational functions conducted through online mode are:

1. All the staff of the college use official e-mail id generated from IT services of the college.
2. Minutes of Meeting of Governing council, IQAC, various committees etc... are made available on the website for the consumption of stakeholders.
3. Computer awareness programs are conducted regularly for teachers and students.
4. Dedicated WhatsApp Groups have been created in each academic department for sharing orders, information, direction and discussion on a common platform.

Following are the operational fields of e governance system implemented in our college.

Administration: As far as possible, communications and information flow are paperless and online in the college. Staff and students communicate with each other through e-mail and other digital platforms. Committed and strictly monitored WhatsApp Groups have been created for sharing orders, information, direction, important announcements and notices to all the employees. The College has a biometric attendance system which is compulsory for all the staff. The staff attendance can be monitored through this. Salary is paid to the staff through net banking and salary slip is duly issued online to all the staff members. Student satisfaction survey is conducted online to check the satisfaction level of the students.


Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Finance & Accounts:

As a key ingredient of the e-governance concept and as per the guidelines of the authorities, all kinds of financial transactions above the stipulated limit have become online cashless.

Few important activities carried out digitally are as follows:

1. The salaries and other benefits of employees are paid online through Bank/NEFT/RTGS.
2. The payment of scholarships, honorariums and all purchase transactions are executed cashless and online.
3. Tally and ERP 9 software are used to track fee payment of every student. Some of the other functions include generation of receipt, generation of financial reports etc. Necessary reports and books of accounts are generated from the software which helps in quick retrieval of data and auditing.

Students Admission and Support:

For smooth functioning of the admission process and tracking of the admission enquiries, modern online communication channels are used. Admission and related procedures/activities including disclosure of admission rules/schedule, verification of documents, payment of fees & other admission formalities, and counselling of the students are done online to the extent possible. Wherever necessary, relevant details are published on the college website. Disclosure of students-centric information is also done on website. Regular conduct of computer awareness programs is carried out for students and staff.

Examination System:

There is a fully computerized exam cell which complies with all guidelines and instructions by BPUT regarding conduct of exams, maintains curriculum and publishes results online for different courses/programs. Students can access college website for getting the updates of the examination-related matters including dates and time tables. Online messages are sent to students, whenever needed, regarding examination dates, rules and regulations. The interface has become an integral part of the system. The e-governance procedure is not only accurate and cost effective but also creates transparency in the working system of the Institution.


Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Ref No. EATM/LT/57/21-22

Date: 25-04-2022

To,

The Chairman, Governing Body

Einstein Academy of Technology & Management,

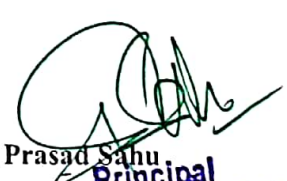
Khordha-752060

Subject: Seeking approval of the Annual E-Governance Report

Respected Sir,

I hereby attach the annual e-governance report for the Academic Year:2021-22 for your kind approval.

Sincerely,


Prof.(Dr.) Suvendu Prasad Sahu
Principal,
Einstein Academy of Technology & Management
Bhubaneswar, Khurda
Einstein Academy of Technology & Management,
Khordha-752060

Institutional Alliance:



Campus: Baniatangi, Po.: Bajapur, Dist.: Khurda, Pin: 752060, Odisha, India, Ph.: 06755-243621/22124/25, Telefax: 06755-243623
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Ref No: EATM/GN/476/21-22

Date: 20-05-2022

To,

The Principal,
Einstein Academy of Technology & Management,
Khordha-752060

Sir,

With reference to the letter no. EATM/LT/517/21-22, dated 25th April 2022, the governing body approved the annual e-governance report for the academic year:2021-22. Further you are advised to do the needful.

