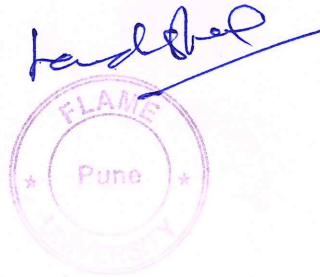


## **6.2.2**

### **Institution Implements e- governance in its areas of operations**

- **Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e- governance**



# E-Governance Report

## 2022-23

### Information Systems Department

### FLAME University

#### Our Vision

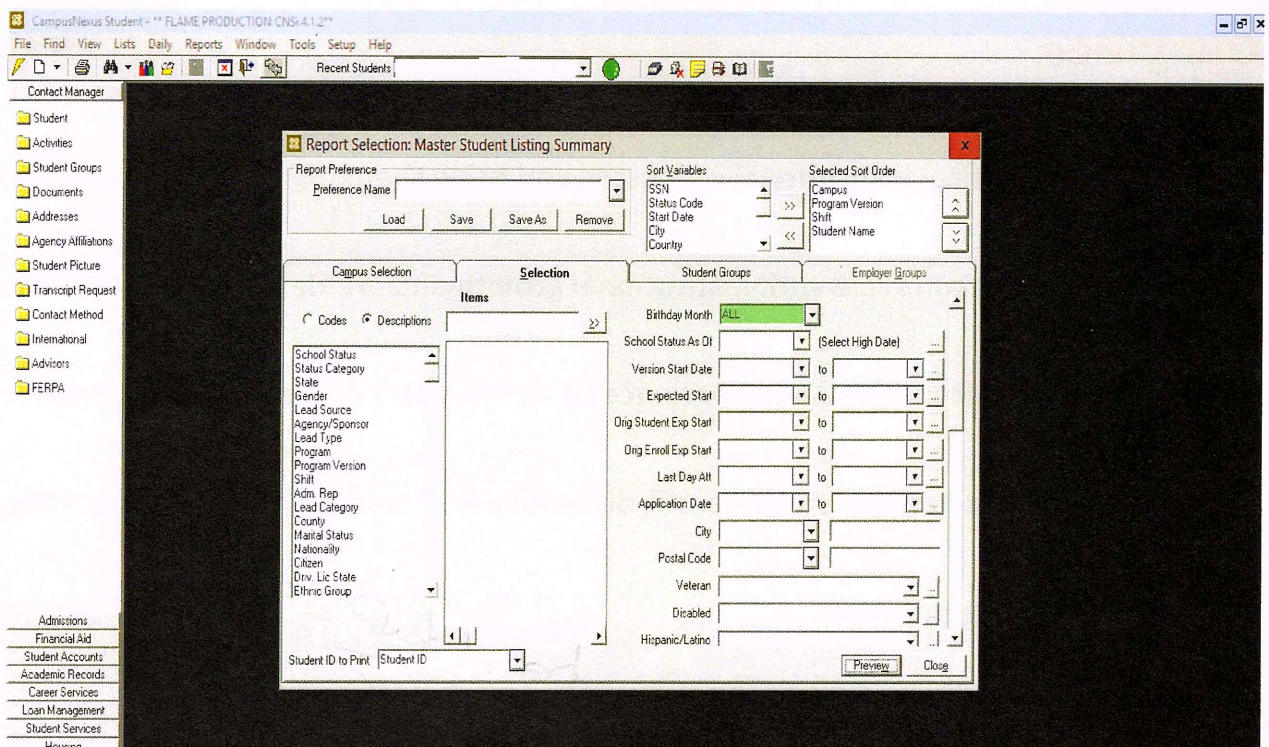
Tech-enable all critical institutional processes and bring them together on robust world-class platforms that can scale with institutional growth and are flexible enough to handle complexities. Provide world-class experience to all members of the FLAME Community, be agile, and be ready to adopt world-class & disruptive technologies that align with the institutional & strategic vision.



❖ **Student Information System (SIS):**

FLAME University has signed up for CampusNexus SIS from Anthology corporation as their student information system to automate the institute's academic processes, like -

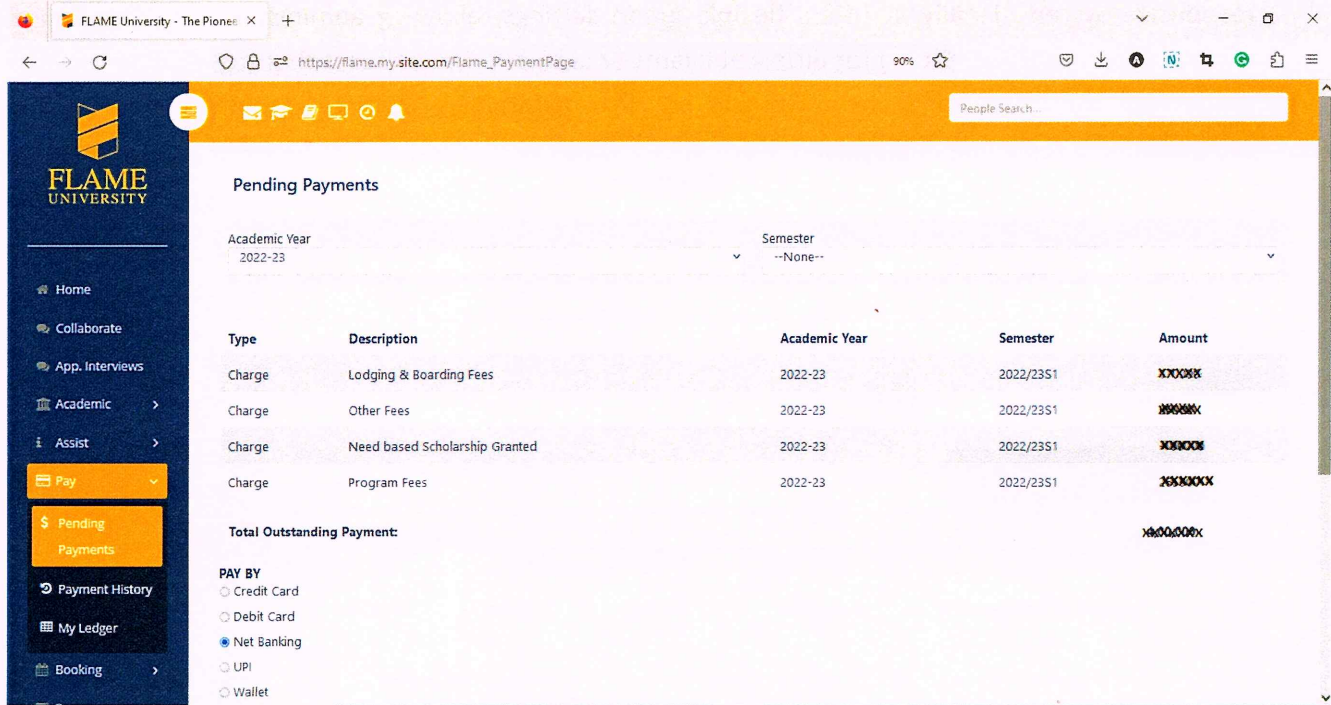
- Student course registrations
  - Class & faculty scheduling
  - Student attendance tracking
  - Grades
  - Major/Minor
  - Transcripts
  - Degree audit
  - Program catalogue and course management
- Students & Faculties have access to online portals.



### ❖ Student Payment Module

The payment module is seamlessly incorporated within the MyFLAME student portal, ensuring a user-friendly and highly secure payment experience for all academic transactions. Students can easily access the portal to conveniently manage their payments, including viewing details of pending payments and accessing

the ledger that reflects their semester-wise payment records for the year.



FLAME UNIVERSITY

Home  
Collaborate  
App. Interviews  
Academic  
Assist  
Pay  
Pending Payments  
Payment History  
My Ledger  
Booking

People Search...

#### Pending Payments

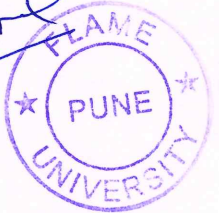
Academic Year: 2022-23 Semester: --None--

Type	Description	Academic Year	Semester	Amount
Charge	Lodging & Boarding Fees	2022-23	2022/23S1	₹10,000
Charge	Other Fees	2022-23	2022/23S1	₹10,000
Charge	Need based Scholarship Granted	2022-23	2022/23S1	₹10,000
Charge	Program Fees	2022-23	2022/23S1	₹60,000
<b>Total Outstanding Payment:</b>				<b>₹1,00,000</b>

**PAY BY**

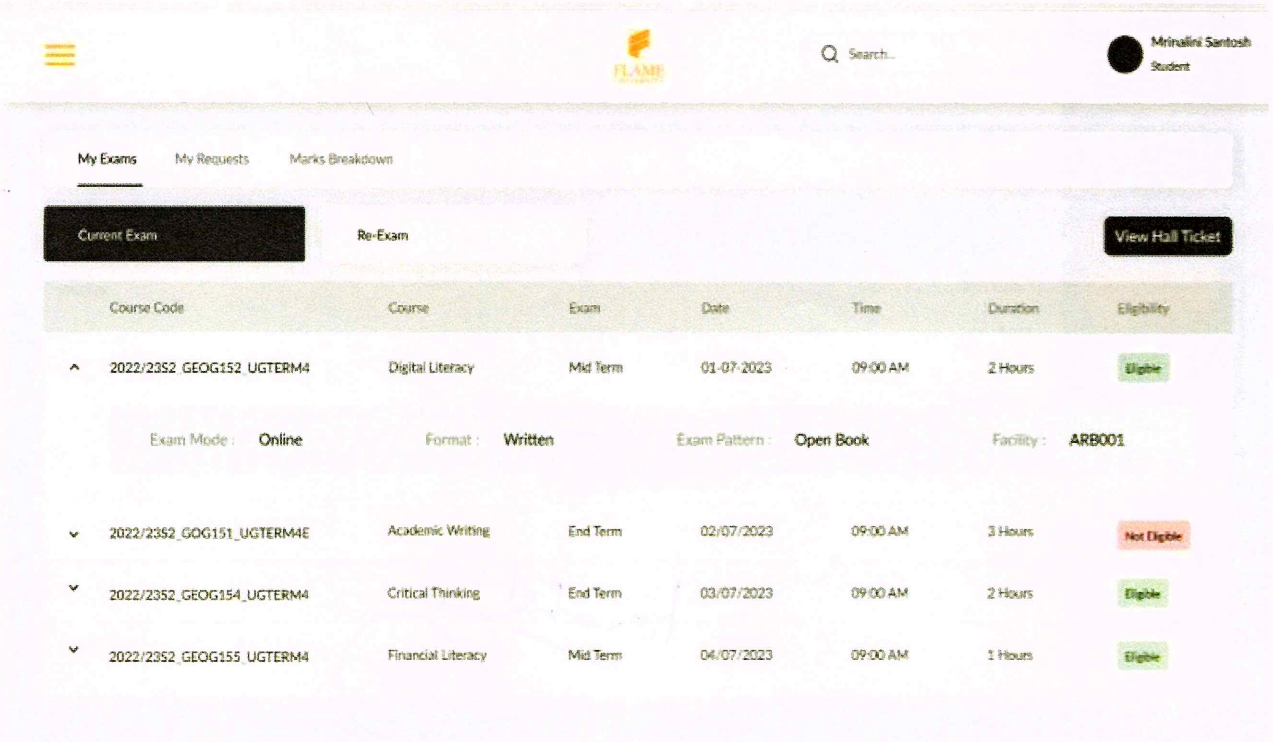
Credit Card  
 Debit Card  
 Net Banking  
 UPI  
 Wallet

