

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

Telephone: (03213) 225128, 225133

Fax : (03213) 225128

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.



- **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 webtop 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.



- **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.

I. Q. A. C.

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

[Signature]

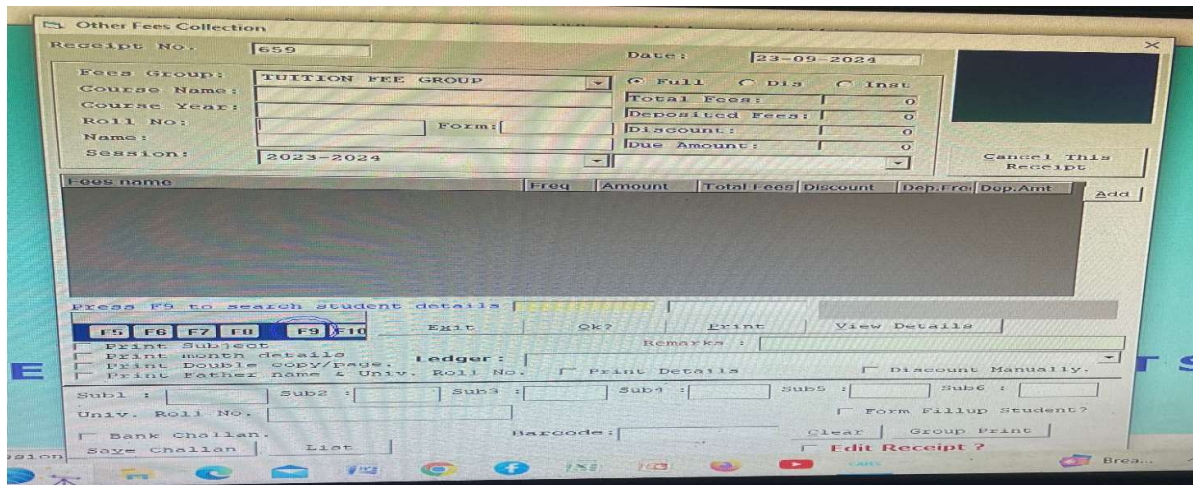
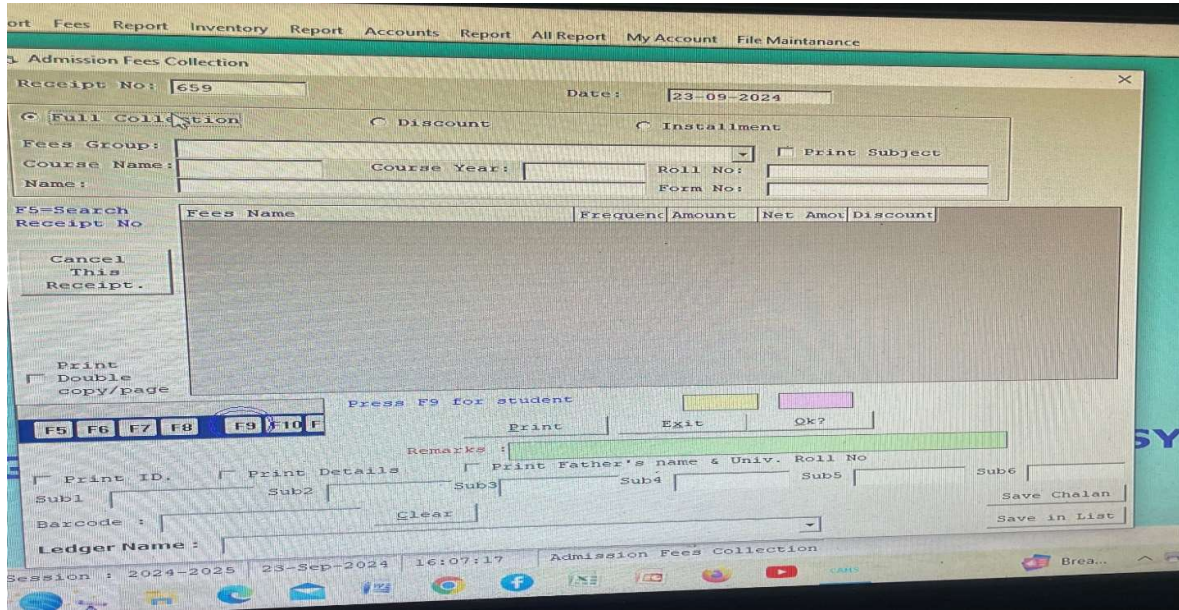
Teacher in Charge
Polba Mahavidyalaya
Polba, Hooghly, West Bengal

