6.2.2

A. E-Governance Policy Document

B. Screenshots of all aspects of Administration, Finance, Student Support, Examination, Library and ICT Infrastructure in Teaching

1. **Administration**
    - CAMS Related Work
    - CAMS Format
    - Notice upload Window
    - General Notice Upload Window
2. **Finance and Accounts**
    - IFMS
    - PFMS
    - CAMS
3. **Student Admission and Student Support**
    - Online Admission
    - Student Record
    - Fees Collection
    - Admitted Student Data
    - Scholarship
4. **Examination**
    - Hall Tickets Generation
    - Registration
    - Examination Report
5. **Library**
6. **ICT Infrastructure and Teaching**

C. ERP Vendor User Agreement/ Work Order

D. Annual ERP Bills for the Metric

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Polba Mahavidyalaya
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web site: polbamahavidyalaya.ac.in
e-mail: officepolbamahavidyalaya@gmail.com

POLBA MAHAVIDYALAYA

Post Office - Polba, District – Hooghly, West Bengal, Pin - 712148

AFFILIATED TO THE UNIVERSITY OF BURDWAN
Recognized under Sections 2(f) & 12(B) of the UGC Act. 1956
NAAC Accredited

Ref. No. _____ Date:

E-Governance Policy of 2022-23

The concerned authorities of the college has decided to implement e-governance in all the different areas of its activities in order to ensure accessibility to information, transparency of operation and accountability to all stakeholders.

Objectives

- To keep up with the need to digitalize information, communication, day to day operations.
- To promote transparency and accountability in all spheres of activity of the college, like admission, examination, finance and accounts, and communication with Government and other funding agencies.
- To establish, in due course of time, an automated library and achieve digitization of study material and upload them in institutional website.
- To develop Wifi zones in campus.
- Develop and Maintain ICT based teaching infrastructure.

The following areas are covered under E-Governance Initiatives:

- Administration
- Accounting and Finance
- Student Admission and Student Support
- Examinations
- Library
- ICT Infrastructure in Teaching

1. Administration

- **Website**-The college website serves as an information hub, conveying information about the college, its operations, relevant notices, admission, courses offered, departments, scholarships, committees and cells and so on. A Website Committee has been constituted to manage the college website. The Committee oversees the frequent update, maintenance, and operation of the website. The ICT Committee also examines for any other changes that need to be made to the website. All critical announcements are made live on the website as soon as they are made available. The college is currently endeavoring to develop a system to maintain leave records and sanctioning mechanism through the website.

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- **CAMS/College Administration Software:** We have purchased the CAMS software from MSS, Burdwan (including annual maintenance). It is integrated software for management, financial record keeping and student record keeping. In terms of administrative purpose, the software is used for maintaining inventory, voucher generation, maintenance of miscellaneous administrative report.

2.Accounting and Finance

- We have purchased the CAMS software from MSS, Burdwan (including annual maintenance). It is integrated software for management, financial record keeping and student record keeping. In terms of accounting purpose the software allows ledger book and double column cash book maintenance, record keeping of income and expenses, received payment, balance sheet generation, fees collection, voucher/receipt generation.
- SBI online is used for receiving admission fees payment.
- WB-IFMS is used for all treasury transactions and for salary bill and payment of all teaching and non-teaching staff.
- PFMS is used for receiving and maintaining financial records of endowments from government and other agencies like RUSA, DST-SERB, NSS etc.

3. Student Admission & Student Support

- **Online Admission Portal**: The admission process is conducted in an open and transparent manner, which is guided by the affiliating University of Burdwan and Government of West Bengal's guidelines. MSS, Burdwan has been hired in due process as directed by the Government of West Bengal for this purpose. The College publishes its admissions guidelines and intake capacity on the college website. A separate admission Portal is used to manage college admissions the link to which is provided in the college website. The process of application, merit list generation and fee submissions are controlled solely through this Portal.

- **CAMS/College Administration Software:** We have purchased the CAMS software from MSS, Burdwan (including annual maintenance). It is integrated software for management, financial record keeping and student record keeping. In terms of student admission, the software is used to generate roll number and issue admission fees voucher. Detailed records of the students, like their category, contact, personal details, courses etc. are maintained class and programme wise by the software.
- **Registration:** The process of registration and generation of registration certificate of the students are done vide TCS website login software as directed by the University of Burdwan.
- **Scholarship:** Scholarships like Aiykasree, Kanysree or OASIS are applied for and supervised through their respective portals.

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- **Online Study Material & Tutorial**: Departments host study material and online tutorial videos on the space provided in the college website.

- **Grievance**: The college website is intended to host a portal for grievance submission. The work is in progress.

4. Examination

- In accordance with the instructions of the University of Burdwan, the form fill up for examination, generation of admit card is done via TCS webtop login of the University of Burdwan.
- The marks of internal assessment and that of home centre examinations of the University of Burdwan are uploaded in the stipulated section of the TCS webtop login of the University of Burdwan.
- The mark sheet of the University examinations are generated and downloaded from the TCS webtop login of the University of Burdwan.

5.Library

The College maintains its academic excellence by maintaining a well-stocked library. The College will continue to add e-learning resources for the benefit of teachers and students. The College provides access to various journals, e-books and reference books through DGLI, moreover it keeps subscribing to new journals and books on a regular basis. Further, the college has implemented KOHA-3.2 for ease of operation and smooth functioning of the library. We intend to connect the database to web-opac.

6.ICT Infrastructure in Teaching

The college has made significant efforts to provide an e-learning environment in the classroom and uses ICT tools such laptops & desktops, projectors, wifi, video lectures, audio clips to support, enhance, and optimise educational delivery. We have 25 computers and laptops with 4 projectors and screens. 3 of these screens and projectors are placed in 3 ICT rooms, one of which is a virtual classroom. Students use wifi zones, computer lab and library room computers in particular for academic purpose.

In order to implement successfully the afore mentioned e-governance policy, adequate hardware and software infrastructure shall be procured by the College from time to time.

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Coordinator
I. Q. A. C.
Polba Mahavidyalaya
Polba, Hooghly
West Bengal

Teacher in Charge
Polba Mahavidyalaya
Polba, Hooghly, West Bengal

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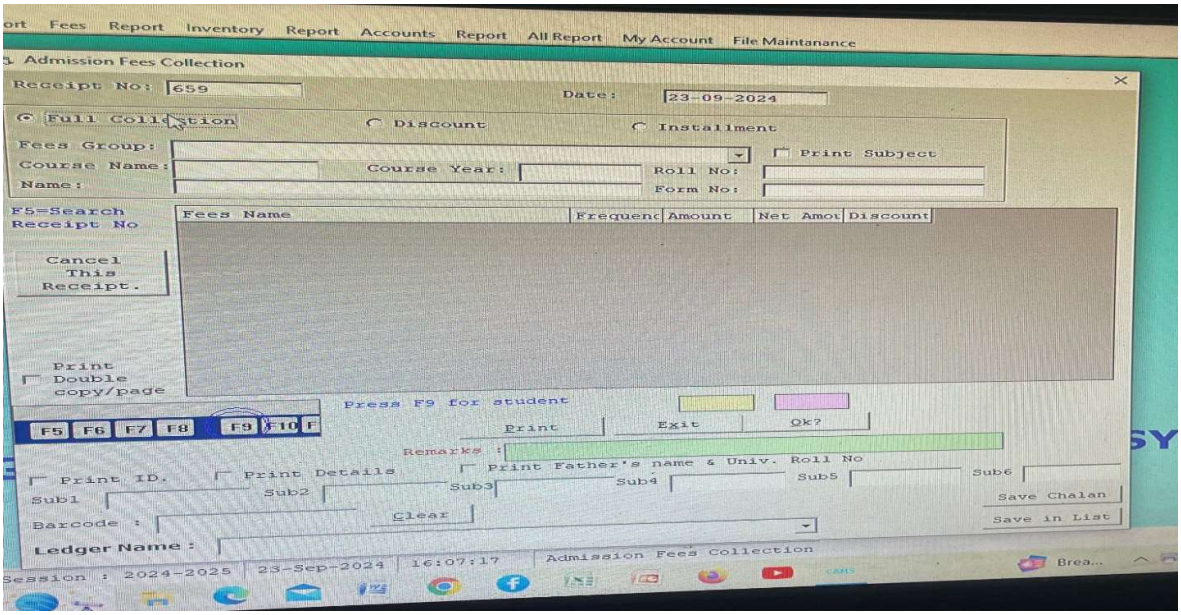
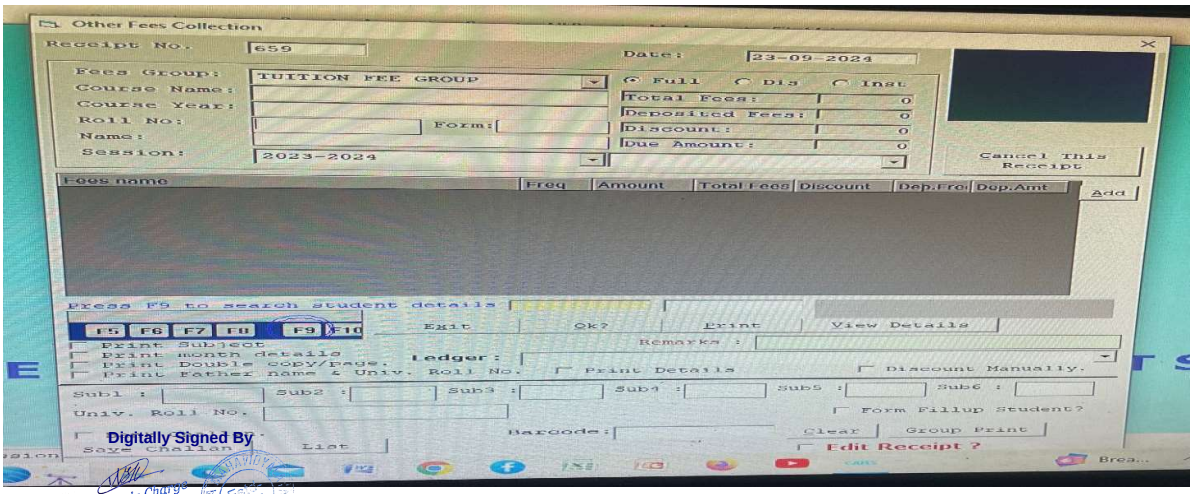
Estd-2005
DIST.-HOOGHLY

B. Screenshots off all aspects of Administration, Finance, Student Support, Examination, Library and ICT Infrastructure in Teaching