*Handwritten signature*



❖ **Examination**

The exam module is designed to provide comprehensive support to both exam administrators, Faculties and students. It simplifies the exam scheduling process, ensuring efficient coordination of exam dates and times. The module automates the seating plan, eliminating manual efforts and reducing errors. It streamlines the question paper submission and approval process, ensuring timely availability of standardized exams. The module also facilitates seamless assignment of invigilators and evaluators, ensuring fair and efficient monitoring and assessment. Additionally, it enables students to apply for requests regarding answer sheets, revaluation, and retests, ensuring a transparent and responsive system. Finally, it offers flexible grade settings, allowing administrators to configure grading criteria and weightage for different exams or subjects. This ensures that the grading process aligns with the institution's standards and policies, maintaining consistency and fairness in the evaluation and reporting of student performance



The screenshot shows the 'My Exams' section of the FLAME University portal. It features a navigation bar with 'My Exams', 'My Requests', and 'Marks Breakdown'. Below this, there are tabs for 'Current Exam' and 'Re-Exam', along with a 'View Hall Ticket' button. The main content is a table listing exams with columns for Course Code, Course, Exam, Date, Time, Duration, and Eligibility. Below the table, there are details for the selected exam: Exam Mode: Online, Format: Written, Exam Pattern: Open Book, and Facility: ARB001.

Course Code	Course	Exam	Date	Time	Duration	Eligibility
2022/2352_GEOG152_UGTERM4	Digital Literacy	Mid Term	01-07-2023	09:00 AM	2 Hours	Eligible
2022/2352_GOG151_UGTERM4E	Academic Writing	End Term	02/07/2023	09:00 AM	3 Hours	Not Eligible
2022/2352_GEOG154_UGTERM4	Critical Thinking	End Term	03/07/2023	09:00 AM	2 Hours	Eligible
2022/2352_GEOG155_UGTERM4	Financial Literacy	Mid Term	04/07/2023	09:00 AM	1 Hours	Eligible

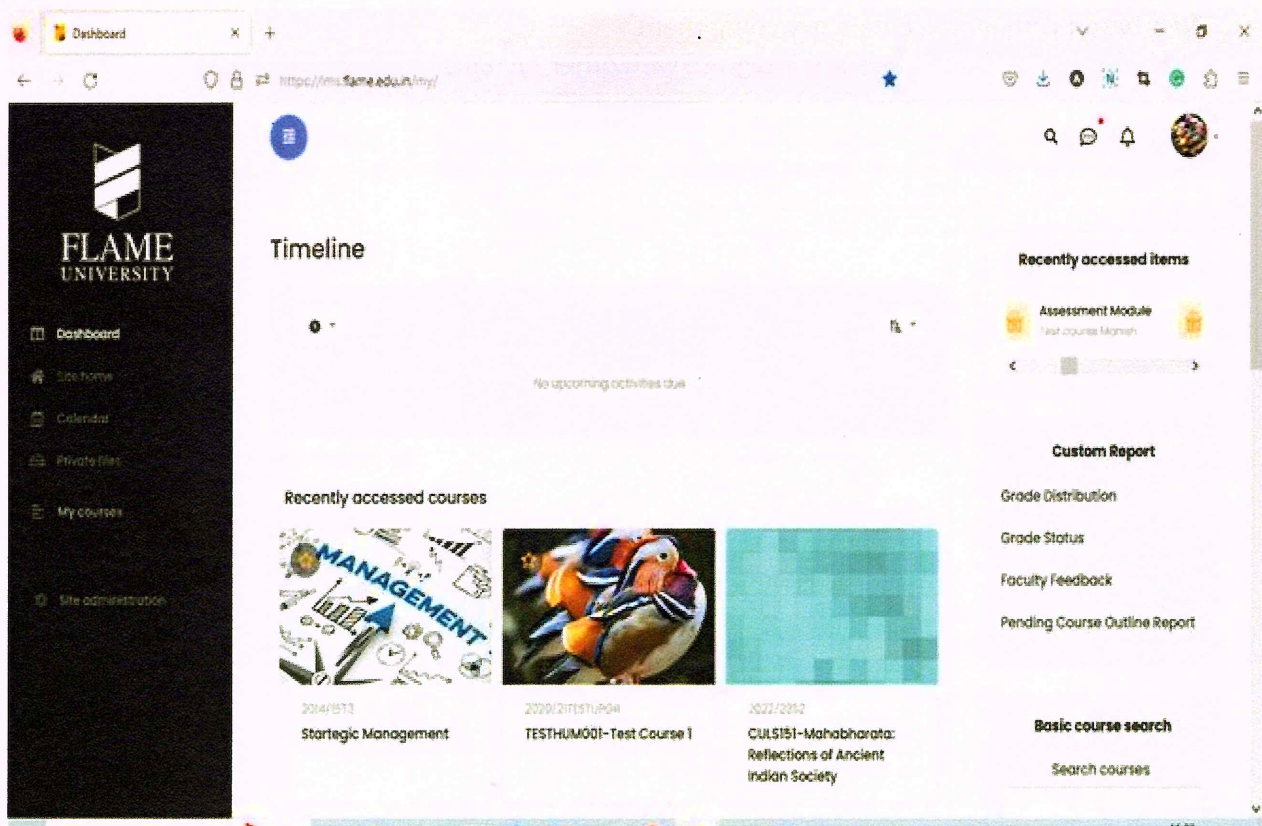
Exam Mode : Online      Format : Written      Exam Pattern : Open Book      Facility : ARB001



A purple circular stamp from FLAME PUNE UNIVERSITY is visible, along with a handwritten signature in blue ink that reads 'Handwritten'.

❖ Moodle Learning Management System (LMS):

Moodle is an Open Source Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE). It has become very popular among educators around the world as a tool for course delivery in a collaborative model. FLAME's Moodle LMS is integrated with the SIS platform.