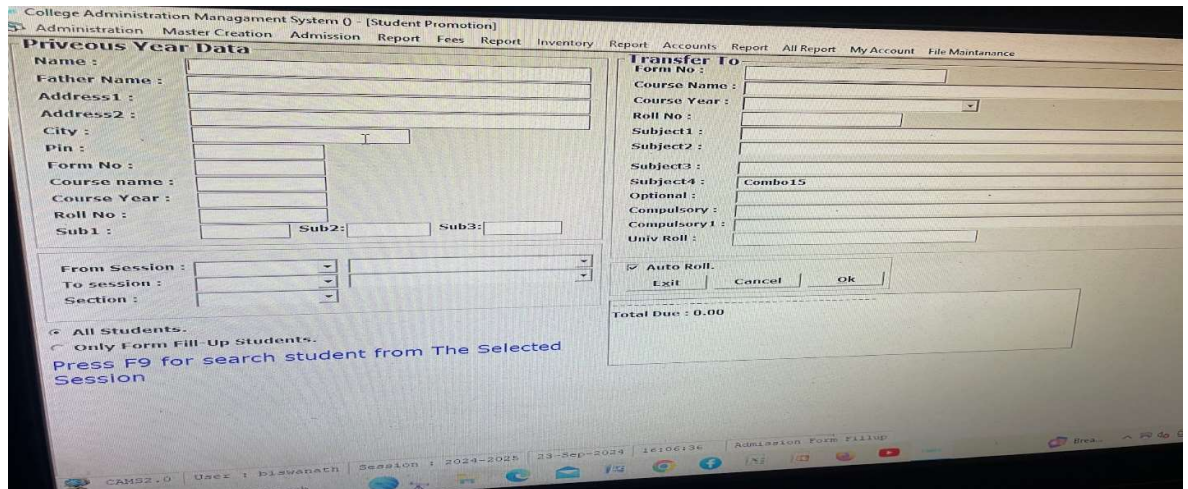


B. Screenshots off all aspects of Administration, Finance, Student Support, Examination, Library and ICT Infrastructure in Teaching

1. Administration

- CAMS Related Work

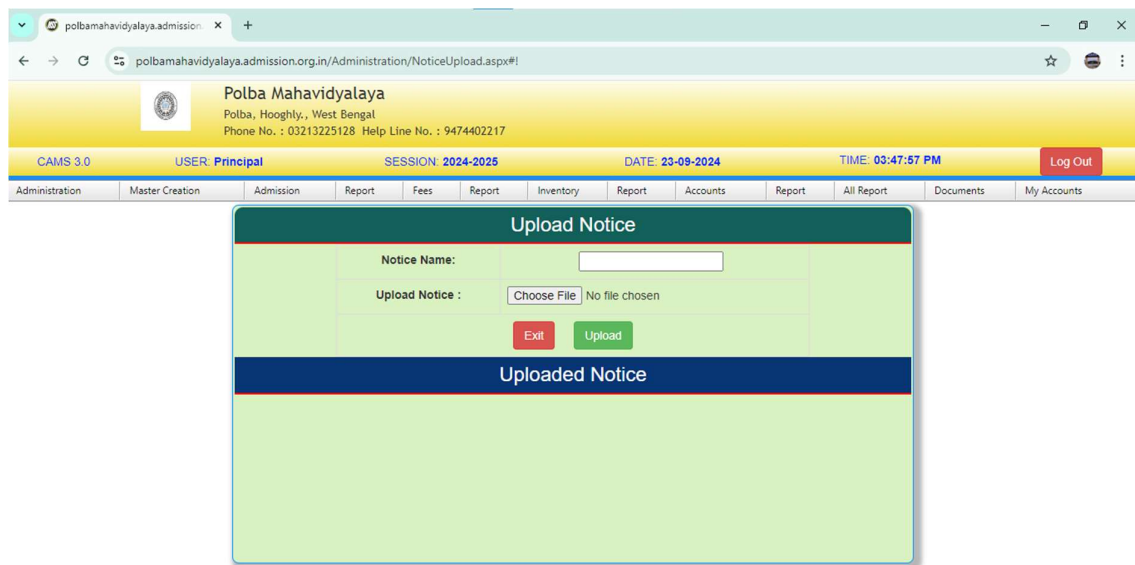




- CAMS Format



- Notice upload Window



- General Notice Upload Window

polbahavidyalaya.ac.in/notice_board.aspx?type=1

POLBA MAHAVIDYALAYA
পোলবা মহাবিদ্যালয়
AFFILIATED TO UNIVERSITY OF BURDWAN, NAAC ACCREDITED

Home Notice Board Seminar / Conferences Contacts

About us Administration Academics Admission Research Student Life Campus Harmony Information Corner Library Placement IQAC Contact us