1. Administration

- CAMS Related Work





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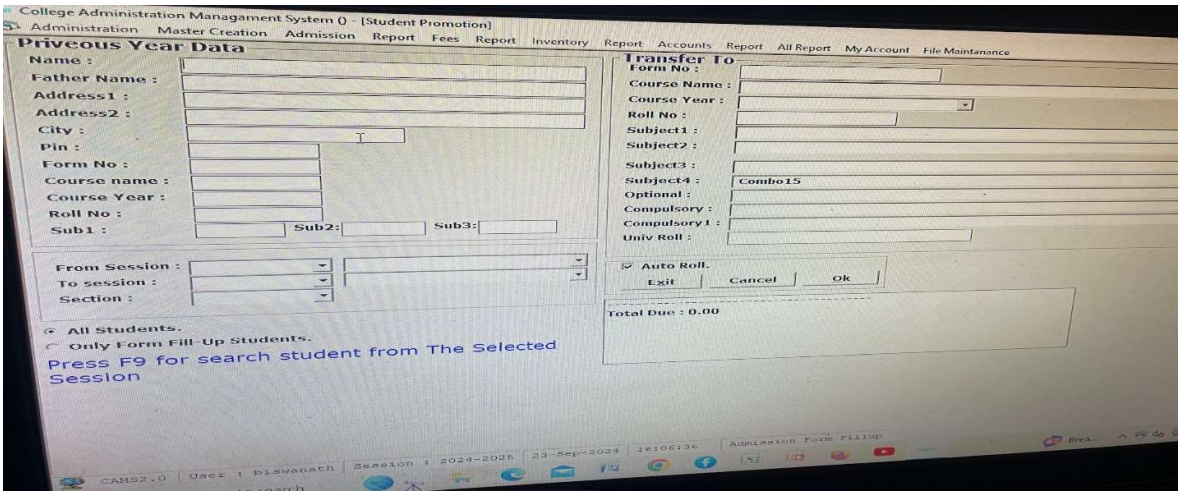
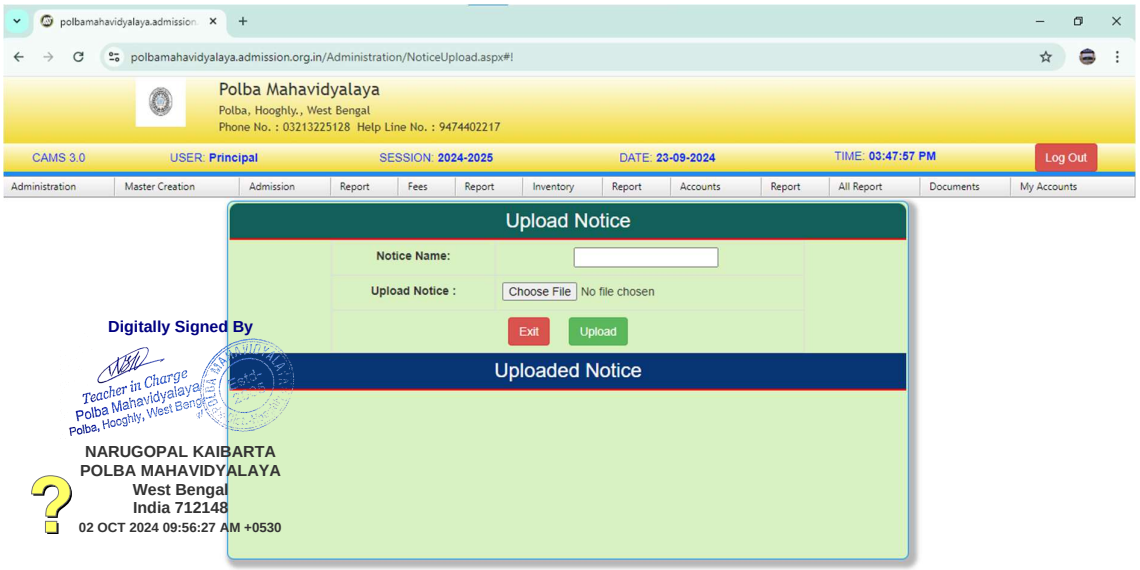
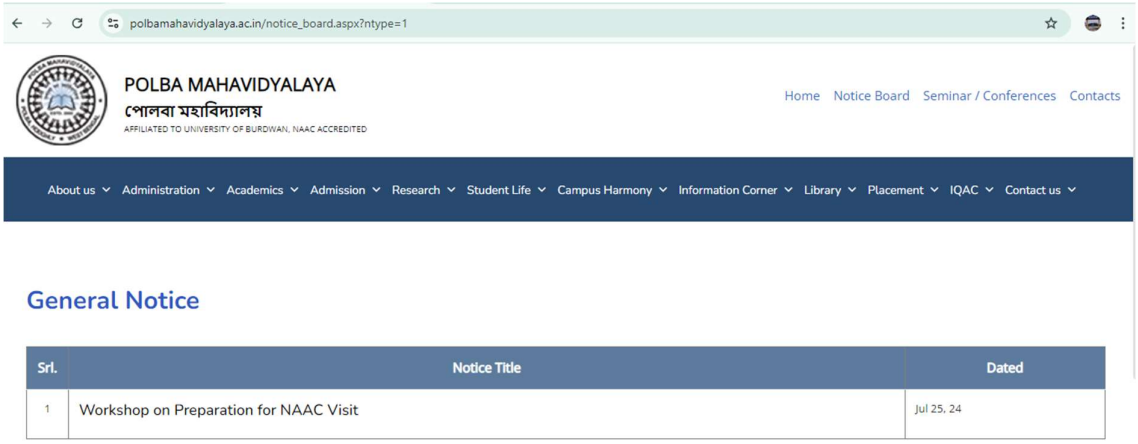


- CAMS Format

- Notice upload Window

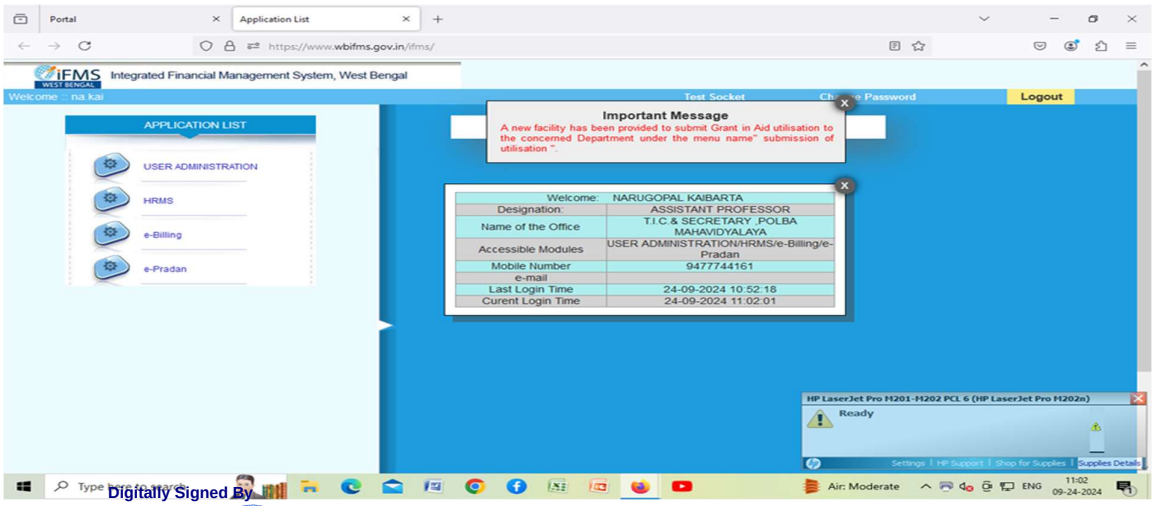


- General Notice Upload Window



2. **Finance and Accounts**

- IFMS



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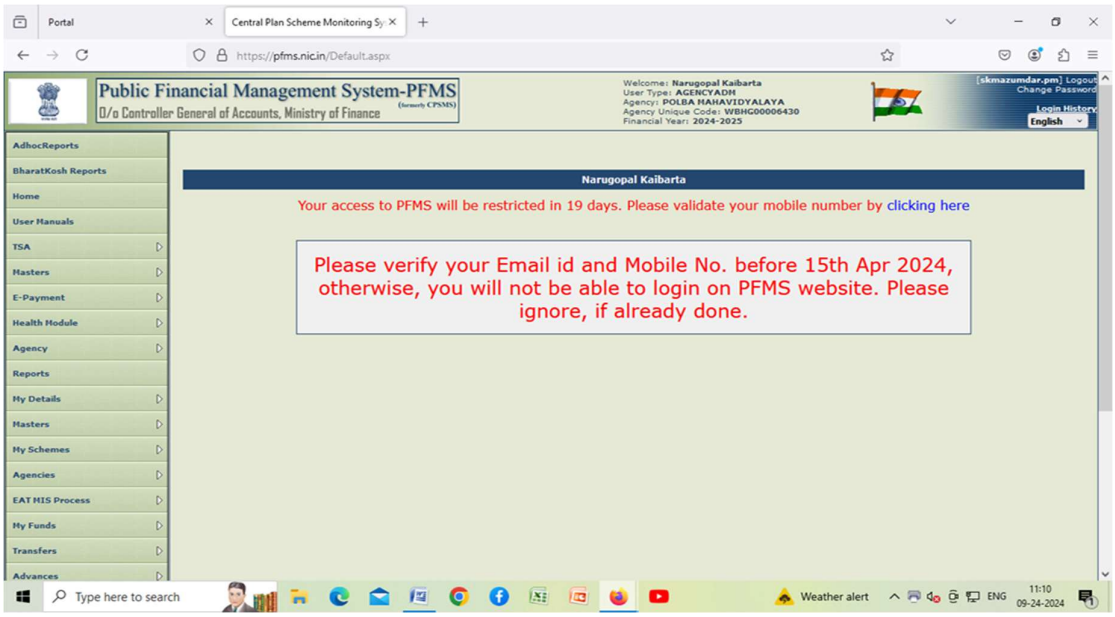
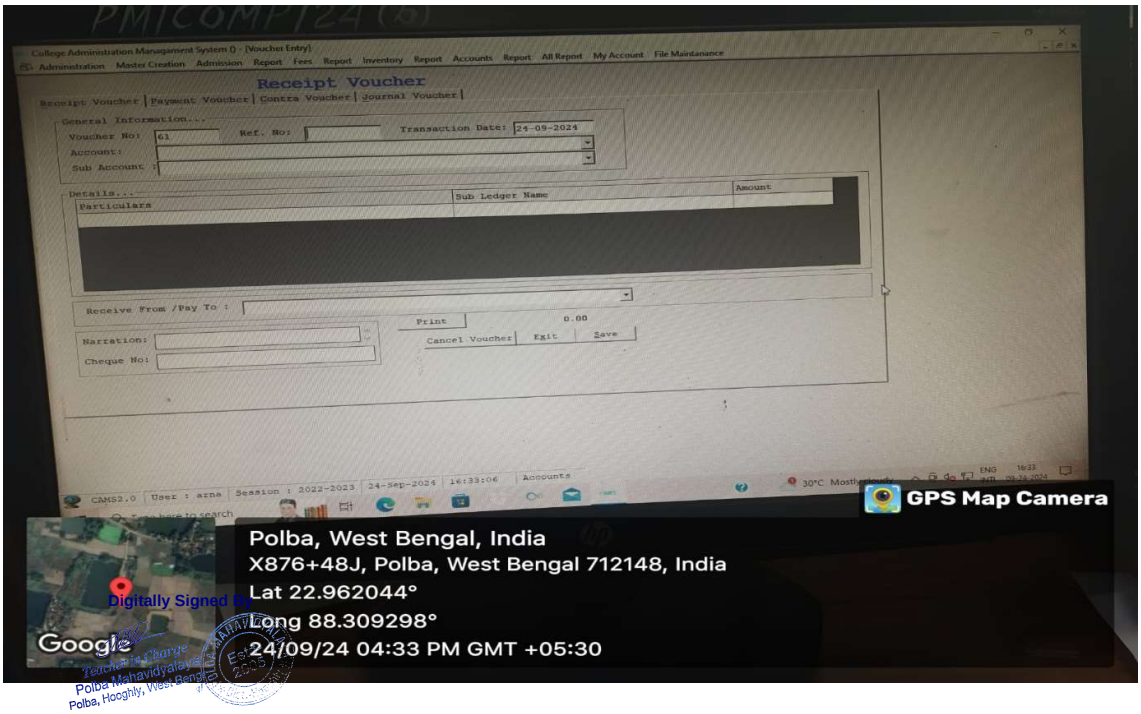
- PFMS