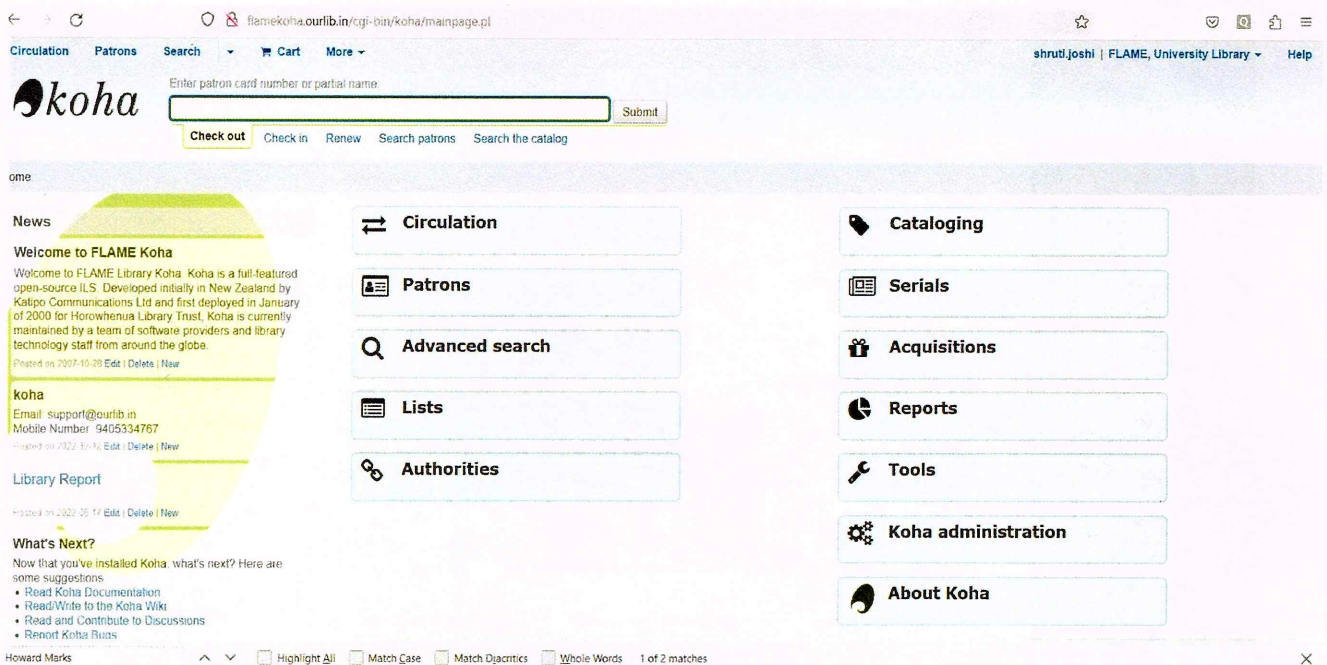


*Handwritten signature*  

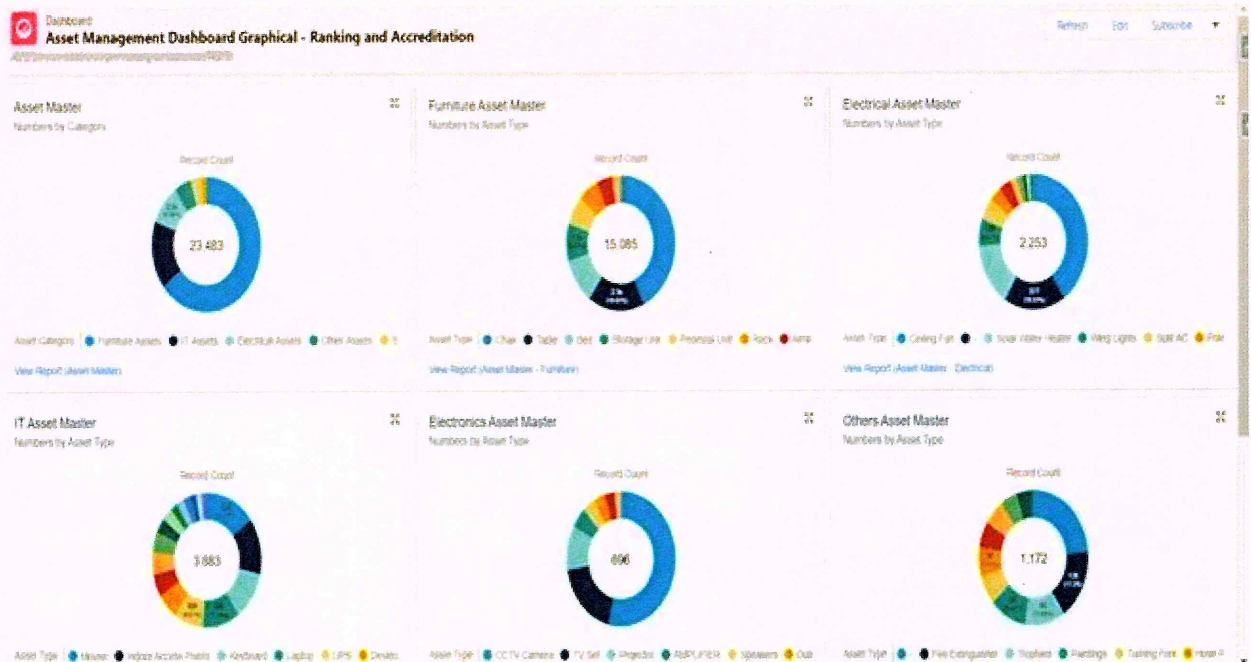

### ❖ Koha Library Management System:

FLAME University uses Koha for Library management. Koha is an open-source web-based Library management system that is used worldwide.

- Open-source
- Globally accepted system for Library Management
- Web-based with offline data entry component
- Can be scaled and customized to integrate with other systems



- ❖ **Asset Management:** The systematic tracking of various University assets, including software, hardware, electrical equipment, electronics, furniture, and more. By utilizing the Salesforce platform's Assets module, we have successfully recorded and documented these assets within our system.

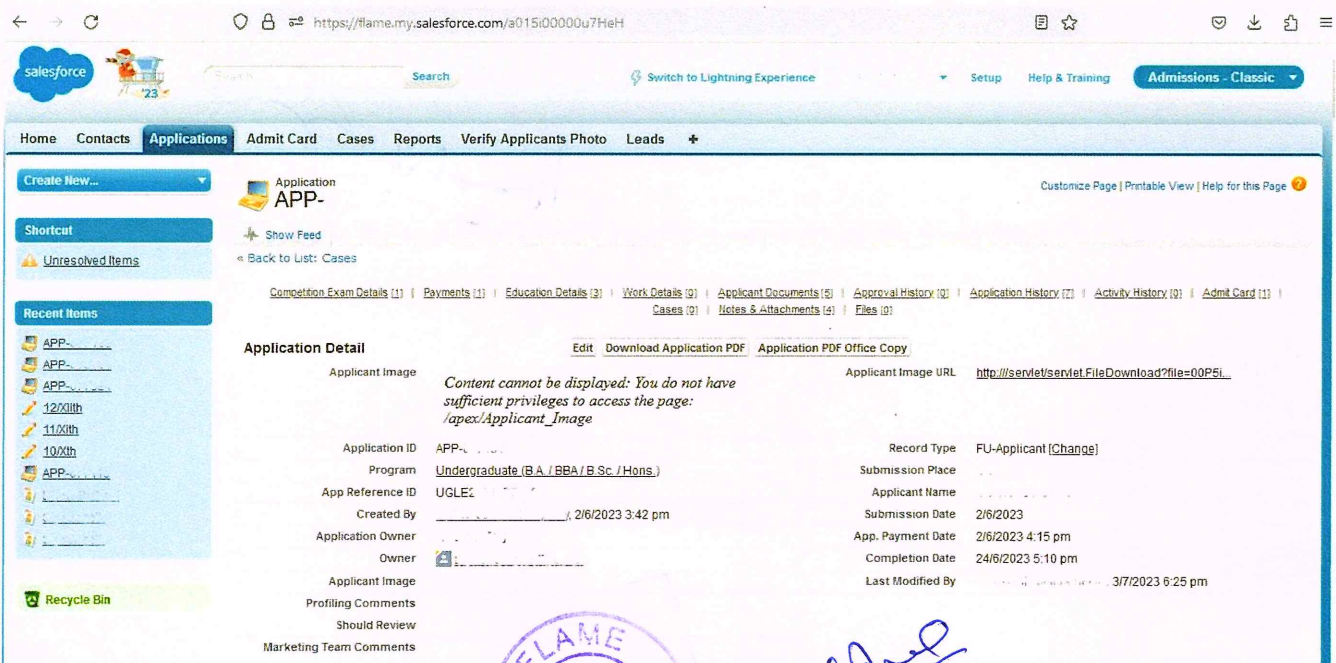
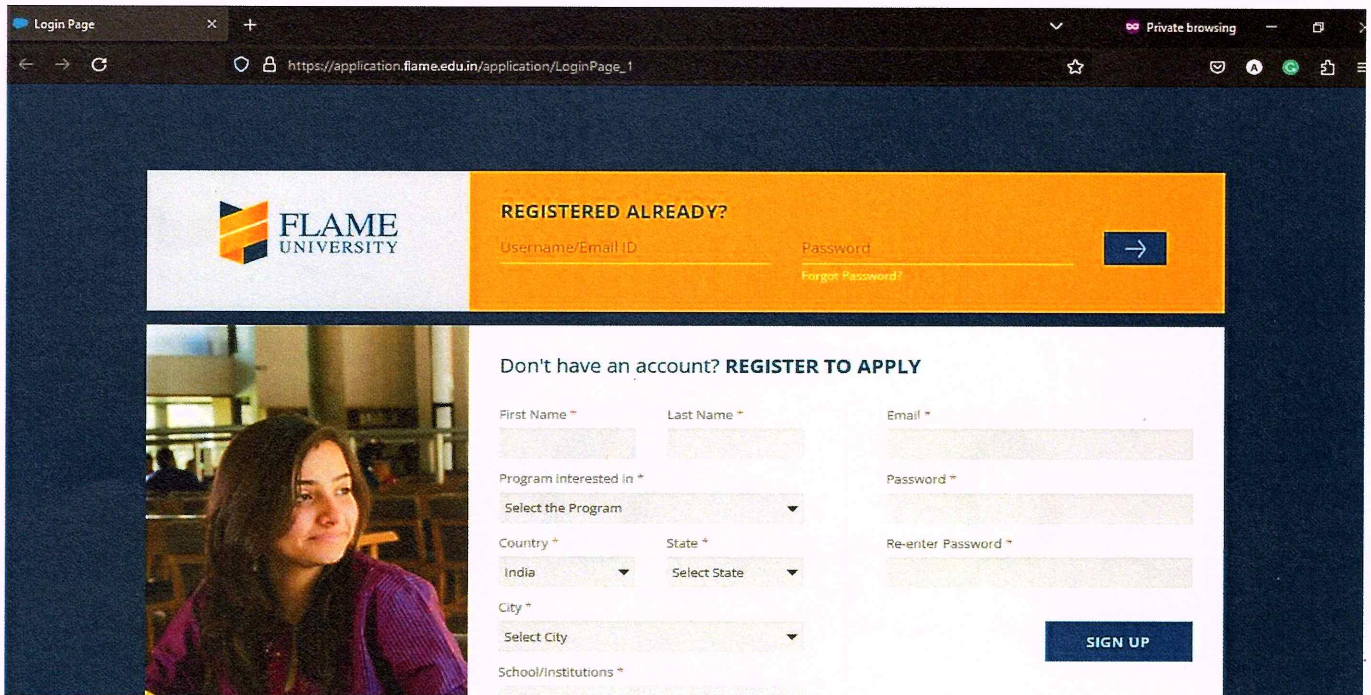


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### ❖ Student Application Portal & Admissions management

FLAME University provides an online application portal for prospective students to apply to the University including the ability to upload supporting documents, check admission status, pay the application fee, enrolment fee (deposit), and the semester fee. The admissions team is provided with system access to manage the admission process and communications with prospective students. The above systems are implemented using the world's leading cloud technology platform Salesforce.com (SFDC)



FLAME PUNE UNIVERSITY  
*[Handwritten Signature]*

### ❖ Job Application Portal

FLAME University provides an online portal for interested candidates to apply for various teaching and non-teaching positions. The HR department has system access to manage the applications and work with concerned committees for the recruitment of new faculty/staff.

The above system is implemented using the world's leading cloud technology platform Salesforce.com (SFDC)



Current Openings    Visiting Scholars Programme



#### The FLAME Vision

FLAME University exists to build an aspirational destination for students and faculty, to push the design and nature of studies and to create a societal upgradation phenomenon particularly in the fields of liberal education and leadership.

FLAME will be amongst India's most reputed and respected universities. We will be the university of choice for higher education in India. We will be recognized for the impact our teaching has on our



#### Accreditation

FLAME University has been established as a state private university vide the FLAME University Act 2014 (Maharashtra Act No. II of 2015) of the Government of Maharashtra. FLAME University is recognized by the University Grants Commission (UGC) under Section 2(f), and degrees awarded by the University are recognized under Section 22 of the UGC Act, 1956

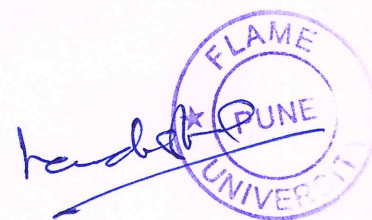
Our postgraduate business program offered by



#### Why join FLAME?

FLAME is a world-class institution with matching opportunities. Working at FLAME brings forth several benefits – an opportunity to be part of the growing education sector, challenging work environment, wonderful infrastructure and outstanding teammates

Professionalism, Respect, Quality, Team Work, Work-Life Balance, People Development and Outstanding Achievement is what we look for in