General Notice

Srl.	Notice Title	Dated
1	Workshop on Preparation for NAAC Visit	Jul 25, 24

2. Finance and Accounts

- IFMS

Portal Application List

https://www.wbifms.gov.in/ifms/

IFMS Integrated Financial Management System, West Bengal

Welcome : na kail

Test Socket Ch Password Logout

APPLICATION LIST

- USER ADMINISTRATION
- HRMS
- e-Billing
- e-Pradan

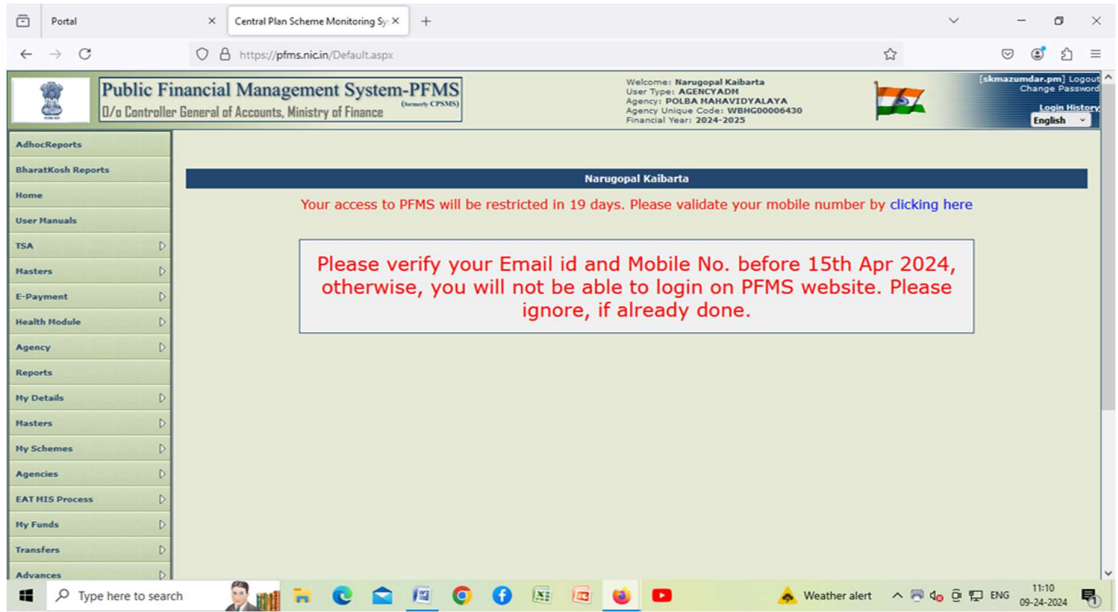
Important Message
A new facility has been provided to submit Grant in Aid utilisation to the concerned Department under the menu name "submission of utilisation".

Welcome: NARUGOPAL KAIBARTA
Designation: ASSISTANT PROFESSOR
Name of the Office: T.I.C & SECRETARY, POLBA MAHAVIDYALAYA
Accessible Modules: USER ADMINISTRATION/HRMS/e-Billing/e-Pradan
Mobile Number: 9477744161
e-mail:
Last Login Time: 24-09-2024 10:52:18
Current Login Time: 24-09-2024 11:02:01

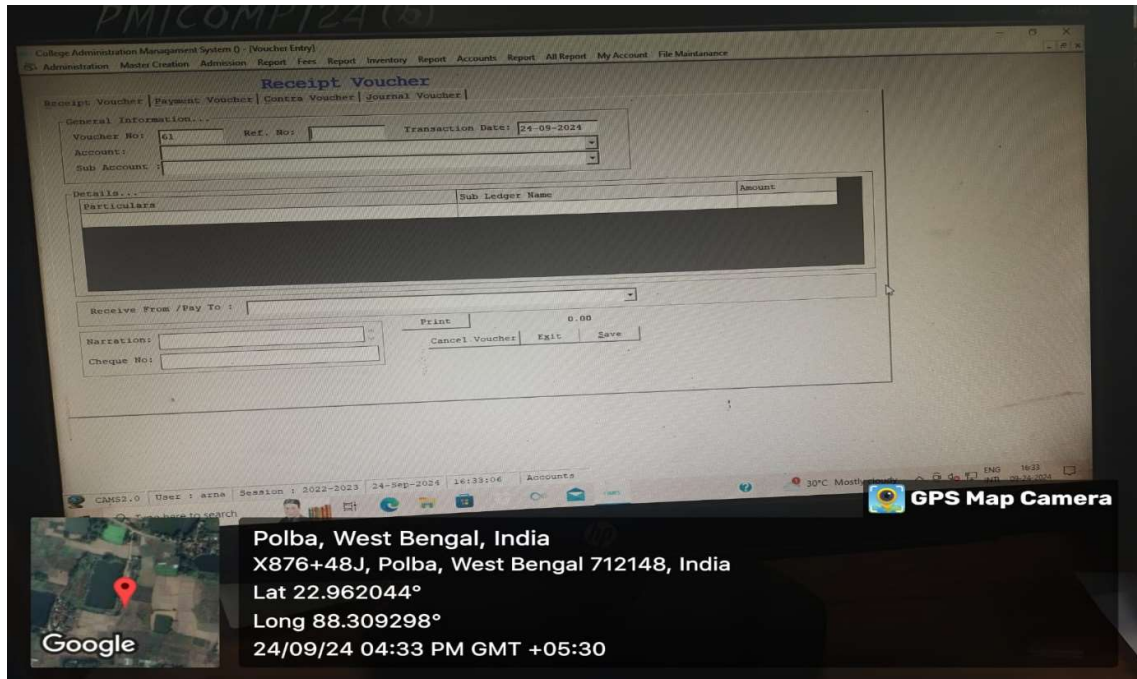
HP LaserJet Pro M201-M202 PCL 6 (HP LaserJet Pro M202a) Ready