- **CAMS**



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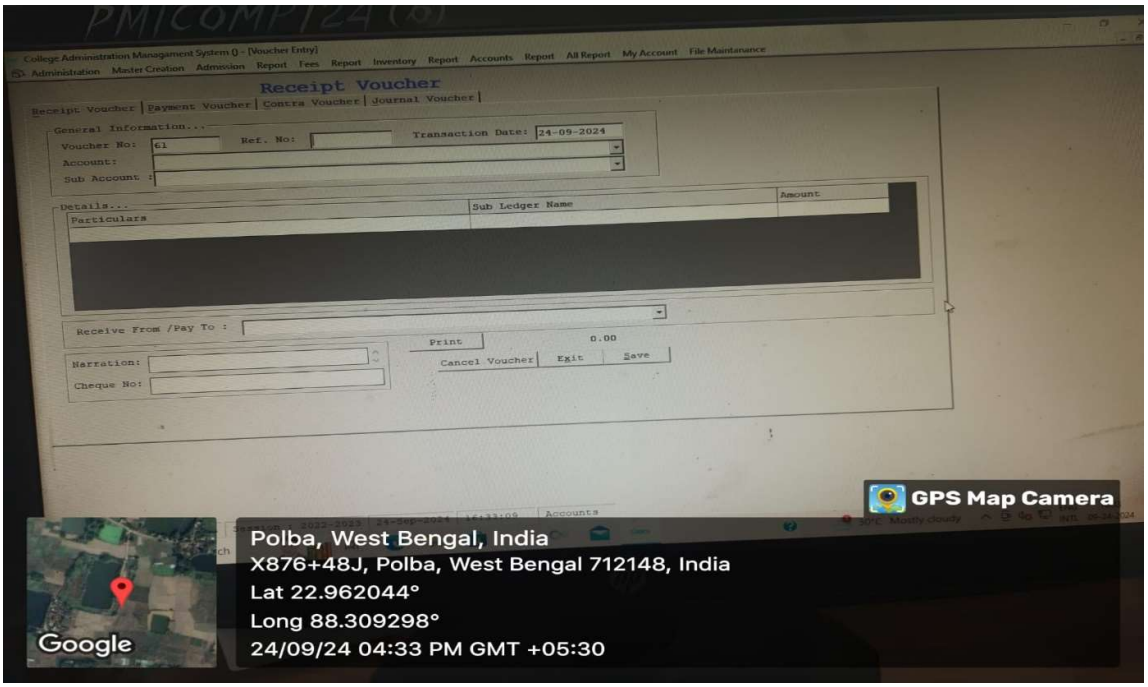

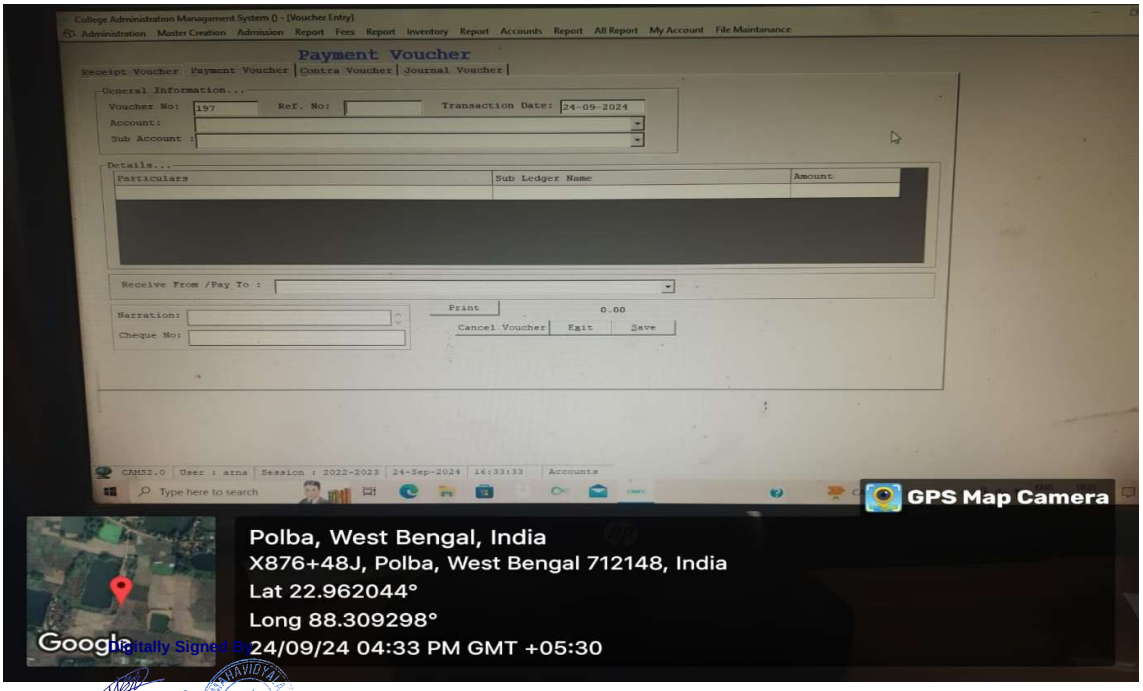

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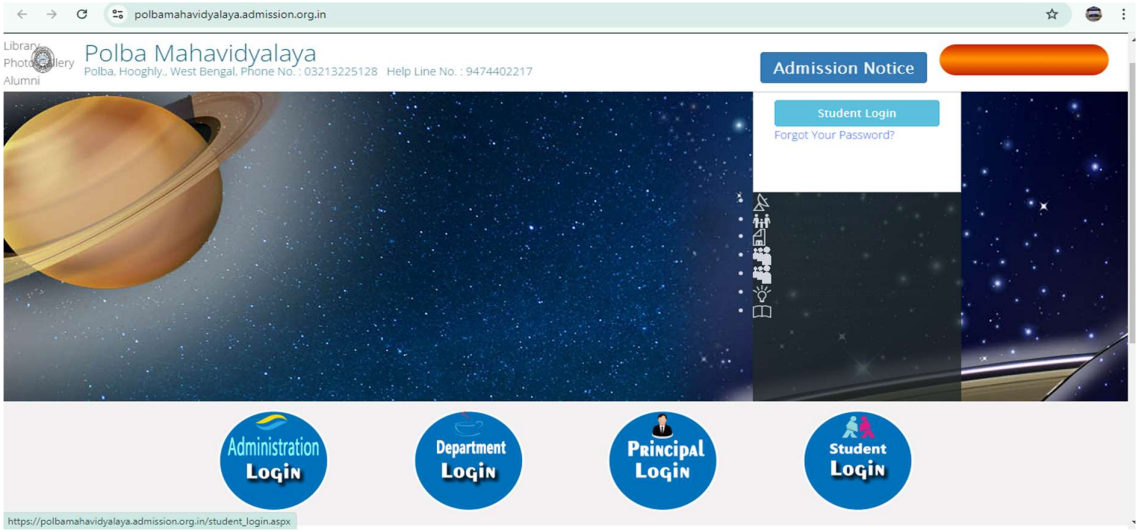
3. Student Admission and Student Support