Chairman, Governing Body
Einstein Academy of Technology & Management,
Khordha-752060

EINSTEIN ACADEMY OF
TECHNOLOGY AND MANAGEMENT

Chairman

Institutional Alliance:



Campus: Baniatangi, Po.: Bajapur, Dist.: Khurda, Pin: 752060, Odisha, India. Ph.: 06755-243621/22124/25, Telefax: 06755-243623
Corporate Office: N-4/145, IRC Village, Nayapalli, Bhubaneswar-751 015, Odisha, India, Ph.: 0674-2558255/65/75/85, Email: info@eatm.in



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Annual E-Governance Report for the AY:2021-2022

The college has emphasized the need for devising suitable measures for quality education. Implementation of robust design for quality assurance has been one of the imperatives for implementing the vision of the institution.

The details of the E-Governance in various fields of operation are mentioned below.

1. ADMINISTRATION:

I. ERP: The College Administration has been equipped with computerized ERP software which has been found to be satisfactory.

II. CCTV: Excellent and modernized coverage of the EGI campus that includes places like, corridors and canteen which helps the administration to monitor all the discipline issues at the maximum level.

2. FINANCE & ACCOUNTS:

I. The institution has computerized TALLY software for maintaining Finance & Accounts for sustenance and has been found equally satisfactory.

II. ERP software also used for maintaining Finance & Accounts.

3. STUDENT ADMISSION & SUPPORT:

I. Library: DELNET is used for accessing various E-Journals by using the user-id and Password.

II. ERP software is used for student admissions, academics, library management, transport management, Grievance and feedback.

4. EXAMINATION:

For Quality Assessment, the College Examination System has been computerized for ensuring quality of the Educational Institution.

I. Website: The institution maintains and updates its Website on regular basis which is governed by the website committee.

II. ERP Exam Portal: A well-organized exam portal to upload student's attendance and to access student performance and also to conduct various assessments and upload student's marks such as lab Internal and External marks in the automation software.


Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Ref No. EATM/LT/ 492/20-21

Date: 19-05-2021

To,

The Chairman, Governing Body

Einstein Academy of Technology & Management,

Khordha-752060

Subject: Seeking approval of the Annual E-Governance Report

Respected Sir,

I hereby attach the annual e-governance report for the Academic Year:2020-21 for your kind approval.

Sincerely,

Prof.(Dr.) Suvendu Prasad Sahu,

Principal,

Einstein Academy of Technology & Management,

Khordha-752060

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

Institutional Alliance:



Campus: Baniatangi, Po.: Bajapur, Dist.: Khurda, Pin: 752060, Odisha, India, Ph.: 06755-243621/22124/25, Telefax: 06755-243623
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Ref No: EATM/GN/547/20-21

Date: 22-06-2021

To,

The Principal,

Einstein Academy of Technology & Management,

Khordha-752060

Sir,

With reference to the letter no. EATM/LT/492/20-21, dated 19th May 2021, the governing body approved the annual e-governance report for the academic year:2020-21. Further you are advised to do the needful.

Chairman, Governing Body

Einstein Academy of Technology & Management,

Khordha-752060

**EINSTEIN ACADEMY OF
TECHNOLOGY AND MANAGEMENT**

Chairman

Institutional Alliance:



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Annual E-Governance Report for the AY:2020-2021

EGI College has implemented e-governance for sharing information and to manage human resource efficiently with transparency through participation and accountability from all stakeholders. The Enterprise Resource Planning (ERP) of the college is categorized as two major areas like e-administration and e-services. E-administration uses ICT for information process and decision making by the Governing body, head of the institution, IQAC and different committees formed to decentralize the administration.

E-service provides various service facilities. Most of the staff and students use smart phones to utilize the benefits of modern day technologies available in the field of higher education. Students' attendance management, students' database, examination and continuous assessment record were made by automation process through Enterprise Resource Planning(ERP). Vendor is selected to provide necessary support for maintaining college website. Alumni Portal is created for being in contact with our passed-out students. Students have to register themselves by providing their details in this portal. Teachers are able to upload lectures, assignments on the ERP portal online. A dedicated WhatsApp Group has been created at institution level and also in each academic department for sharing orders, information, direction and discussion on a common platform. The necessary budgetary allotments for implementation of various government schemes and digital awareness are provided by the college and proper utilization is ensured with utmost transparency within time limits.