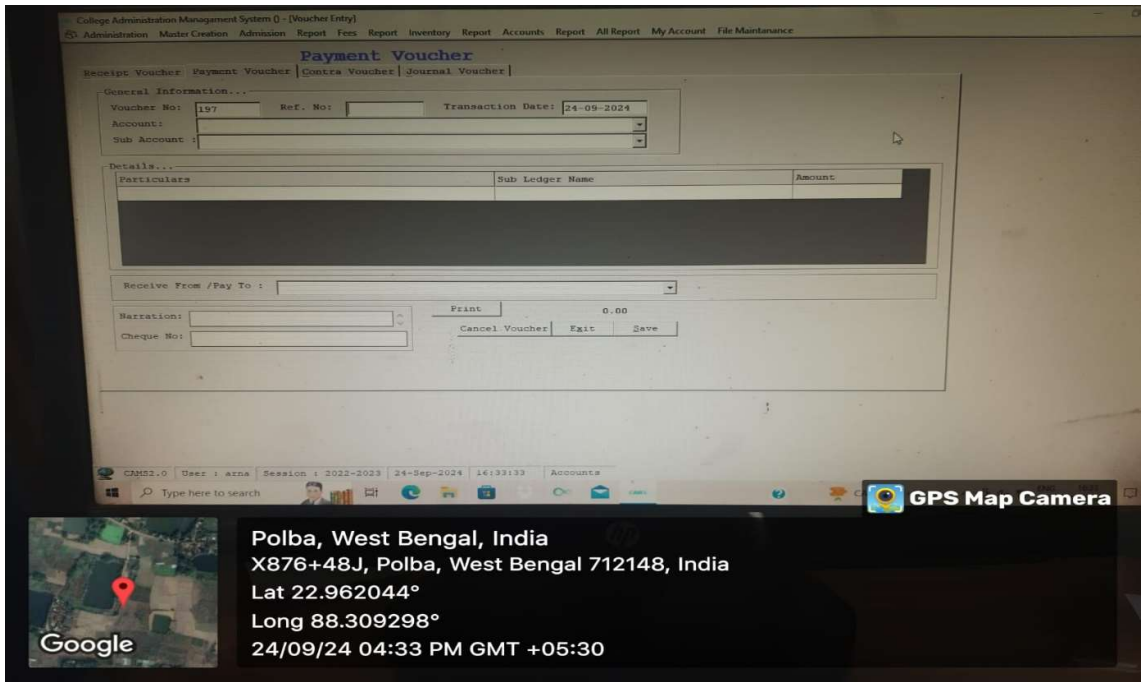
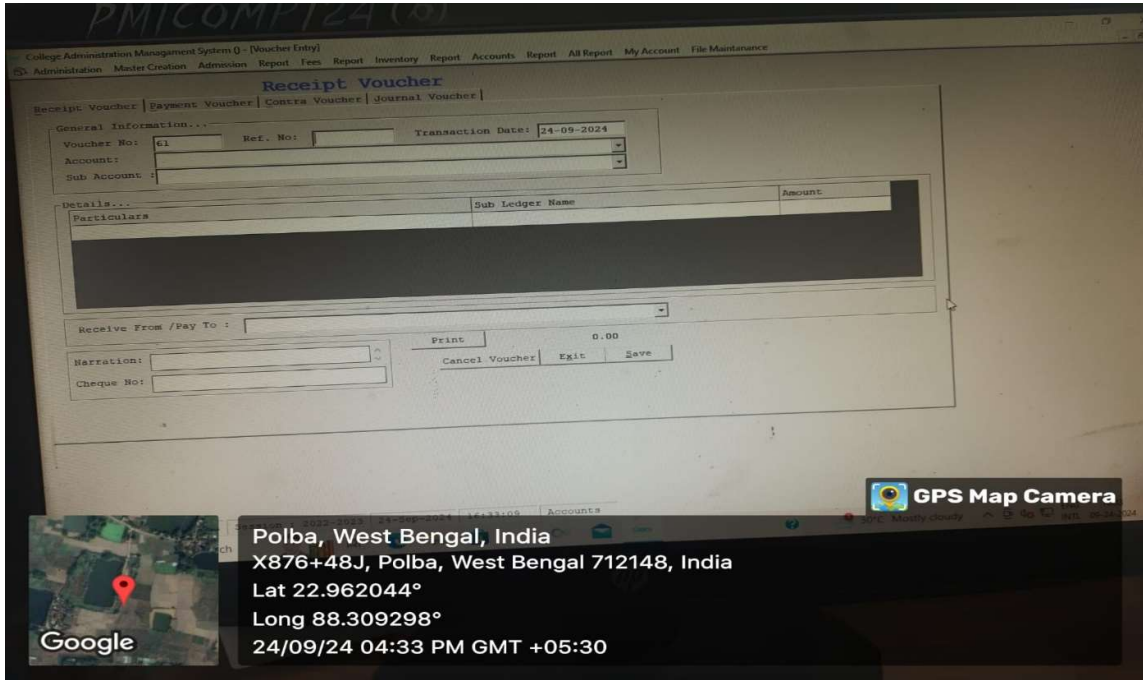
Air: Moderate 11:02 09-24-2024