- Online Admission



- Student Record

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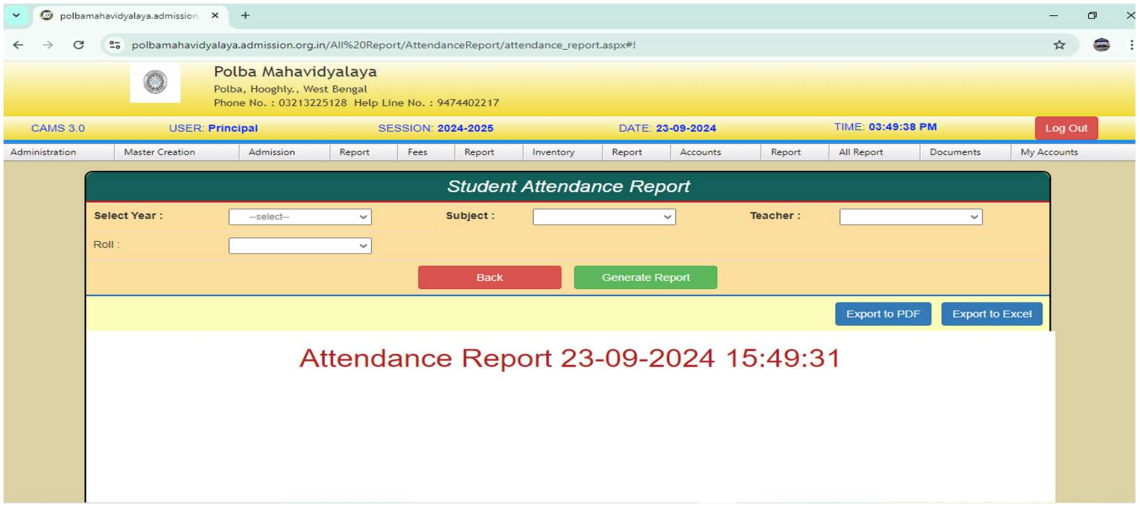
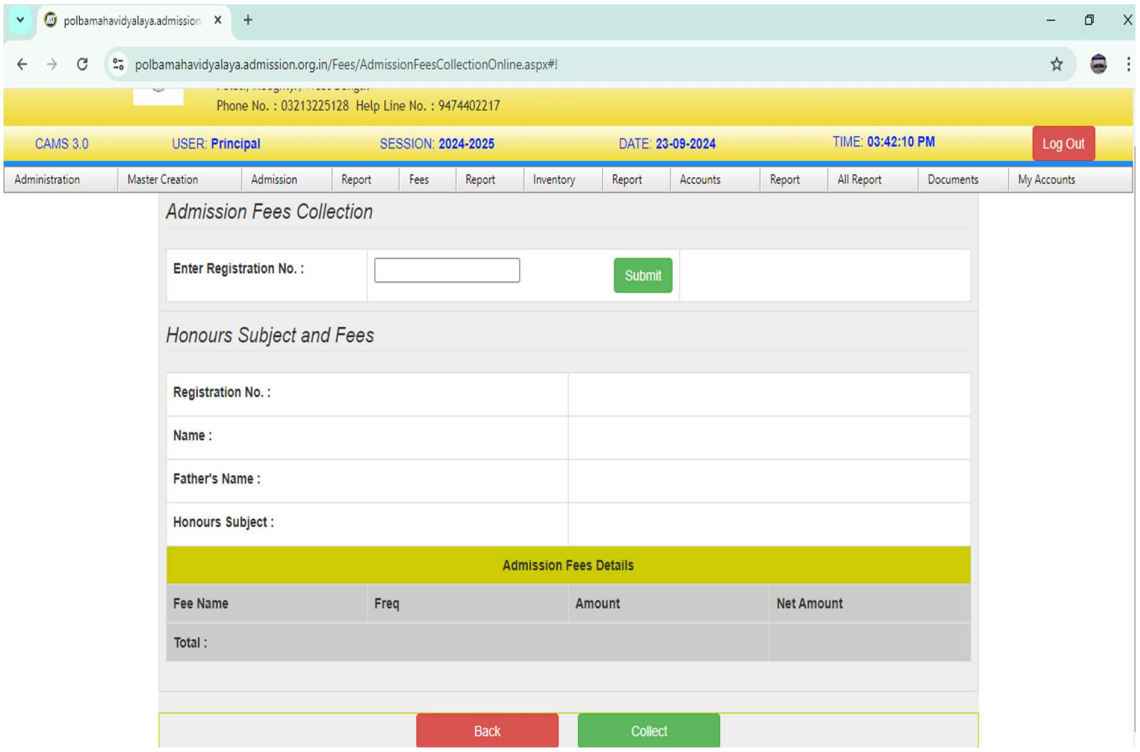


- Fees Collection



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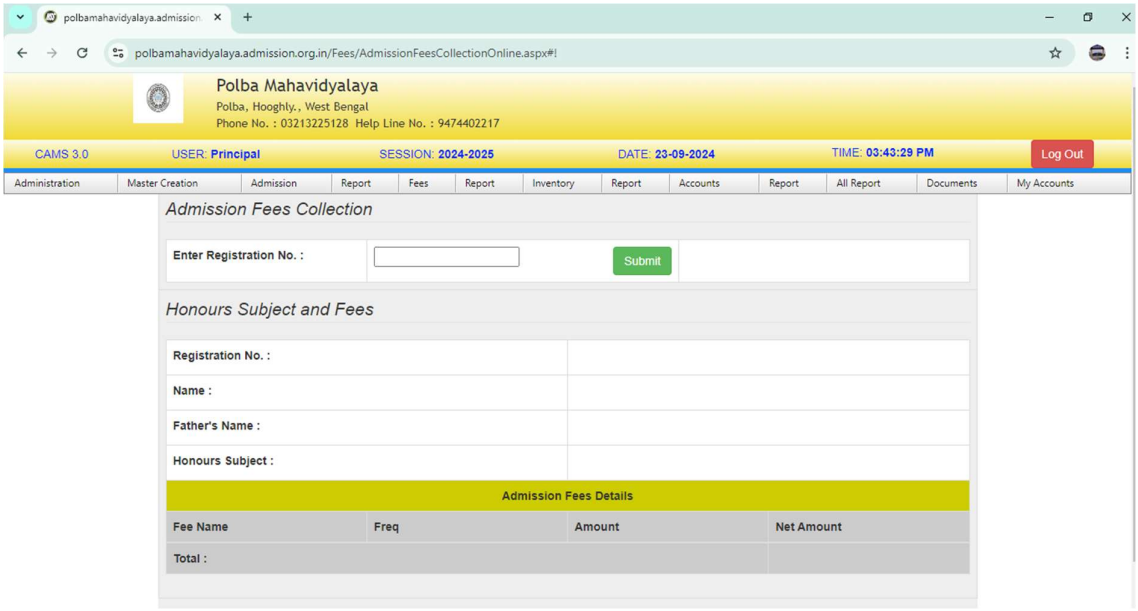
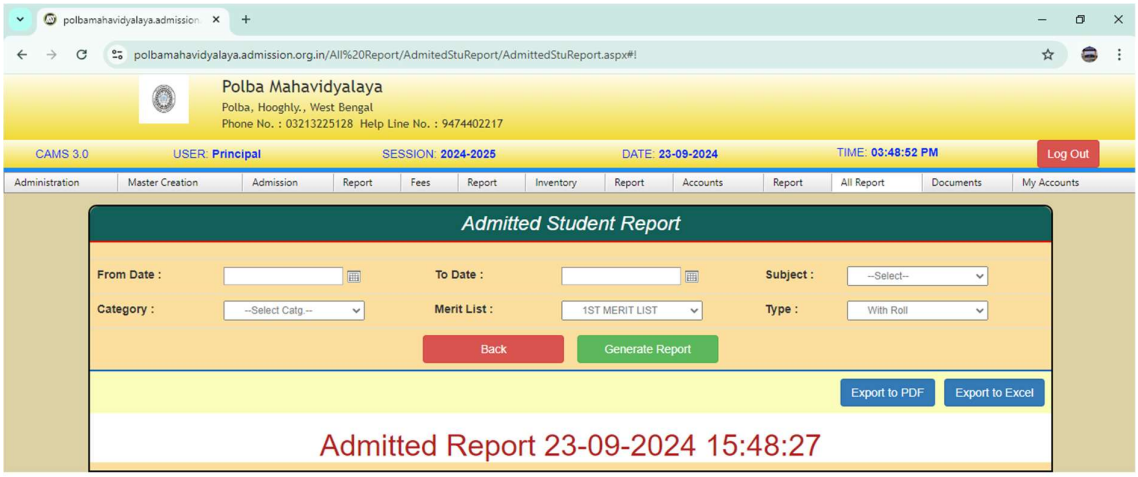