Application of e-governance in different fields are given below

1. ADMINISTRATION: Teacher and student portals fully automated. College Website with subdomain to all departments and each of the faculty members. All notifications are published in college website.

2. FINANCE AND ACCOUNT: Finance section is fully automated. Students examination fee, Hostel Fee and Other fees are collected in online by generating challans and deposit the money in the bank. College account is also automated.

3. STUDENT ADMISSION AND SUPPORT: Admission process is fully automated from submission of forms to payment of fees. Fees are collected online. E-brochure made available online for free of cost. Admission register is generated.


- Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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4. **EXAMINATION:** All exam registration made online. Selection of subjects in Extra Academic Activities (EAA) registration is done through online process. Results are uploaded into portal. Registration and admit card issuing are fully automated. Internal assessments are made automated. A dedicated ERP portal serves the results, notifications, and examination forms. An internal examination process along with submission of question papers of examinations prepared by faculties are uploaded into the ERP portal. It acts as an interface between the Examination Cell of College, Faculty and Students to enhance Transparency, Accountability, Reliability and Efficiency in the whole internal evaluation process.


Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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An ISO 9001:2015 Certified Degree Engineering College



Ref No. EATM/LT/498/19-20

Date: 16-03-2020

To,

The Chairman, Governing Body

Einstein Academy of Technology & Management,
Khordha-752060

Subject: Seeking approval of the Annual E-Governance Report

Respected Sir,

I hereby attach the annual e-governance report for the Academic Year:2019-20 for your kind approval.

Sincerely,

Prof.(Dr.) Suvendu Prasad Sahu
Principal,
Einstein Academy of Technology & Management,
Khordha-752060

Institutional Alliance:



Campus: Banlatangl, Po.: Bajapur, Dist.: Khurda, Pin: 752060, Odisha, India, Ph.: 06755-243621/22124/25, Telefax: 06755-243623
Corporate Office: N-4/145, IRC Village, Nayapalli, Bhubaneswar-751 015, Odisha, India, Ph.: 0674-2558255/65/75/85, Email: info@eatm.in



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An ISO 9001:2015 Certified Degree Engineering College



Ref No: EATM/GN/388/19-20

Date: 26-03-2020

To,

The Principal,

Einstein Academy of Technology & Management,

Khordha-752060

Sir,

With reference to the letter no. EATM/LT/498/19-20, dated 16th March 2020, the governing body approved the annual e-governance report for the academic year:2019-20. Further you are advised to do the needful.

Chairman, Governing Body

Einstein Academy of Technology & Management,

Khordha-752060

**EINSTEIN ACADEMY OF
TECHNOLOGY AND MANAGEMENT,**

Chairman

Institutional Alliance:



Campus: Baniatangi, Po.: Bajapur, Dist.: Khurda, Pin: 752060, Odisha, India, Ph.: 06755-243621/22124/25, Telefax: 06755-243623
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Annual E-Governance Report for the AY:2019-2020

The college has emphasized the need for providing quality education with suitable ERP policy. Implementation of fool proof designs for quality assurance has been one of the prime motives of the institution.

The details are mentioned below:

ADMINISTRATION:

- i. **Automation:** The College Administration has been equipped with computerized ERP software which has been found satisfactory.
- ii. **Biometric:** Implemented a pertinent computerized tool for identifying and authenticating the members of the institution.
- iii. **CCTV:** Installed for coverage of the EGI campus that helps the administration to monitor all the discipline issues at the maximum level

FINANCE AND ACCOUNTS:

The institution has computerized TALLY software for maintaining Finance & Accounts.