- PFMS



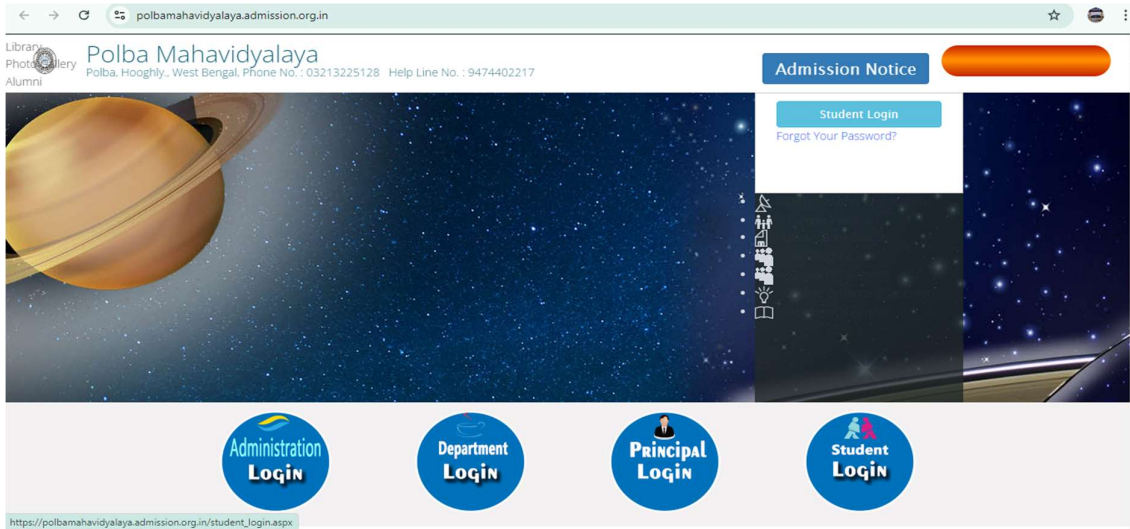
- CAMS





3. Student Admission and Student Support

- Online Admission



- Student Record

polbamahavidyalaya.admission

polbamahavidyalaya.admission.org.in/All%20Report/AttendanceReport/attendance_report.aspx#

Polba Mahavidyalaya
 Polba, Hooghly, West Bengal
 Phone No. : 03213225128 Help Line No. : 9474402217

CAMS 3.0 USER: Principal SESSION: 2024-2025 DATE: 23-09-2024 TIME: 03:49:38 PM Log Out

Administration Master Creation Admission Report Fees Report Inventory Report Accounts Report All Report Documents My Accounts

Student Attendance Report

Select Year : Subject : Teacher :

Roll :

Back Generate Report

Export to PDF Export to Excel

Attendance Report 23-09-2024 15:49:31

- Fees Collection

polbamahavidyalaya.admission

polbamahavidyalaya.admission.org.in/Fees/AdmissionFeesCollectionOnline.aspx#

Phone No. : 03213225128 Help Line No. : 9474402217

CAMS 3.0 USER: Principal SESSION: 2024-2025 DATE: 23-09-2024 TIME: 03:42:10 PM Log Out

Administration Master Creation Admission Report Fees Report Inventory Report Accounts Report All Report Documents My Accounts

Admission Fees Collection

Enter Registration No. : Submit

Honours Subject and Fees

Registration No. :

Name :

Father's Name :

Honours Subject :

Admission Fees Details			
Fee Name	Freq	Amount	Net Amount
Total :			

Back Collect

polbamahavidyalaya.admission x +

polbamahavidyalaya.admission.org.in/Fees/AdmissionFeesCollectionOnline.aspx#!