- Admitted Student Data



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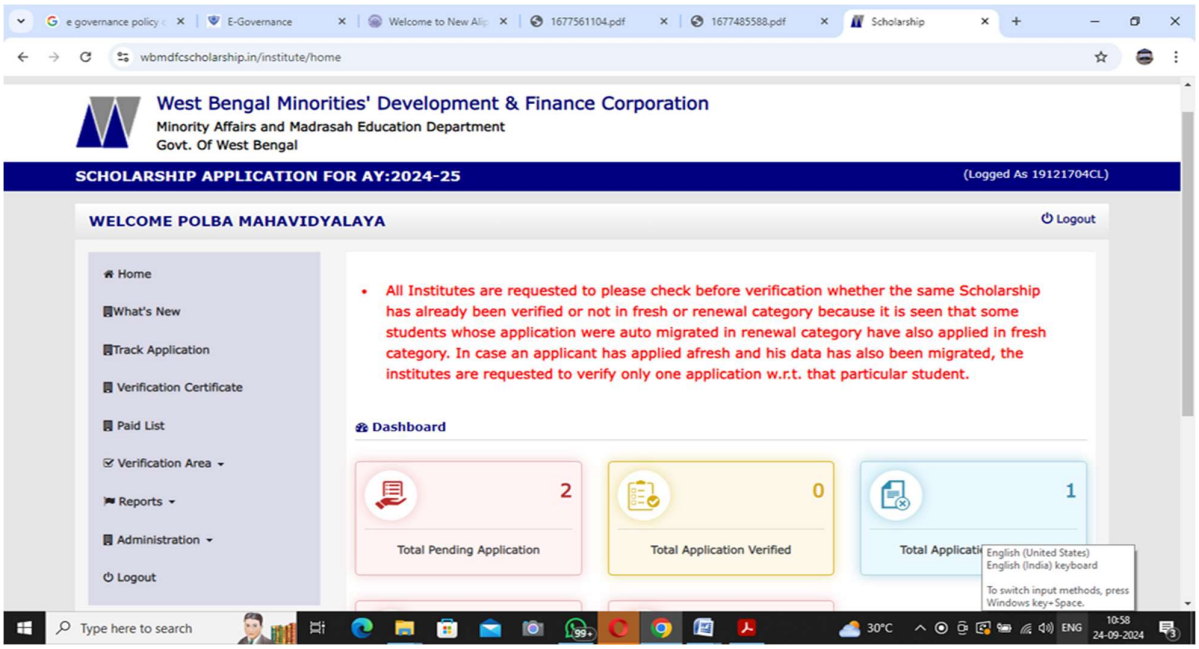
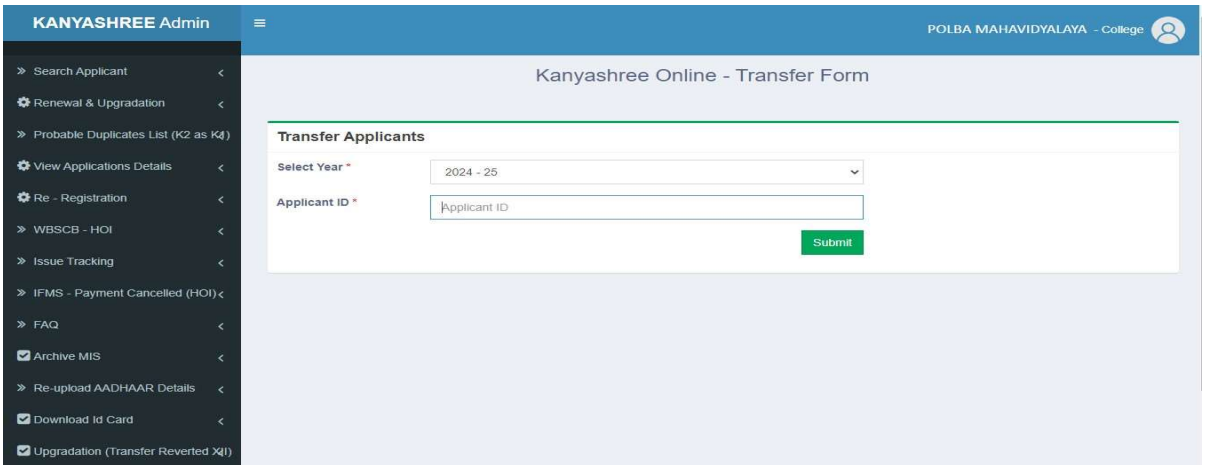
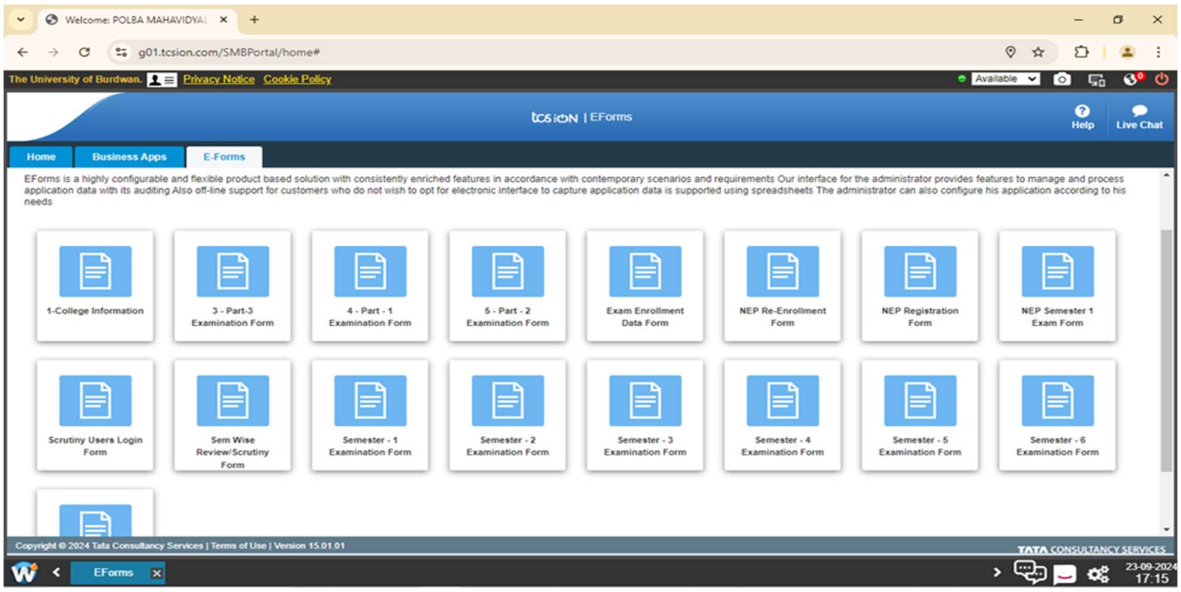
- **Scholarship**



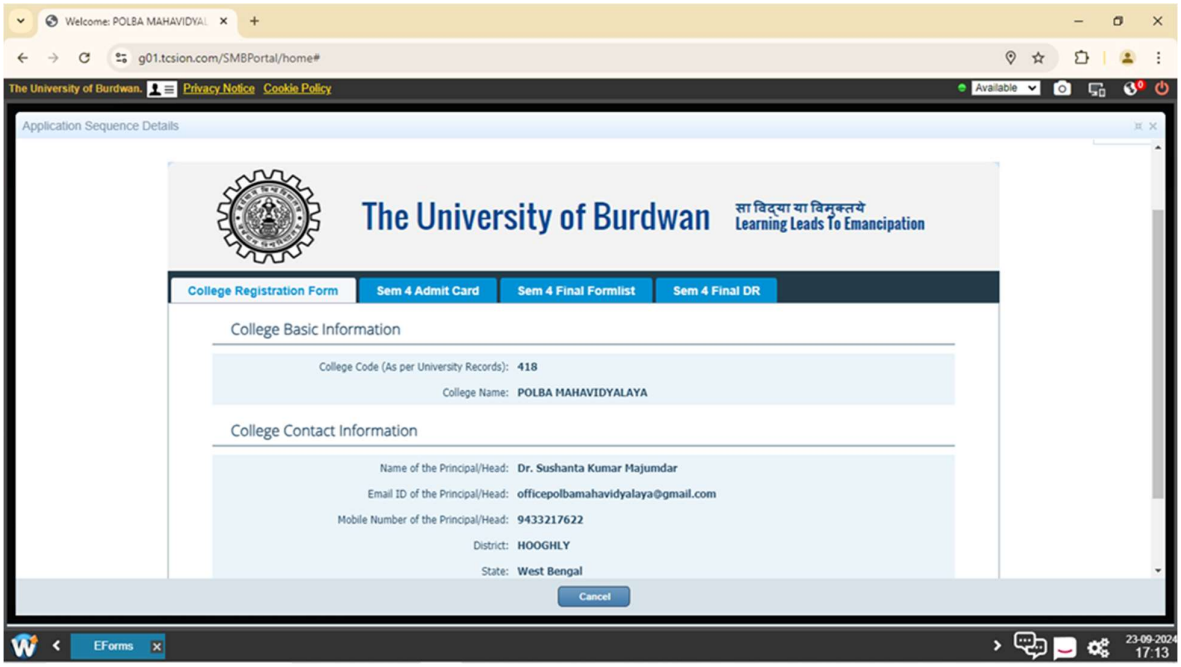


3. **Examination**

- **Hall Tickets Generation**



- Registration



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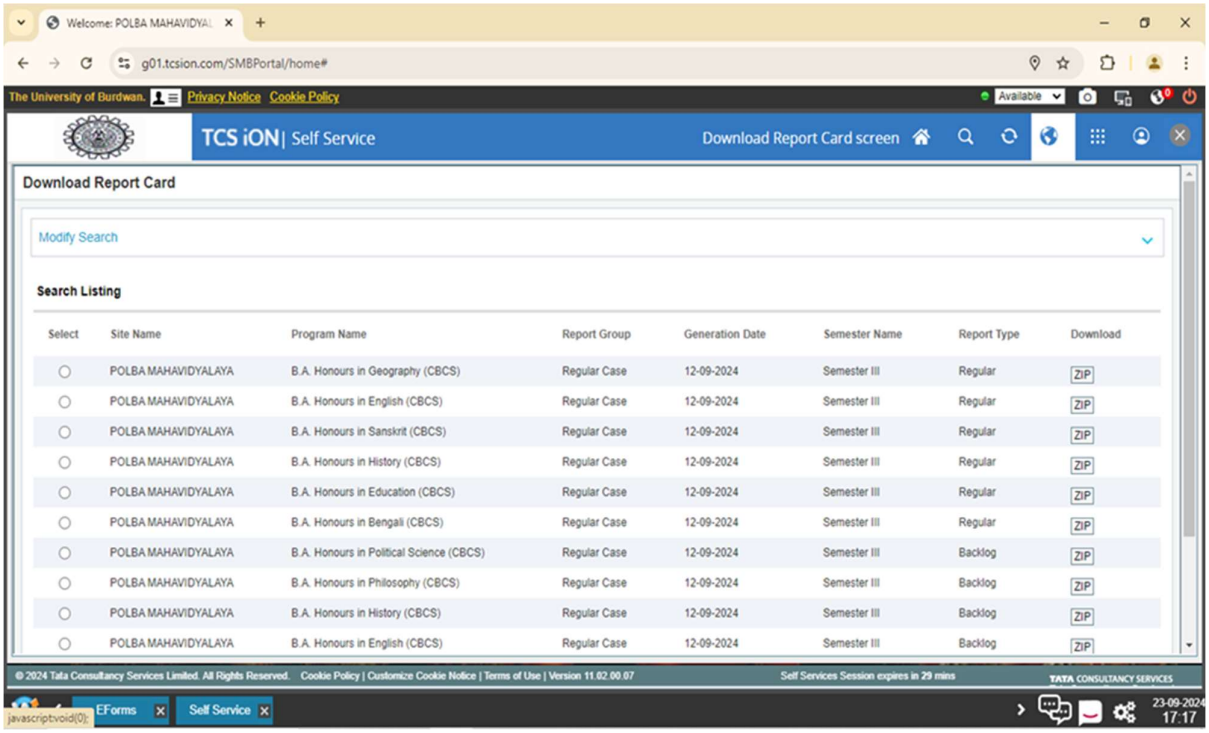
- **Examination Report**