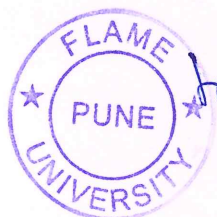
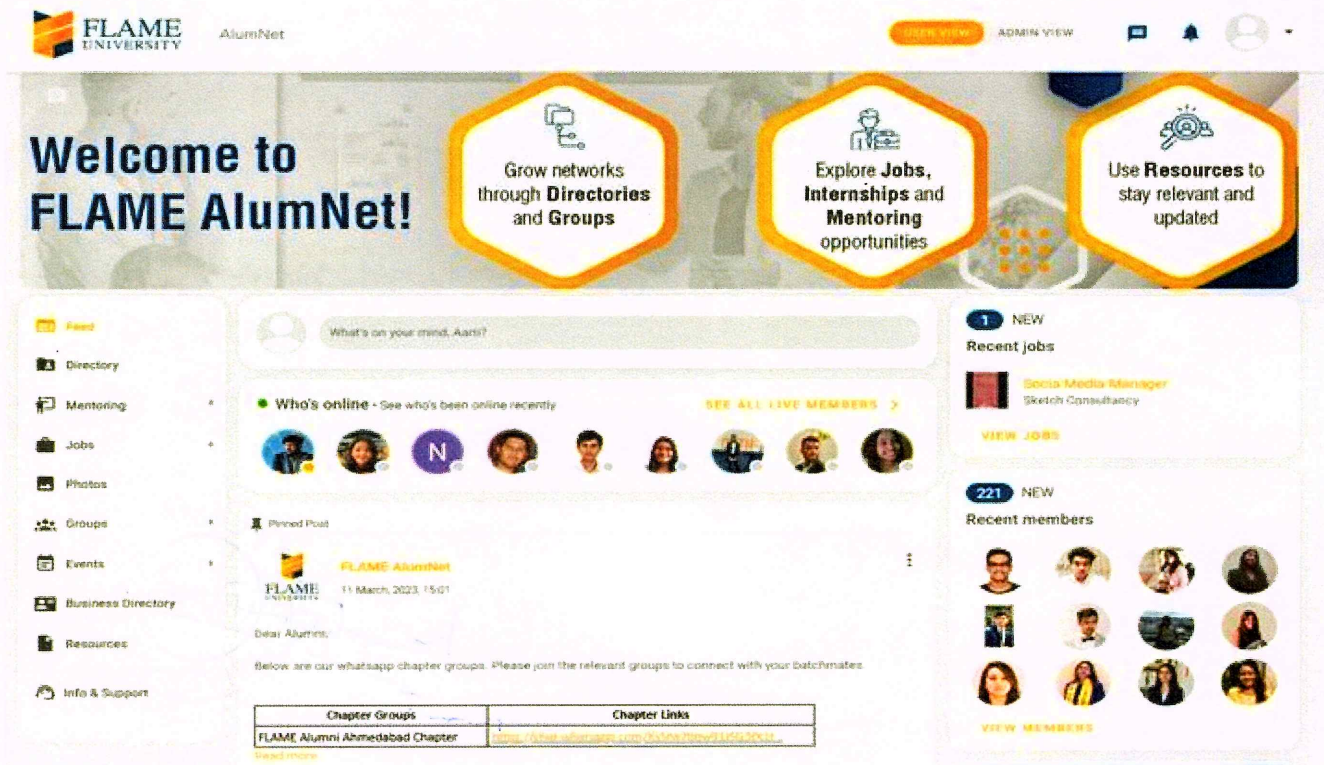


❖ **FLAME Alumni Portal:**

FLAME University has implemented Graduway to provide a platform for all its Alumni to engage with each other and stay connected with the University.

A few highlights of the portal are:

- LinkedIn integrated for easy signup and setup
- Feed - notifications/announcements
- Alumni profiles and search
- Business directory
- Job postings
- Setup groups and chapters
- Events
- Photo Gallery
- Mentoring
- Seeking help/Giving help



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- ⚙ Settings >
- 👤 User Management >
- 🔗 Salesforce Integration >
- ✉ Email Communications >
- 📁 Jobs >
- 📅 Events >
- 👤 peerpal
- 🎓 graduway >
- 👤 Mentoring >
- 📁 Widgets >
- 📁 Business Directory >
- 📊 Insights & Analytics >
- 📊 Engagement

**Engagement**

Growing your network

PRINT REPORT

Network Size ↓

# 3,166

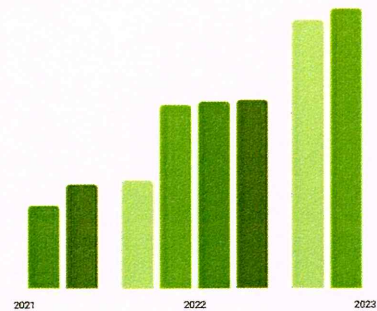
Registered Users ↓

# 1,577

Users willing to help

# 64%

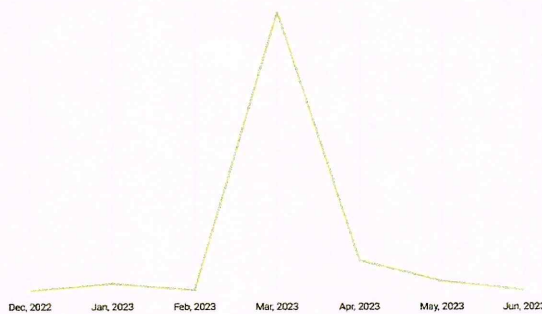
Network Growth



Driving Engagement

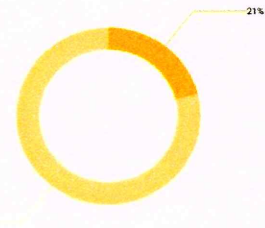
From: 12/28/2022 To: 6/28/2023

512 New Users



New Users vs. Returning Users

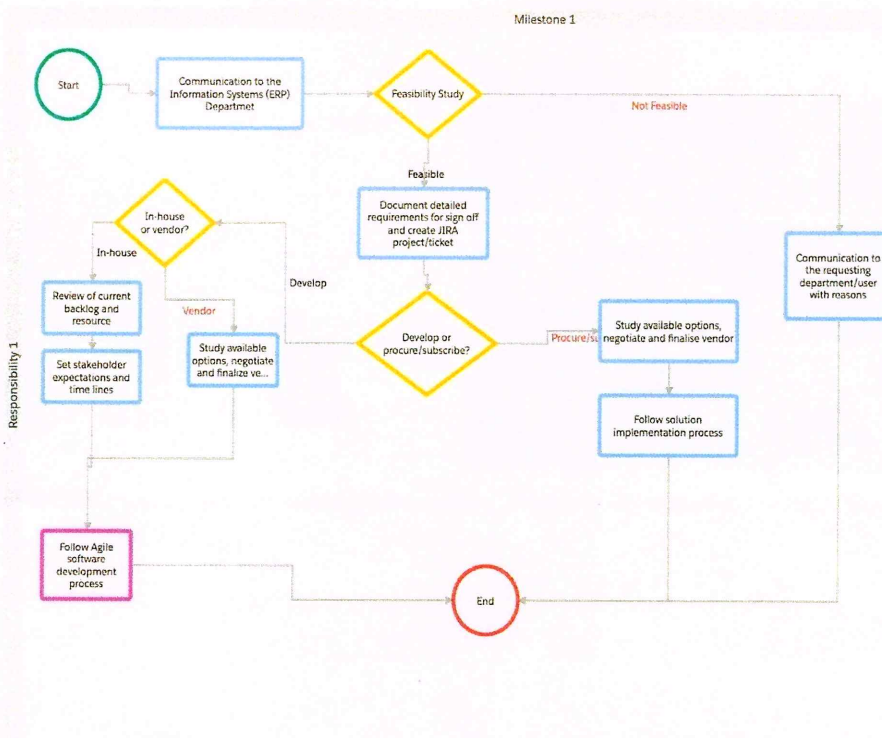
- 🟠 New Users
- 🟡 Returning Users



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❖ **Process documentation for ISO**

We documented all our major processes during the ISO audit and created a comprehensive process manual document for the Information Systems department.

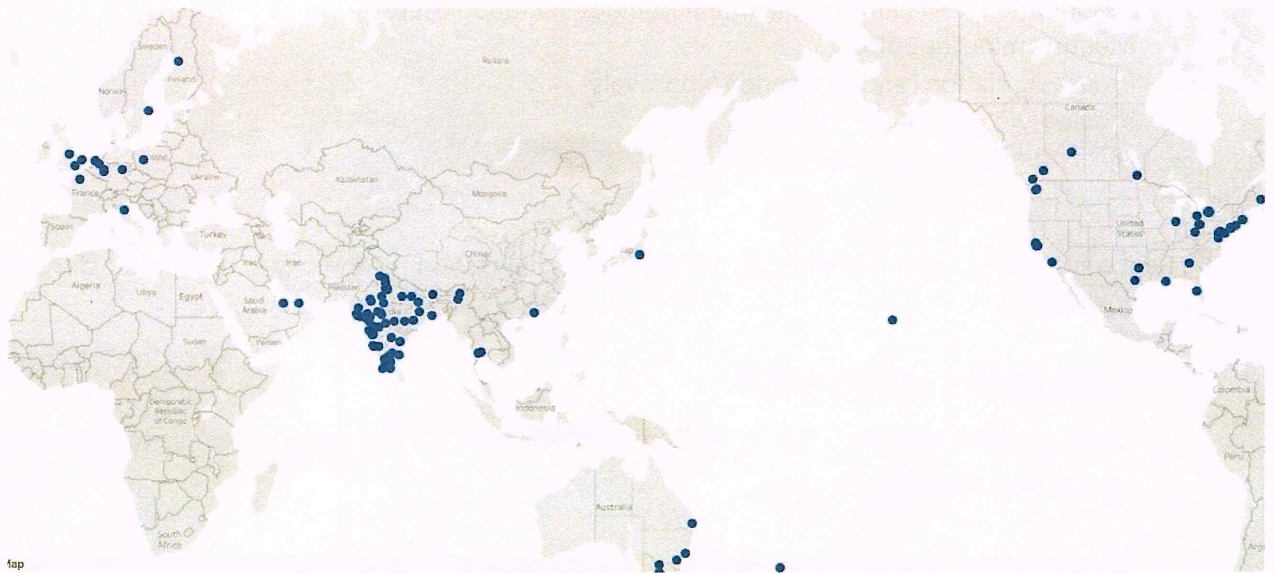


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❖ **Adoption of Tableau platform for Analytics and Data Visualization**

FLAME University is adopting Tableau which enables users to explore, analyse, and visualize data in an interactive and intuitive manner.