Polba Mahavidyalaya
Polba, Hooghly., West Bengal
Phone No. : 03213225128 Help Line No. : 9474402217

CAMS 3.0 USER: Principal SESSION: 2024-2025 DATE: 23-09-2024 TIME: 03:43:29 PM Log Out

Administration Master Creation Admission Report Fees Report Inventory Report Accounts Report All Report Documents My Accounts

Admission Fees Collection

Enter Registration No. :

Honours Subject and Fees

Registration No. :

Name :

Father's Name :

Honours Subject :

Admission Fees Details			
Fee Name	Freq	Amount	Net Amount
Total :			

- Admitted Student Data

polbamahavidyalaya.admission x +

polbamahavidyalaya.admission.org.in/All%20Report/AdmittedStuReport/AdmittedStuReport.aspx#!

Polba Mahavidyalaya
Polba, Hooghly., West Bengal
Phone No. : 03213225128 Help Line No. : 9474402217

CAMS 3.0 USER: Principal SESSION: 2024-2025 DATE: 23-09-2024 TIME: 03:48:52 PM Log Out

Administration Master Creation Admission Report Fees Report Inventory Report Accounts Report All Report Documents My Accounts

Admitted Student Report

From Date : To Date : Subject : --Select--

Category : --Select Catg.-- Merit List : 1ST MERIT LIST Type : With Roll

Admitted Report 23-09-2024 15:48:27

- Scholarship

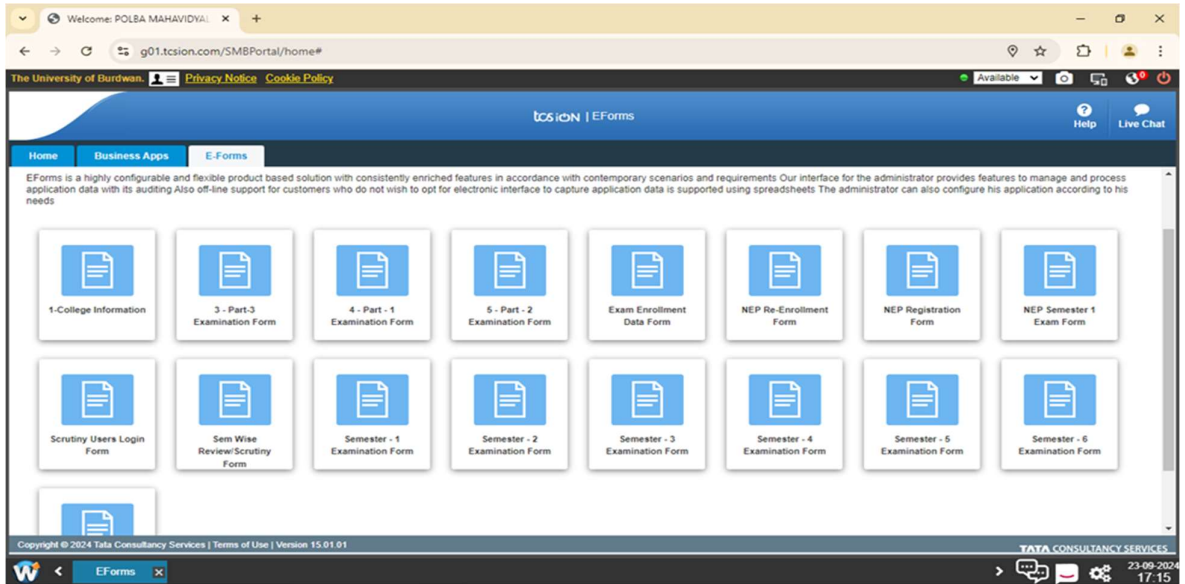
The screenshot shows the homepage of the scholarship application portal. The header includes the organization's name and logo. A navigation menu on the left lists options like Home, What's New, Track Application, Verification Certificate, Paid List, Verification Area, Reports, Administration, and Logout. The main content area features a red notice regarding application verification and a dashboard with three cards: 'Total Pending Application' (2), 'Total Application Verified' (0), and 'Total Application' (1). The browser's taskbar at the bottom shows the system clock as 10:58 on 24-09-2024.

This screenshot displays the 'Kanyashree Online - Transfer Form' page. A left-hand sidebar contains various administrative functions such as Search Applicant, Renewal & Upgradation, and Probable Duplicates List. The main area is titled 'Transfer Applicants' and contains a form with a 'Select Year' dropdown menu set to '2024 - 25' and an 'Applicant ID' input field. A green 'Submit' button is located at the bottom right of the form.