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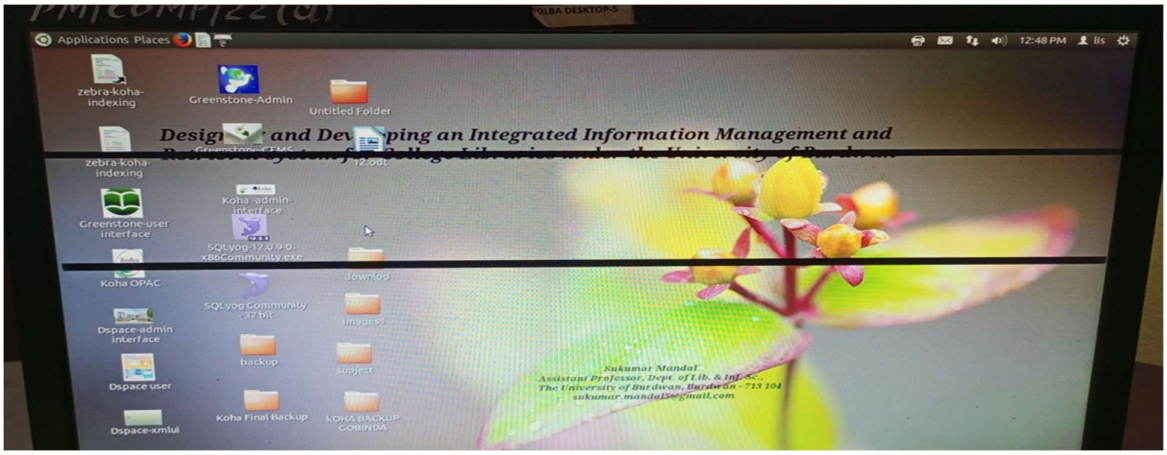
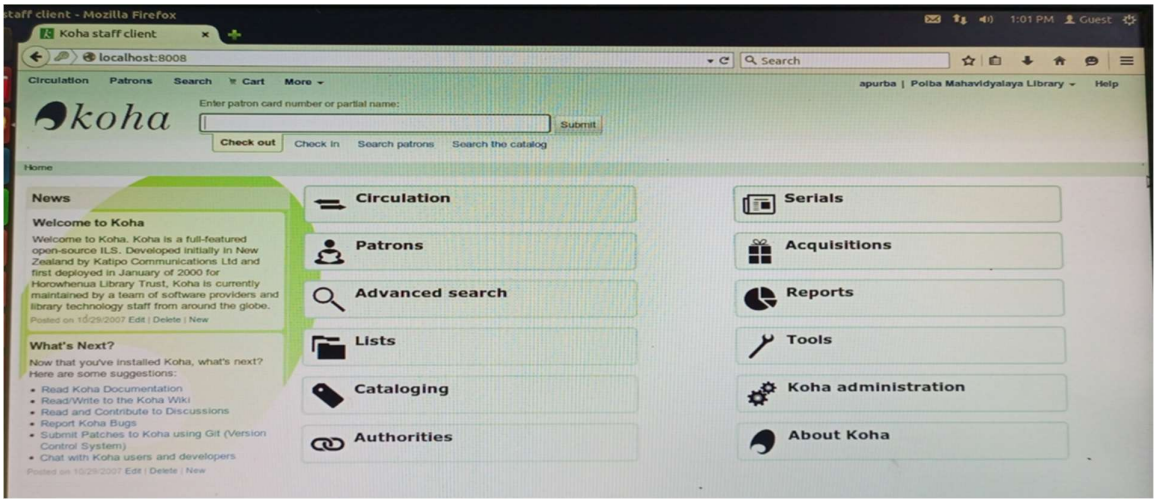
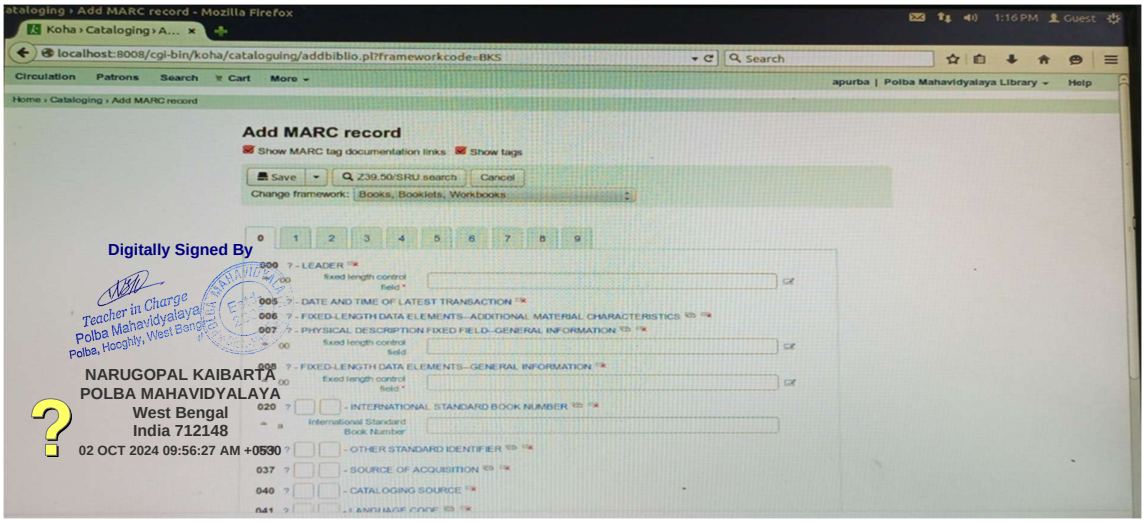
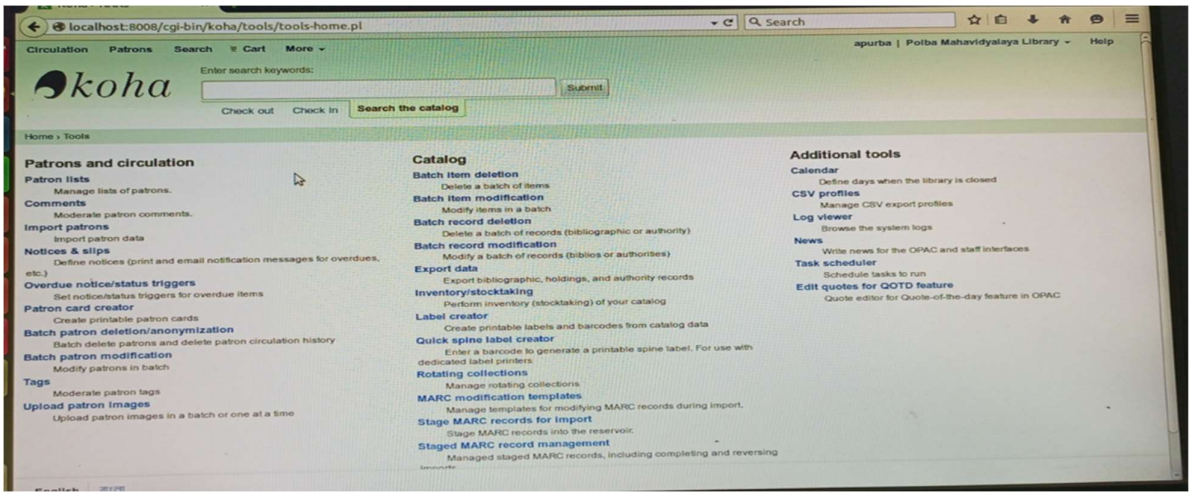
4. Library

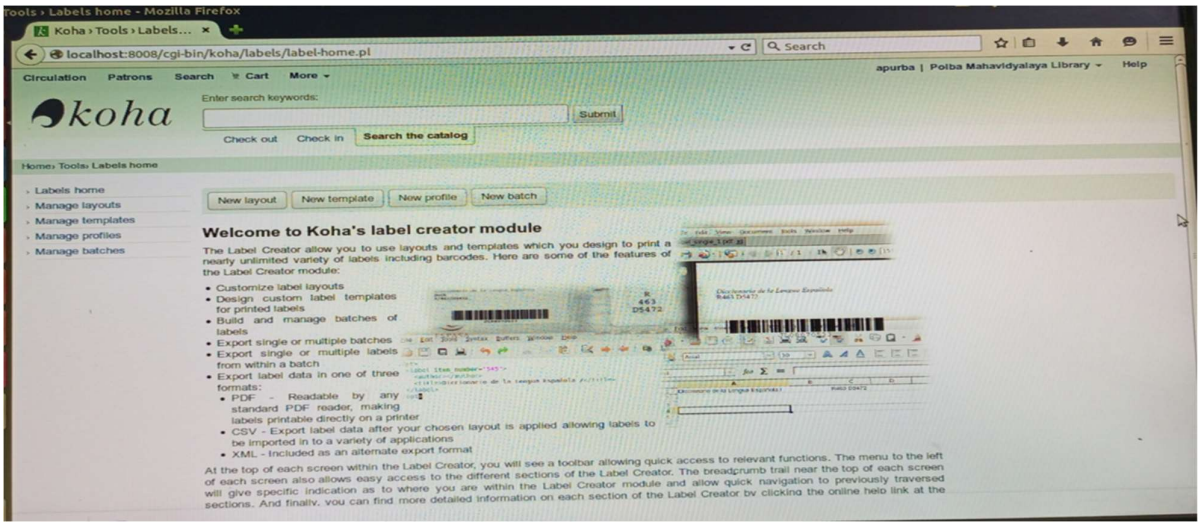
Library report of Koha Library Software











5. ICT Infrastructure and Teaching

- https://www.polbamahavidyalaya.ac.in/allupload/77484_150624085646_Factors%20associated%20with%20learning.pdf
- https://docs.google.com/file/d/1xoHbcJvA2XeePty6i4tNKWWRHXYicXqV/edit?usp=docslist_api&filetype=msword
- https://docs.google.com/file/d/1TUrbIqbUDb2QUrwlZPCnwXCPvQQJy-ko/edit?usp=docslist_api&filetype=msword
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- https://docs.google.com/file/d/15zHoaUR0Mfp7ZRFLpycAqI_V5lp1eBi8/edit?usp=docslist_api&filetype=msword