- Data Connection and Integration
- Drag-and-Drop Analytics
- Interactive Dashboards
- Collaboration and Sharing



❖ **Integrations on the Salesforce platform**

- integrated Salesforce platform with various third parties, including Shiksha.com, Career360, Collegedunia, etc
- Integrated Salesforce platform with Campus Nexus student to pushenrolled students' data

❖ **NAAC - design & implementation of surveys for**

- Parents,
- Teachers
- Alumni
- Employer


### ❖ MyFLAME Community Portal:

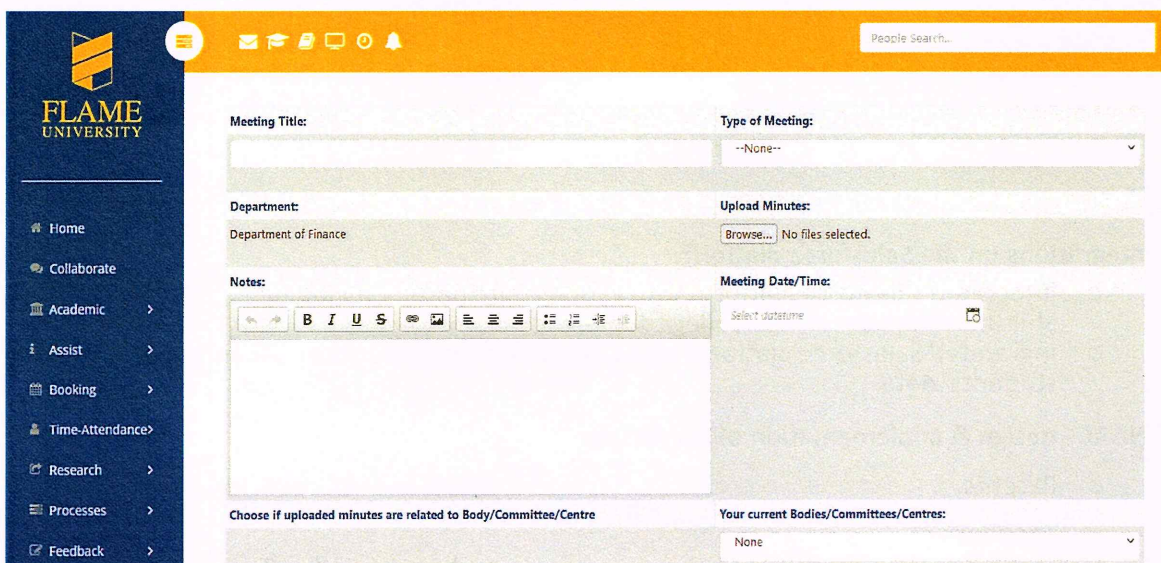
FLAME University has implemented an online portal for its community of Students, Faculty, and Staff to be able to collaborate, transact, and share/access information that includes various touchpoints with the University. A few highlights of the community portal are:

- People search
- Announcements
- Events
- Knowledgebase
- Helpdesk - Online ticketing system/suggestions/requests
- Resources (list of centres/documents/guides/handbooks etc.)
- Meeting minutes upload
- Process initiation requests/action/approvals
- Provide/view course feedback
- Links other resources/platforms

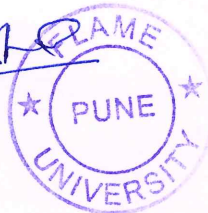
The above system is implemented using the world's leading cloud technology platform Salesforce.com (SFDC)

### ❖ Online Meeting Minutes module

Central online repository for all academic/nonacademic departments & centers to upload and access meeting minutes



The screenshot displays the user interface for the Online Meeting Minutes module. On the left is a dark blue sidebar with the FLAME UNIVERSITY logo and a navigation menu including Home, Collaborate, Academic, Assist, Booking, Time-Attendance, Research, Processes, and Feedback. The main content area has a white background with a top orange header bar containing a search box labeled 'People Search...'. The form fields include: 'Meeting Title' (text input), 'Type of Meeting' (dropdown menu with '--None--'), 'Department' (text input with 'Department of Finance'), 'Upload Minutes' (button 'Browse...' and 'No files selected.'), 'Notes' (rich text editor with bold, italic, underline, and list options), 'Meeting Date/Time' (calendar icon and 'Select date/time'), 'Choose if uploaded minutes are related to Body/Committee/Centre' (checkbox), and 'Your current Bodies/Committees/Centres' (dropdown menu with 'None').

*Handwritten signature*  


Event	Heading	Contact Department	Start/Date/Time	Created Date	Owner	Record Type
E-321006	Minutes_DIP 2022-23_5th Meetin	DIP Committee	21/5/2022 8:00 am	21/5/2022 9:28 am	Chaya	Meeting minutes
E-321026	The Classic society and Play out	Department of Fine & Performing Arts	17/5/2022 4:00 pm	18/5/2022 6:45 am	Sarika	Meeting minutes
E-321008	AIC Committee Meeting	Academic Integrity Committee / Committee for Pre	8/5/2022 2:30 pm	2/6/2022 1:25 pm	Bhurat	Meeting minutes
E-321294	Board of Studies	Board of Studies- Faculty of Design, Art & Performa	4/5/2022 11:30 am	16/5/2022 11:45 am	Sushil	Meeting minutes
E-321027	AIC Committee Meeting	Academic Integrity Committee / Committee for Pre	8/5/2022 12:00 pm	8/5/2022 1:24 pm	Bhurat	Meeting minutes
E-321007	Meeting on MBA Course Curicul	Department of Operations & Analytics	2/5/2022 11:00 am	5/5/2022 12:23 pm	Adhar	Meeting minutes
E-320998	Planning FLSIP 2022	Department of Psychological Science	27/4/2022 11:30 am	2/5/2022 1:30 pm	Adhar	Meeting minutes
E-320995	MINUTES OF THE MEETING OF D	Department of Marketing	16/4/2022 12:00 pm	20/4/2022 8:04 am	Rishi	Meeting minutes
E-320992	MINUTES OF THE MEETING OF L	Library Committee	14/4/2022 11:00 am	16/4/2022 8:23 pm	Hemant	Meeting minutes
E-321009	DOE Meeting April 2022	Department of Economics	14/4/2022 10:45 am	1/5/2022 9:34 am	Deba	Meeting minutes
E-320997	Planning FLSIP 2022	Department of Psychological Science	10/4/2022 11:30 am	2/5/2022 1:47 pm	Adhar	Meeting minutes
E-320972	Minutes_DIP 2022-23_4th Meetin	DIP Committee	14/4/2022 11:30 pm	14/4/2022 11:30 pm	Chaya	Meeting minutes
E-320974	Academic planning for Design NA	Department of Fine & Performing Arts	8/3/2022 11:00 am	8/4/2022 9:48 am	Sunil	Meeting minutes
E-320965	AIC Committee Meeting	Academic Integrity Committee / Committee for Pre	24/3/2022 9:00 am	11/5/2022 2:52 pm	Bhurat	Meeting minutes
E-320988	DOE Meeting March 2022	Academic Department Chair	17/3/2022 10:40 am	3/5/2022 9:11 am	Deba	Meeting minutes
E-320984	AIC Committee Meeting	Academic Integrity Committee / Committee for Pre	14/3/2022 9:45 am	11/5/2022 2:57 pm	Bhurat	Meeting minutes
E-320962	AIC Committee Meeting	Academic Integrity Committee / Committee for Pre	10/3/2022 9:45 am	11/5/2022 2:48 pm	Bhurat	Meeting minutes
E-320960	Minutes HR Dept meeting 10-05	Academic Department Chair	10/3/2022 1:00 pm	12/4/2022 2:00 pm	Smita	Meeting minutes
E-320932	MINUTES OF THE MEETING OF D	Department of Marketing	8/3/2022 8:30 am	18/3/2022 3:13 pm	Rishi	Meeting minutes
E-320904	Test	Department of Finance	5/3/2022 12:20 am	4/5/2022 12:37 pm	It	Meeting minutes

- ❖ Automated Student ID process
  - Student ID card data collection

Browser: ID Card Test | Contacts | Salesforce

URL: https://flame.lightning.force.com/lightning/o/Contact/list?filterName=00B0K00000C2JCN

Search: Search...

Navigation: RIO Programs, Home, Courses, Terms, Accounts, **Contacts**, Fees, Course Offerings, Sessions, Session Template Builder, More

Actions: New, Import, Add to Campaign, Send List Email, Upload Photos for Id

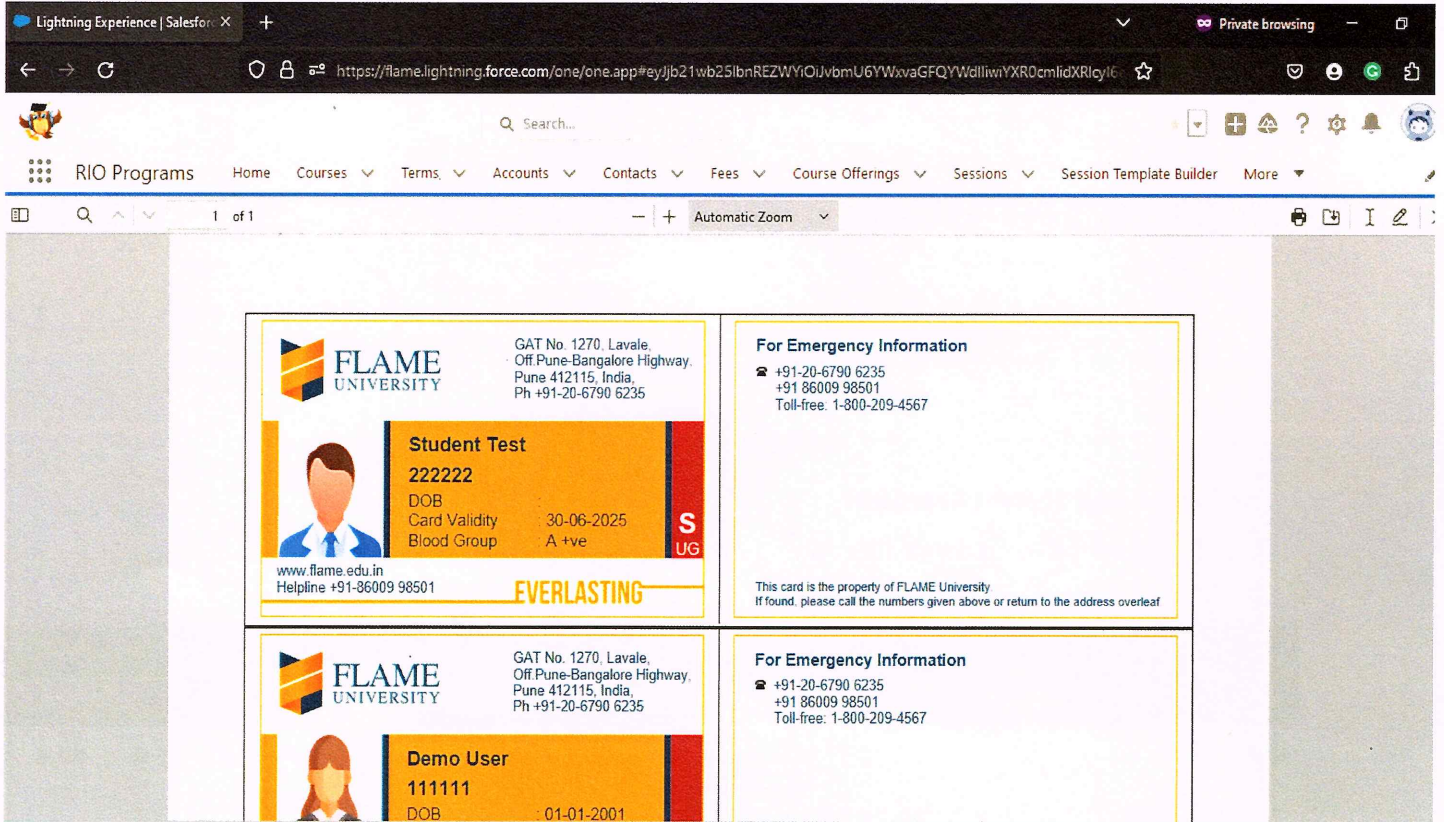
15 items • Sorted by CVUE Student Number • Filtered by All contacts - Account Name, First Name, Contact Record Type • Updated a minute ago