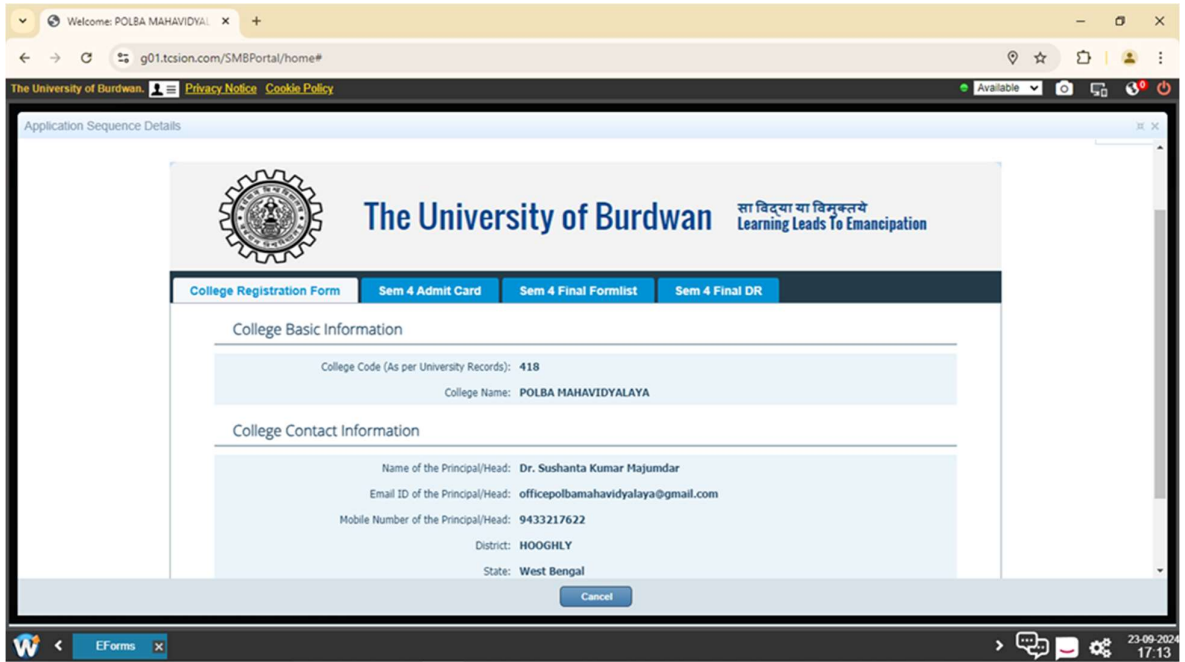
This screenshot shows the 'Kanyashree Prkalpa - Dashboard (POLBA MAHAVIDYALAYA)'. It features the same administrative sidebar as the previous page. The main content area is currently blank, indicating that the dashboard content is not yet visible or is in a loading state.

3. Examination

- **Hall Tickets Generation**



- **Registration**



- **Examination Report**

Welcome: POLBA MAHAVIDYALAYA x +

g01.tcsion.com/SMBPortal/home#

The University of Burdwan. Privacy Notice Cookie Policy

TCS iON | Self Service Download Report Card screen

Download Report Card

Modify Search

Search Listing

Select	Site Name	Program Name	Report Group	Generation Date	Semester Name	Report Type	Download
<input type="radio"/>	POLBA MAHAVIDYALAYA	B.A. Honours in Geography (CBCS)	Regular Case	12-09-2024	Semester III	Regular	ZIP
<input type="radio"/>	POLBA MAHAVIDYALAYA	B.A. Honours in English (CBCS)	Regular Case	12-09-2024	Semester III	Regular	ZIP
<input type="radio"/>	POLBA MAHAVIDYALAYA	B.A. Honours in Sanskrit (CBCS)	Regular Case	12-09-2024	Semester III	Regular	ZIP
<input type="radio"/>	POLBA MAHAVIDYALAYA	B.A. Honours in History (CBCS)	Regular Case	12-09-2024	Semester III	Regular	ZIP
<input type="radio"/>	POLBA MAHAVIDYALAYA	B.A. Honours in Education (CBCS)	Regular Case	12-09-2024	Semester III	Regular	ZIP
<input type="radio"/>	POLBA MAHAVIDYALAYA	B.A. Honours in Bengali (CBCS)	Regular Case	12-09-2024	Semester III	Regular	ZIP
<input type="radio"/>	POLBA MAHAVIDYALAYA	B.A. Honours in Political Science (CBCS)	Regular Case	12-09-2024	Semester III	Backlog	ZIP
<input type="radio"/>	POLBA MAHAVIDYALAYA	B.A. Honours in Philosophy (CBCS)	Regular Case	12-09-2024	Semester III	Backlog	ZIP
<input type="radio"/>	POLBA MAHAVIDYALAYA	B.A. Honours in History (CBCS)	Regular Case	12-09-2024	Semester III	Backlog	ZIP
<input type="radio"/>	POLBA MAHAVIDYALAYA	B.A. Honours in English (CBCS)	Regular Case	12-09-2024	Semester III	Backlog	ZIP