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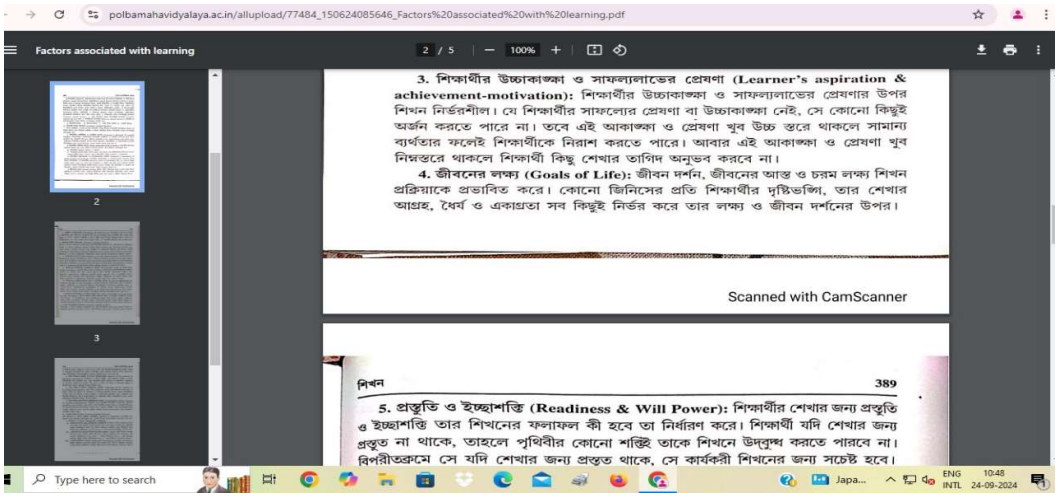
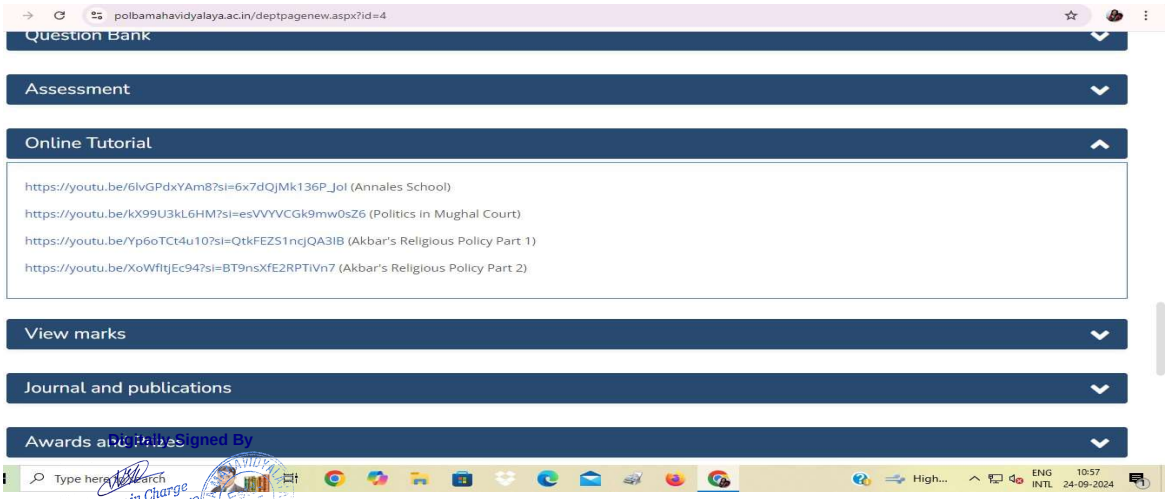
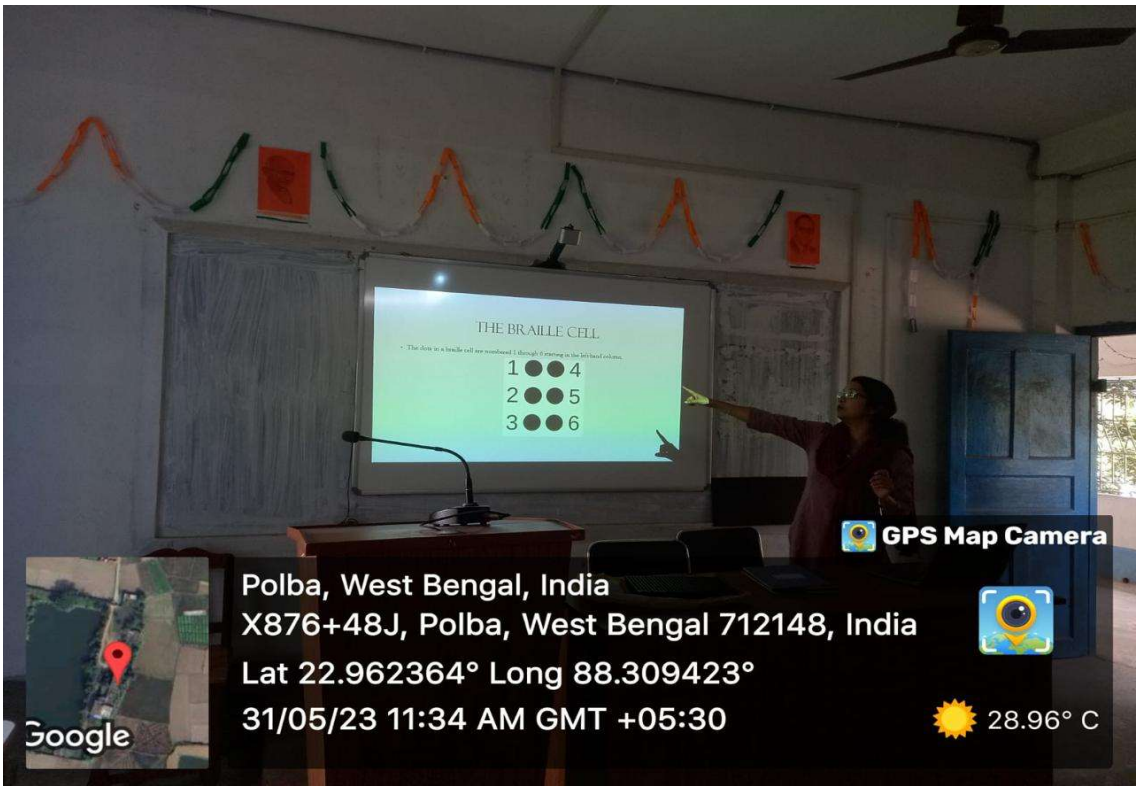
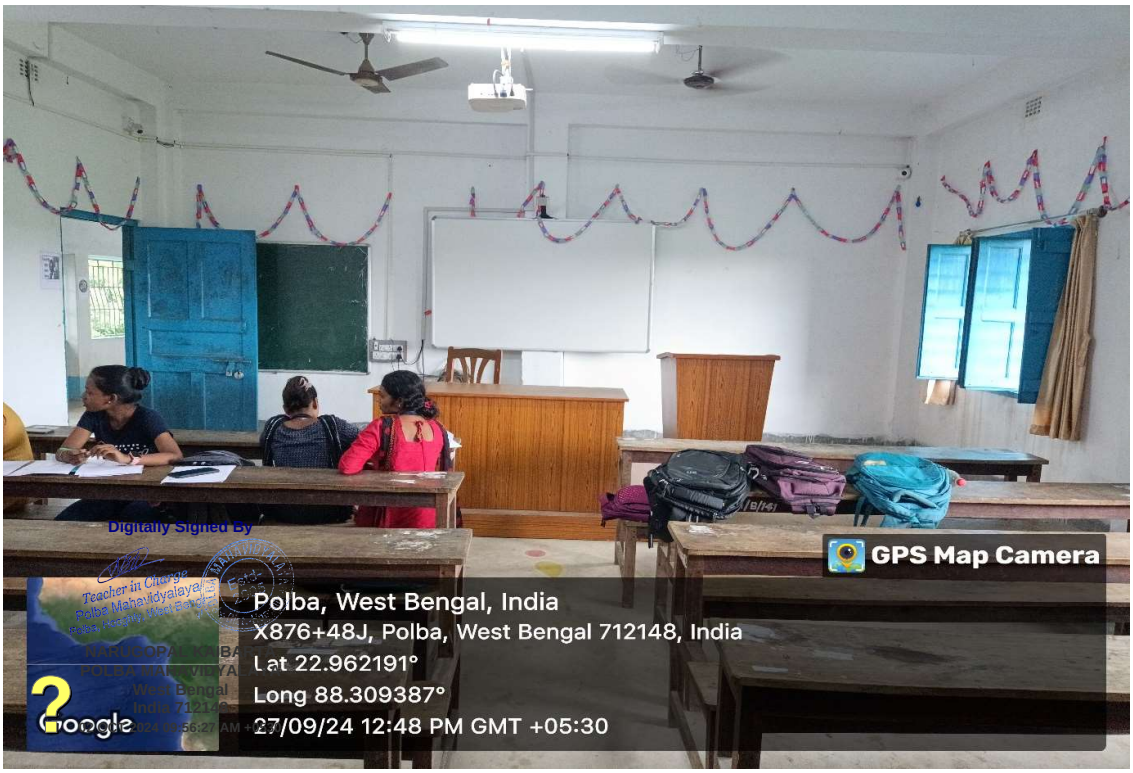





THE BRAILLE CELL
1 4
2 5
3 6
GPS Map Camera
Polba, West Bengal, India
X876+48J, Polba, West Bengal 712148, India
Lat 22.962364° Long 88.309423°
31/05/23 11:34 AM GMT +05:30
28.96° C
Google


Digitally Signed By
Teacher In Charge
GPS Map Camera
Polba, West Bengal, India
X876+48J, Polba, West Bengal 712148, India
Lat 22.962191°
Long 88.309387°
27/09/24 12:48 PM GMT +05:30
Google

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ROOM NO-203
SMART CLASS
save electricity
GPS Map Camera
Polba, West Bengal, India
X876+48J, Polba, West Bengal 712148, India
Lat 22.962134°
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27/09/24 12:51 PM GMT +05:30
Google

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Teacher-in-Charge
GPS Map Camera
Polba, West Bengal, India
X876+48J, Polba, West Bengal 712148, India
Lat 22.962351°
Long 88.309325°
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Telephone :- (03213) 225128, 225133
Fax :- (03213) 225128

POLBA MAHAVIDYALAYA

Post Office - Polba, District – Hooghly, West Bengal, Pin - 712148
AFFILIATED TO THE UNIVERSITY OF BURDWAN
Recognised under sections 2(f) & 12(B) of the UGC Act. 1956

Ref. No. PM/ 281 /A (2018-2019) **Date –: 19/03/2019**

To
MSS
31,G.T. Road, Dhaldighi,
Burdwan.

CONSOLIDATED WORK ORDER

I have pleasure to inform you that the Purchase Committee of Polba Mahavidyalaya at its meeting on 10-02-2016 decides unanimously to issue purchase order in your favour for carrying works relating to installation of Software etc. for On Line Admission (1st Year) in **2019-2020** academic Session in Polba Mahavidyalaya as per our requirement subject to below- mentioned terms and conditions and at the settled rate with you with our members of Purchase Committee :

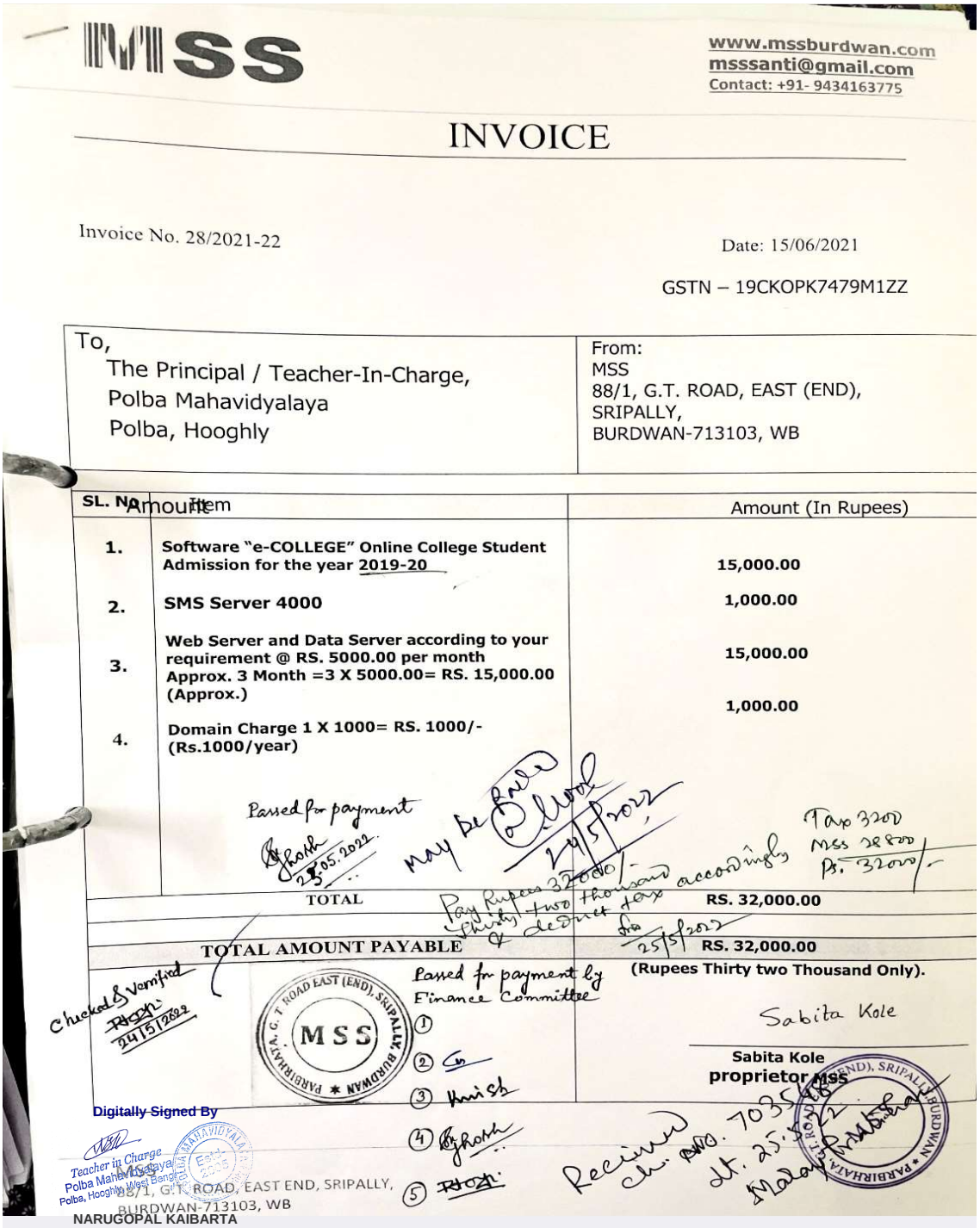
Terms and conditions

1. Software will be built on the basis of requirements of the College.
2. First layout must be delivered for review within 15 working days from the date of order.
3. Database is to be shared with the College.
4. Any report / URL reference must be communicated via email from either side.
5. Duration of running the software will be approx 3 months (extendable); amount to be charged for further extension must be specified in the quotation.
6. Facility for emergency modification/ rectification should be arranged instantaneously.
7. Maximum simultaneous access number must be ensured.
8. Web pages for online admission are to be developed only in English language.
9. Actual page size as 1000 × 600 pixels or more for better visual impact must be ensured.
10. Data base security (100%) must be guaranteed and undertaking in this regard is to be given.
11. Software is to be use-friendly to cater to the needs of students of remote rural areas.
12. Applicants shall receive communication of status, if eligible for admission, through SMS (for users providing cell no.)
13. All legal maters will be settled within the jurisdiction of learned Court at High Court, Kolkata.
14. Relevant documents like Income Tax, PAN, VAT, etc related documents are to be attached with the final bill.
15. You have to carry out the entire Installation Process etc. including domain and hosting on their own.
16. The online admission website should be up and running for 24×7 and adequate band width should be provided.
17. The online form should be compatible with all popular browsers like Firefox/ Google Chrome/ Internet Explorer/ Opera etc.

Digitally signed by NARUGOPAL KAIBARTA
Teacher in Charge Polba Mahavidyalaya
NARUGOPAL KAIBARTA
POLBA MAHAVIDYALAYA
West Bengal
India 712148
02 OCT 2024 09:56:27 AM +0530

POLBA MAHAVIDYALAYA Estd- 2005 Dist. Hooghly

D. Annual ERP Bills for the Metric



MSS

www.mssburdwan.com
msssanti@gmail.com
Contact: +91- 9434163775

INVOICE

Invoice No. 28/2021-22

Date: 15/06/2021

GSTN – 19CKOPK7479M1ZZ

To,	From:
The Principal / Teacher-In-Charge, Polba Mahavidyalaya Polba, Hooghly	MSS 88/1, G.T. ROAD, EAST (END), SRIPALLY, BURDWAN-713103, WB

SL. No.	Item	Amount (In Rupees)
1.	**Software "e-COLLEGE" Online College Student Admission for the year 2019-20**	**15,000.00**
2.	**SMS Server 4000**	**1,000.00**
3.	**Web Server and Data Server according to your requirement @ RS. 5000.00 per month Approx. 3 Month =3 X 5000.00= RS. 15,000.00 (Approx.)**	**15,000.00**
4.	**Domain Charge 1 X 1000= RS. 1000/- (Rs.1000/year)**	**1,000.00**
	TOTAL	**RS. 32,000.00**
	TOTAL AMOUNT PAYABLE	**RS. 32,000.00**

Passed for payment
Ghosh 25.05.2022

May be Paid
24/5/2022

Pay Rupees 32000/- thirty two thousand & deduct tax accordingly
25/5/2022

Tax 3200
MSS 28800
Rs. 32000/-

(Rupees Thirty two Thousand Only).

Checked & Verified
24/5/2022

PARBIRHATA, G. T. ROAD EAST (END), SRIPALLY, BURDWAN
MSS

Passed for payment by Finance Committee
1
2
3 Krish
4 Ghosh
5

Sabita Kole

Sabita Kole
proprietor MSS

Received
Ch. No. 703548
dt. 25.5.22
Malay Prabhakar

Digitally Signed By
Teacher in Charge
Polba Mahavidyalaya
Polba, Hooghly, West Bengal

88/1, G.T. ROAD, EAST END, SRIPALLY,
BURDWAN-713103, WB

NARUGOPAL KAIBARTA
POLBA MAHAVIDYALAYA
West Bengal
India 712148
02 OCT 2024 09:56:27 AM +0530

MSS

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msssanti@gmail.com
Contact: +91- 9434163775

INVOICE

Invoice No. 23/2022-23

Date: 24/05/2022

GSTN – 19CKOPK7479M1ZZ

To,	From:
The Principal / Teacher-In-Charge, Polba Mahavidyalaya Polba, Hooghly	MSS 88/1, G.T. ROAD, EAST (END), SRIPALLY, BURDWAN-713103, WB

SL. No.	Item	Amount (In Rupees)
1.	**Software "e-COLLEGE" Online College Student Admission for the year 2021-22**	**15,000.00**
2.	**SMS Server 4000**	**1,000.00**
3.	**Web Server and Data Server according to your requirement @ RS. 5000.00 per month Approx. 3 Month =3 X 5000.00= RS. 15,000.00 (Approx.)**	**15,000.00**
4.	**Domain Charge 1 X 1000= RS. 1000/- (Rs.1000/year)**	**1,000.00**
	TOTAL	**RS. 32,000.00**
	TOTAL AMOUNT PAYABLE	**RS. 32,000.00**

Passed for payment
25.05.2022

Pay Rs. 32000/- deducting tax accordingly (Rupees thirty two thousand only)
25/5/2022

Pay 3200
MSS 28800
Rs 32000/-

Checked & verified
24/5/2022

Passed for payment by Finance Committee
1.
2.
3.
4.
5.

(Rupees Thirty two Thousand Only).

Sabita Kole

Sabita Kole
proprietor MSS

Received
Ch. No. 703568
dt. 25.5.2022

Digitally Signed By
MSS
88/1, G.T. ROAD, EAST END, SRIPALLY,
BURDWAN-713103, WB

Teacher-in-Charge
Polba Mahavidyalaya
Polba, Hooghly, West Bengal

NARUGOPAL KAIBARTA
POLBA MAHAVIDYALAYA
West Bengal
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MSS

www.mssburdwan.com
msssanti@gmail.com
Contact: +91- 9434163775

INVOICE

Invoice No. 75/2023-24

Date: 30/01/2024

GSTN – 19CKOPK7479M1ZZ

To,	From:
The Principal / Teacher-In-Charge, Polba Mahavidyalaya Polba, Hooghly	MSS 88/1, G.T. ROAD, EAST (END), SRIPALLY, BURDWAN-713103, WB

SL. No	Item	Amount (In Rupees)
1.	Software "e-COLLEGE" Online College Student Admission for the year 2023-24	15,000.00
2.	SMS Server 4000	1,000.00
3.	Web Server and Data Server according to your requirement @ RS. 5000.00 per month Approx. 3 Month =3 X 5000.00= RS. 15,000.00 (Approx.)	15,000.00
4.	Domain Charge 1 X 1000= RS. 1000/- (Rs.1000/year)	1,000.00
	TOTAL	RS. 32,000.00
	TOTAL AMOUNT PAYABLE	RS. 32,000.00
		(Rupees Thirty two Thousand Only).

Checked & verified. 18/3/24

Permissible may be paid after deduction of Tax/TDS. 18/03/24

PARBIRHATA, G. T. ROAD EAST (END), SRIPALLY, BURDWAN MSS

Sabita Kole

Sabita Kole
proprietor MSS

Digitally Signed By
Teacher in Charge
Polba Mahavidyalaya
Polba, Hooghly, West Bengal

PARBIRHATA, G. T. ROAD EAST(END), SRIPALLY, BURDWAN MSS

Receive Rs. 75600/- in cheque No 659877
Malay Pratihar
19.03.2024

NARUGOPAL KAIBARTA
POLBA MAHAVIDYALAYA
West Bengal
India 712148
02 OCT 2024 09:56:27 AM +0530

Digitally Signed By

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India 712148
02 OCT 2024 09:56:27 AM +0530