CVUE Student Number	Name	Contact Photo	Blood Group	Date of Birth
3 112233	vedanti Gradway		O +ve	6/10/1993
4 212121	Test student Alumni 20		A +ve	
5 212121	Nandeesh Test		A -ve	
6 222222	Student Test		A +ve	

*Handwritten signature*

- o Student ID card data collection

The Student ID data is collected on MYFLAME via student login and the FLAME University ID card are generated from the Salesforce backend to in PDF format for printing



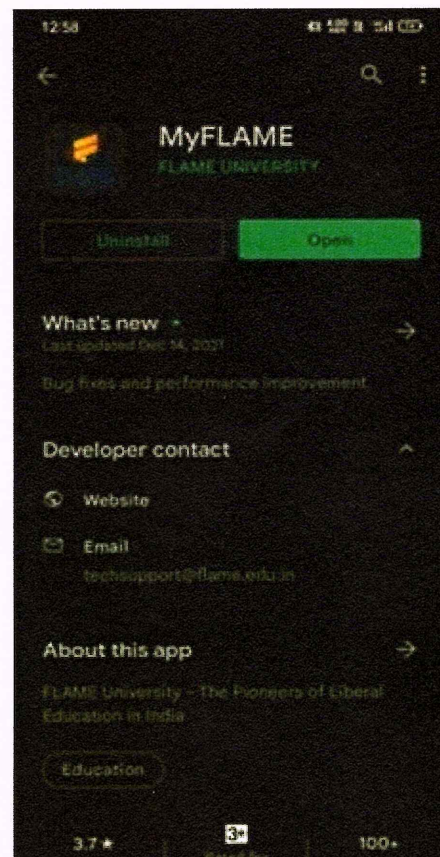
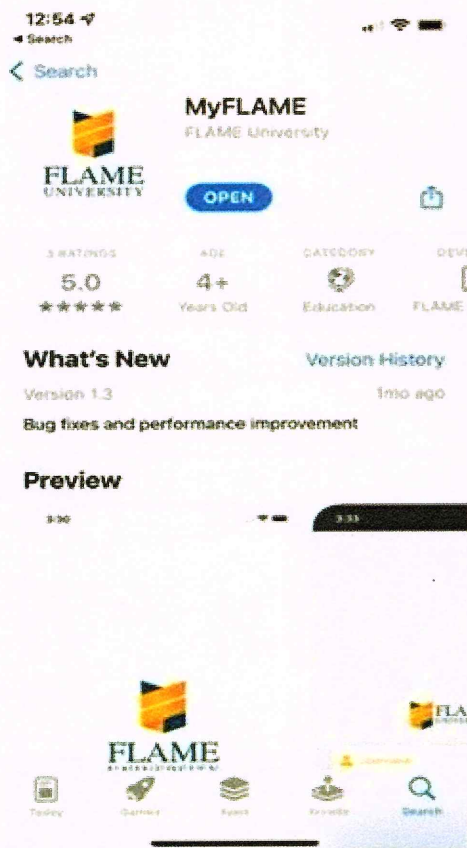
*Handwritten signature*

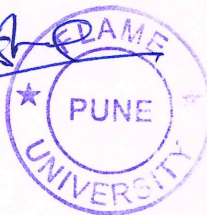


❖ **Mobile apps for FLAME community members:**

FLAME University has developed mobile apps for both iOS and Android platforms for its community members to be able to access all features of community portals on the go, including the ability to leverage mobile push notifications. The apps are live in the respective store with the name "MyFLAME".

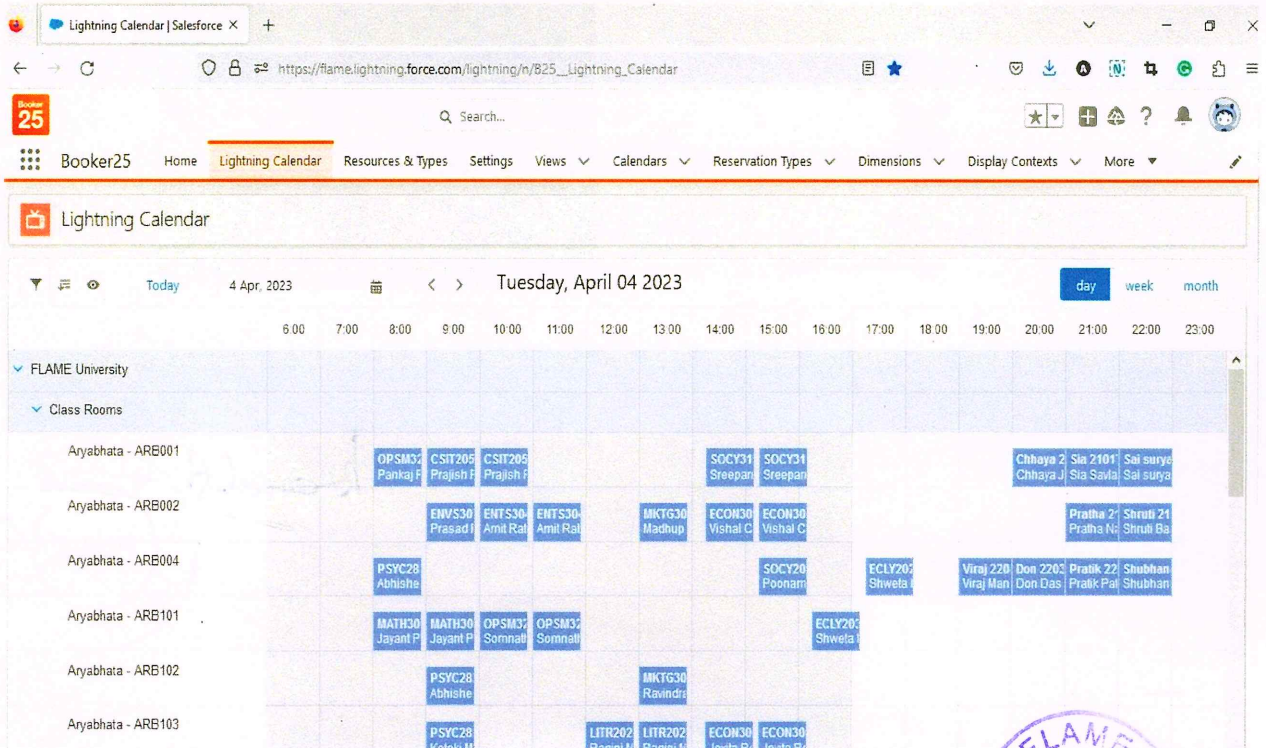
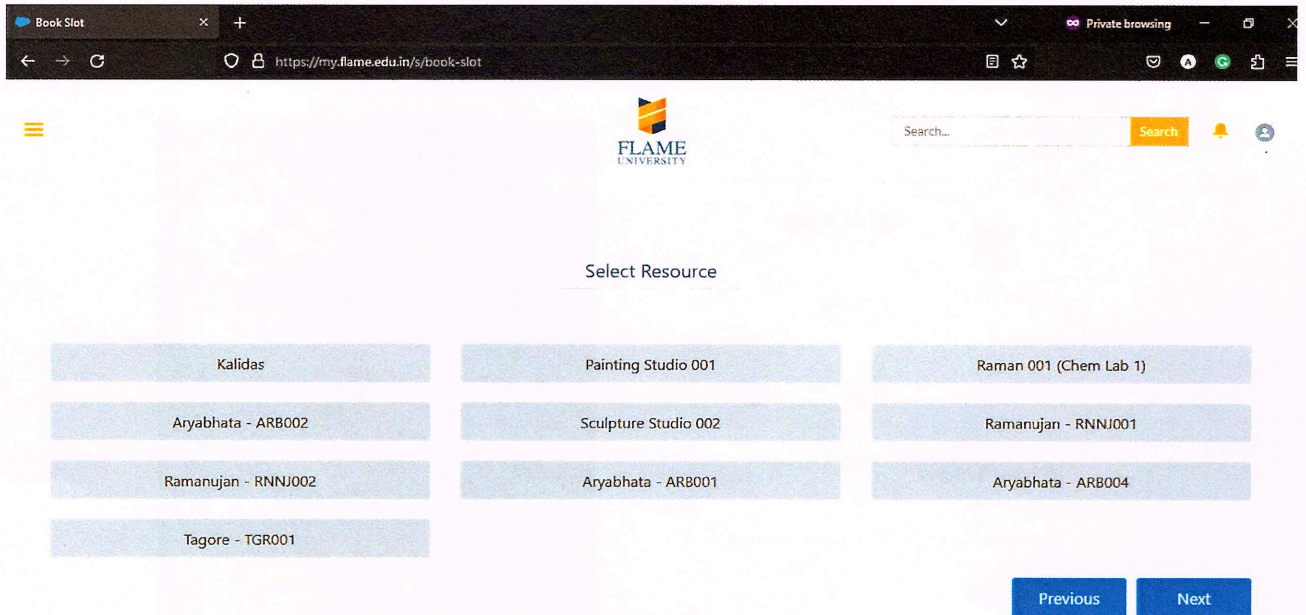
Apple App Store and Android Play store listings -



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❖ **Booker 25: Online booking for FLAME facilities**

By incorporating Booker25 into operations, FLAME University enables students, faculty, and staff to easily book campus facilities and resources. This online booking provision allows users to make reservations on the go, providing them with the flexibility to access and reserve FLAME facilities at their convenience via the Mobile app.



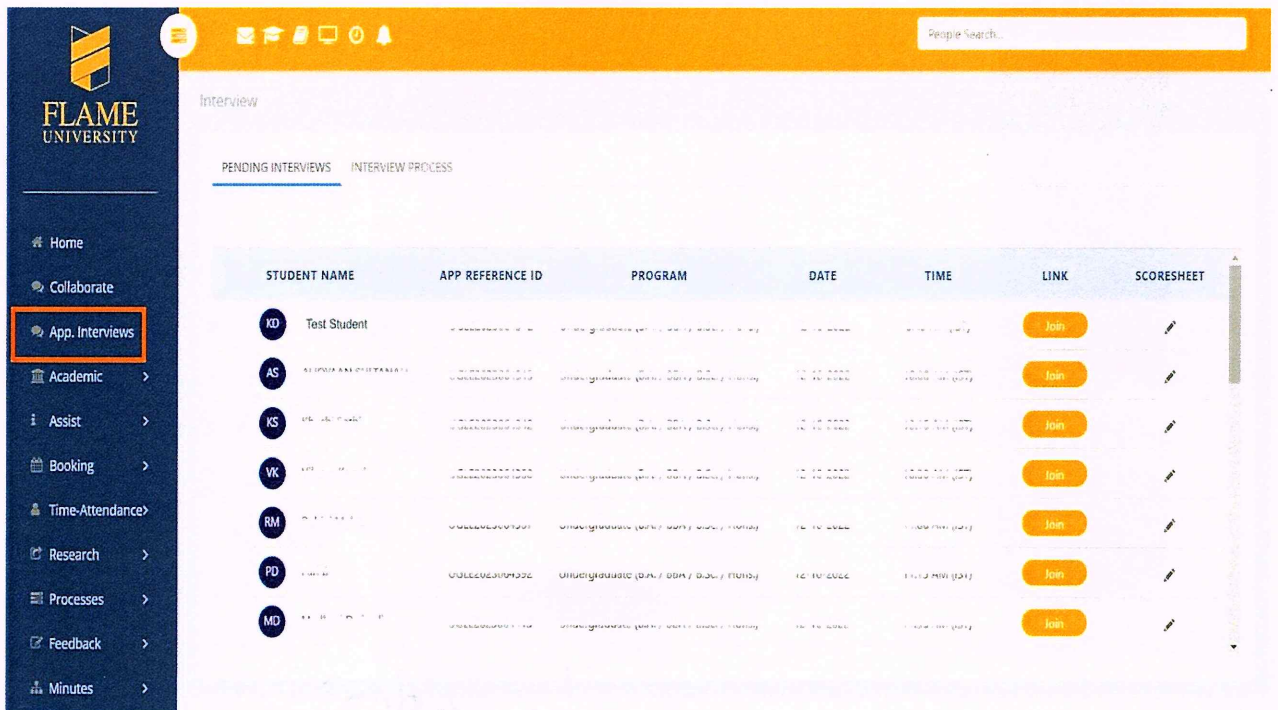
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❖ **Applicant Interview Scheduling and Evaluation Module**

In order to facilitate the admission process, FLAME University has implemented the automated “Applicant Interview Scheduling and Evaluation Module”. This system looks after the entire process right from the time a new Application is created, to the time the interview is conducted by panelist.


- Faculty Panelist Login
- Zoom Integration
- Scoring and Feedback



STUDENT NAME	APP REFERENCE ID	PROGRAM	DATE	TIME	LINK	SCORESHEET
KD Test Student					Join	
AS					Join	
KS					Join	
VK					Join	
RM					Join	
PD					Join	
MD					Join	

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**FLAME UNIVERSITY**

- Home
- Collaborate
- App. Interviews
- Academic >
- Assist >
- Booking >
- Time-Attendance >
- Research >
- Processes >
- Feedback >
- Minutes >
- Resources
- Quick Links

USER

Person Search

Scoresheet

**INTERVIEW SECTION**  
Scores for: *Krish Doshi*

**Personal Interview**

- Motivation Scale \* / 10
- Communication Skills Scale \* / 10
- Attitude Towards Learning \* / 10
- General Knowledge / Awareness Scale \* / 10
- Overall Suitability Scale \* / 10

**SOP**

- SOP Scale \* / 10

**ESSAY**

- Essay Scale \* / 10

**Extra Co - curricular activities/ Achievements**

- Extra Co - curricular activities/ Achievements \* / 10

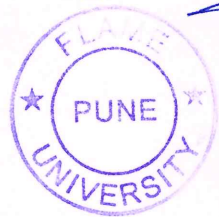
**Recommended\***

Strongly Recommended      Recommended      Not Recommended

COMMENT

Submit

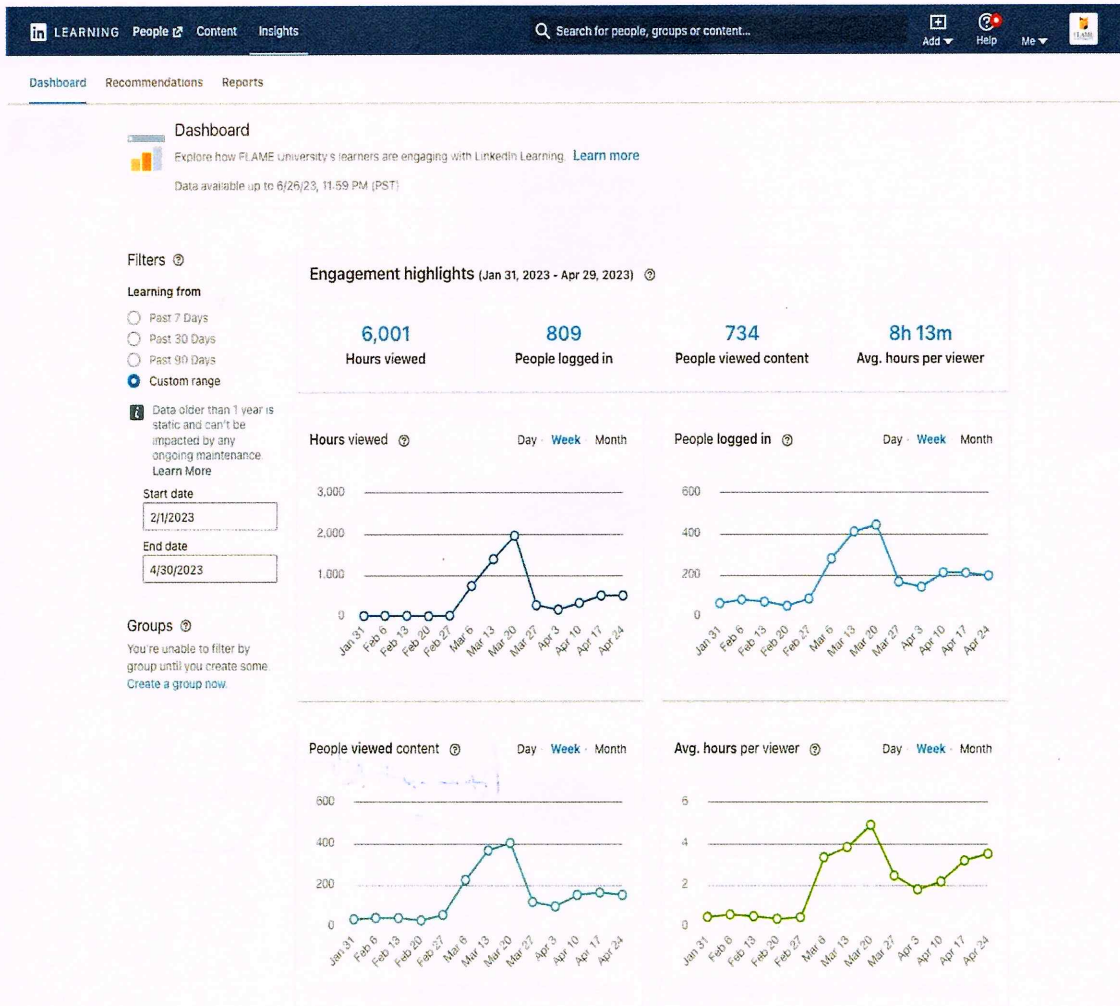
*[Handwritten Signature]*



### ❖ LinkedIn Learning Platform

FLAME University is leveraging LinkedIn Learning for faculty development and student learning. It is an online educational platform that offers a wide range of courses and tutorials on various subjects, including academic and professional topics.

Students at FLAME University can benefit from LinkedIn Learning by using it as a supplementary resource to expand their knowledge beyond their academics as well.



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❖ **V-authenticate visitor management system**

FLAME University has implemented the V-authenticate visitor management system. V-authenticate is a visitor management solution that provides a streamlined and efficient process for managing visitors entering the university premises.



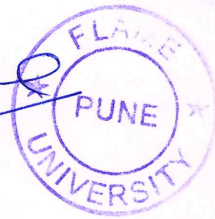
The screenshot shows a web browser window with the URL `192.168.1.11/VAMS/Appointment/CrtAppointment.aspx`. The page title is "CREATE APPOINTMENT" and the user is logged in as "Welcome". The main heading is "APPOINTMENT INVITATION".

Fields and values shown in the form:

- Visitor Mail Id:
- Visit Location: Select (dropdown menu)
- Employee Name: Ms. Suryawanshi
- Employee Mobile No.:
- Visit Location: FLAME CAMPUS (dropdown menu)
- Visitor Mobile No.: 98 (dropdown menu)
- Name Of Visitor:
- Company From:
- Mail ID of Visitor:
- CC Email ID:
- Address:
- Date of Appointment:
- Start Time: 12:00 AM (dropdown menu)
- End Time: 12:15 AM (dropdown menu)

There is a "SEND" button in red. A "Visitor Photo" section shows a "Browse" button and "No file selected". A note at the bottom right says "Enter multiple email id's separated by semicolon()".

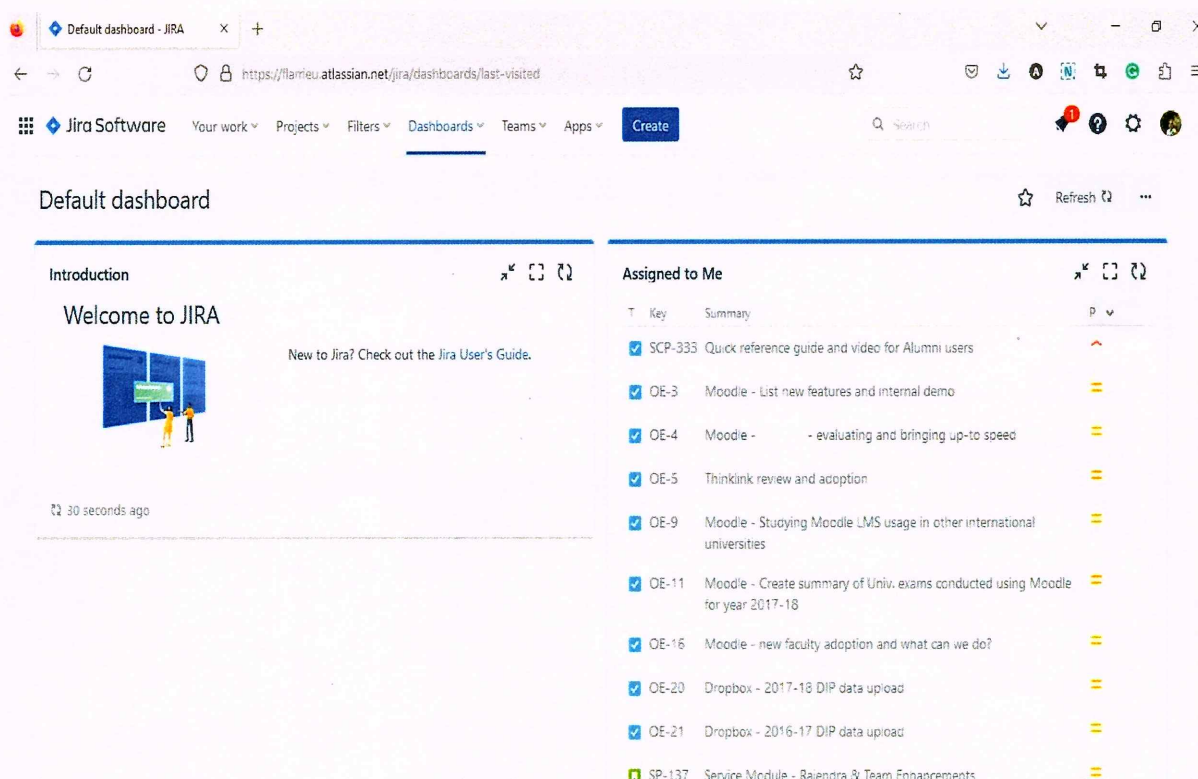
*[Handwritten signature]*

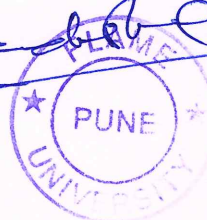


❖ **JIRA project management platform**

FLAME University's adoption of the JIRA project management platform showcases its commitment to efficient project management and collaboration within the institution. FLAME University can enhance project management practices, improve collaboration among teams, and ensure the efficient execution of various initiatives.

- Project Planning and Tracking
- Agile Methodology Support
- Issue Tracking and Management

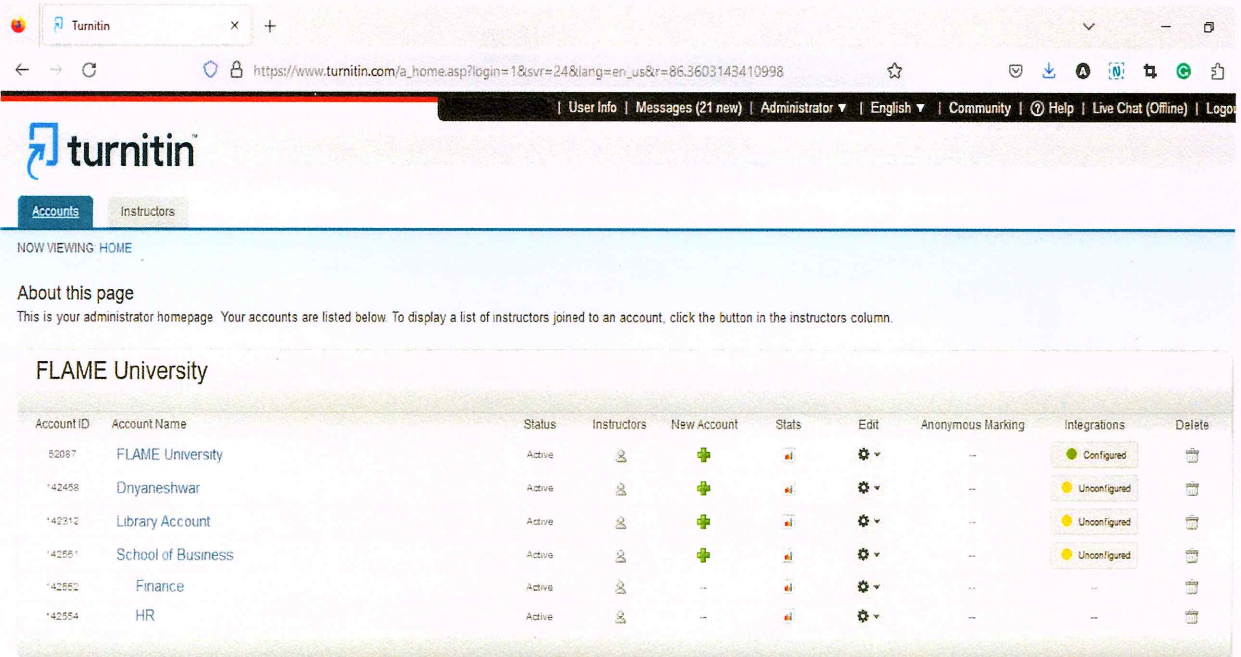


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❖ **Turnitin**

FLAME University has adopted Turnitin as a tool to promote academic integrity and provide a writing detection solution for educators and students. Turnitin is a widely used plagiarism detection software that helps institutions maintain academic integrity by identifying instances of improper citation or unoriginal content in student papers via Moodle Turnitin plugin created assignments.

By leveraging Turnitin’s AI-based writing detection capabilities, FLAME University is taking proactive steps to ensure academic integrity and promote ethical research practices. This tool can provide valuable insights to both students and lecturers, enabling them to identify and rectify any issues related to plagiarism or improper citation in their research work.



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❖ Empower HCM

With the HCM portal in place, staff members at FLAME University can access a centralized system to request and manage their leave. They can submit leave applications electronically, view their leave balances, and track the status of their requests.

This simplifies the process for both staff members and the HR department, reducing paperwork

- Streamlined HR processes
- Enhanced accuracy
- Accessibility and convenience for Staff
- 

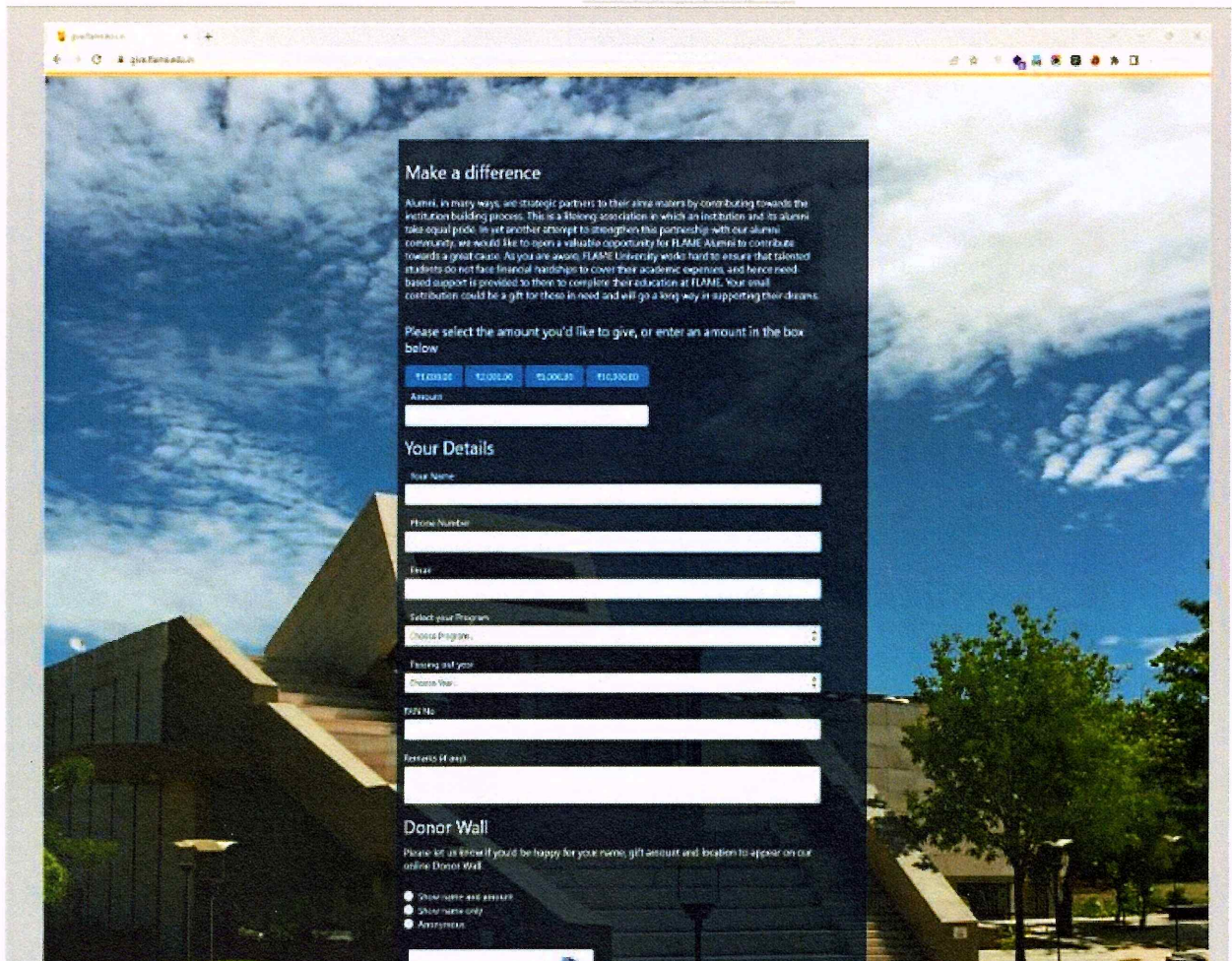


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❖ **Give FLAME portal**

FLAME University alumni play a crucial role as strategic partners in contributing to the institution-building process.

The "Give to FLAME" site serves as a platform for FLAME University alumni to contribute via "Donor Wall" alumni to make financial contributions towards various initiatives, projects, scholarships, and other areas identified by the university.



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❖ **Suggestion**

On our community portal, both students and faculty members have the opportunity to provide their suggestions and feedback.



Suggestions

Suggestion on

- None--
- None--
- Academic Administration
- Dining
- Facilities
- Medical
- Sports
- Transport
- Information Systems

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