STUDENT ADMISSION AND SUPPORT:

Library: The library module in the ERP software provide cataloguing, searching, member/patron management, an acquisition system and circulation (issues, returns and reserves). It helps the students and faculty members of EGI in utilizing the library to maximum level.

EXAMINATION:

- a) **Website:** EGI maintains and updates its website on regular basis which is governed by the website committee.
- b) **ERP exam portal:** A well-organized ERP exam portal to upload students' attendance, and to access student performance.
- c) **Automation:** The Mid I and Mid II as well as lab internal marks are uploaded in the ERP software.


Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Ref No. EATM/LT/ 672/18-19

Date: 10-04-2019

To,

The Chairman, Governing Body

Einstein Academy of Technology & Management,

Khordha-752060

Subject: Seeking approval of the Annual E-Governance Report

Respected Sir,

I hereby attach the annual e-governance report for the Academic Year:2018-19 for your kind approval.

Sincerely,

Prof.(Dr.) Suvendu Prasad Sahoo
Principal,
Einstein Academy of Technology & Management
Bhubaneswar, Khurda
Einstein Academy of Technology & Management,
Khordha-752060

Institutional Alliance:



Campus: Baniatangi, Po.: Bajapur, Dist.: Khurda, Pin: 752060, Odisha, India, Ph.: 06755-243621/22124/25, Telefax: 06755-243623
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Ref No: EATM/GN/537/18-19

Date: 16-05-2019

To,

The Principal,

Einstein Academy of Technology & Management,

Khordha-752060

Sir,

With reference to the letter no. EATM/LT/672/18-19, dated 10th April 2019, the governing body approved the annual e-governance report for the academic year:2018-19. Further you are advised to do the needful.

Chairman, Governing Body

Einstein Academy of Technology & Management,

Khordha-752060

EINSTEIN ACADEMY OF
TECHNOLOGY AND MANAGEMENT

Chairman

Institutional Alliance:



USA



Campus: Banlatangl, Po.: Bajapur, Dist.: Khurda, Pin: 752060, Odisha, India, Ph.: 06755-243621/22124/25, Telefax: 06755-243623
Corporate Office: N-4/145, IRC Village, Nayapalli, Bhubaneswar-751 015, Odisha, India, Ph.: 0674-2558255/65/75/85, Email: info@eatm.in



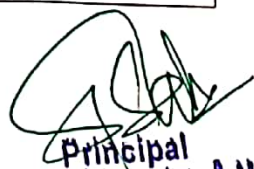
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Annual E-Governance Report for the AY:2018-2019

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. The institution was successful in implementing the following services in this year.

S.NO	Name of the Service	Area of Operation
1	CCTV Surveillance	CCTV surveillance system to strengthen campus security. This facility offers a comprehensive range of solutions to secure campus infrastructure effectively.
2	College Management System(ERP)	This Software assumes an imperative part in smoothing out the everyday participation and imprints framework. It provides an integrated platform for all the students, teachers, administration & other staffmembers. It is a web based application system & can easily access from anywhere by login user ID & password.
3	DELNET	E-journals can be easily accessed through the DELNET software by using a user-ID & Password. This also helps the students to be aware of innovation works in professional communities.
4	Biometric Attendance	As a part of computerization and digitization of the activities of the Institute, Biometric system is introduced for recording the attendance of the staff of the Institute. Accordingly, biometric instruments are installed in the A-Block of the Institute to enable the staff to register their attendance by recording their finger/facial impression in the machines
5	Tally	It is a computerized system for accounts. It is used to record financial activities of the institutions. It is a multipurpose software including inventory management and accounting.
6	E Mail Messenger	To ease the communication among the staff & students, institution uses Gmail.
7	SMS Messenger System	To communicate with parents regarding their child's attendance and other performance information institution uses a SMS service. Also it is used to circulate information among the staff and stakeholders.
8	Website	Institution has a website to share the infrastructural, academics and placement information with its stakeholders. Results shall also be uploaded to the website directly.


Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda