Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

Internal Quality Assurance Cell (IQAC)

Best Practices 1
Strengthening the E-Governance through File Management System

Title of the Best Practice : Implementation of File Management System in University Administration *(Internally Termed as "File Tracking System")*

Objectives of the Practice : To provide an online utility for document aspirants (both internally & externally) for the identification of signing status of the file; To evaluate the lacuna and minimize the time within the document signing flow; To provide the systemized internal document sharing platform for the university employees; To identify the department-to-department, section-to-section document flow and employee-wise categorization of document flow; To maintain and update the employee directory from various departments/sections/study centers for internal purposes electronically; To minimize the paper work and maintain the inward/outward record digitally

The Context : Dr. Babasaheb Ambedkar Marathwada University, Aurangabad reaccredited with 'A' Grade in the third cycle of NAAC Accreditation & Assessment. Within its post accreditation initiatives, University has decided to take several strategic initiatives to bring in transparency, effectiveness and openness in governance. Under the visionary guidance of Hon'ble Vice-Chancellor Dr. Pramod Yeole, University has started implementing the File Management System ("File Tracking System") from 1st January 2020.

The Practice : **For Inside Users**
The File Management System (File Tracking System) has been made compulsory for all the University officials for any official documentary transaction. All employees including Statutory Officers, Heads, Directors, Employees (Class I to IV) has been provided with individual login ids and passwords for documentary transaction. Users normally creates the document from the system, which assigns unique

document id and tracking id for getting the location of the file. Users are also able to assign the flow to the file. At every signing stage, the tracking id will be generated which needs to be highlighted along with the file. Because of this system, the flow of the file including location, signing stage, date, signing timestamp, remarks if any are easily being monitored to the University Administrators. Along with the file journey, users are provided with inward/outward facility so that the inward/outward record can be stored digitally. Since, this practice is started from 2019-20, the manual records are not totally stopped but in the near future it is expected to make all the inward/outward records digitally.

For Outside User
The outside users who inwards the document at various sections. The outside users name, mobile no is being capturing at the inward stage. An automatics link of document journey is being forwarded to the registered users mobile no. The user can get the track of document through that link.

Apart from tracking the document, the File Management System has Employee Directory which enlists the contact details of all the University Employees. Also, it has the feature of presenting the graphical reports. The Bar Diagrams, Pie Charts are automatically generated with the data of transacted documents. The user-wise reports are also being generated automatically.

Evidence of Success : Till date 74967 documents are transacted through the system from 688 total users including 74+ departments, research centers and study centers; also from 62 sections and hostels. All the documentary flows are recorded digital along with the remarks on each document. This has strengthened the e-governance in the University Administration.

Problems Encountered and :
Resources Required

Professor M. D. Shirsat
Director, IQAC