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EForms x Self Service x

23-09-2024 17:17

polbamahavidyalaya.admission x +

polbamahavidyalaya.admission.org.in/AIIP%20Report/ExamReport/ExamReport.aspx#1

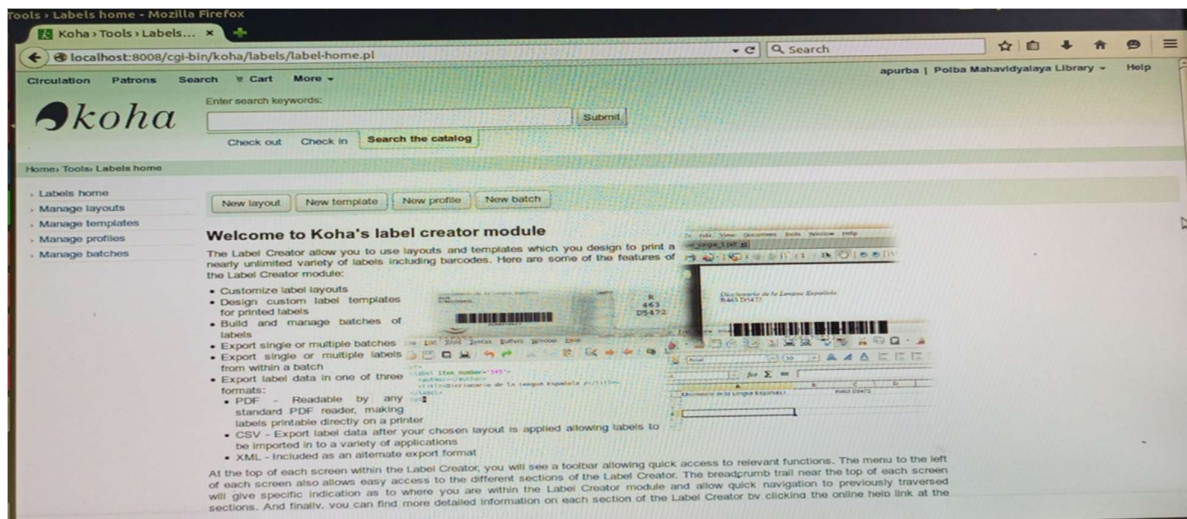
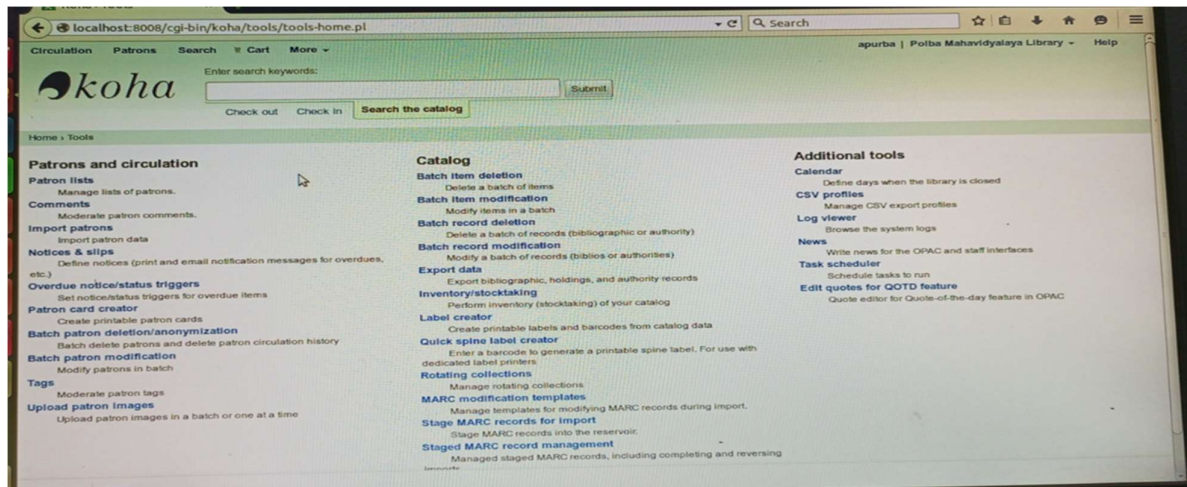
Polba Mahavidyalaya
Polba, Hooghly., West Bengal
Phone No. : 03213225128 Help Line No. : 9474402217

CAMS 3.0 USER: Principal SESSION: 2024-2025 DATE: 23-09-2024 TIME: 03:46:53 PM Log Out

Administration Master Creation Admission Report Fees Report Inventory Report Accounts Report All Report Documents My Accounts

Examination Report

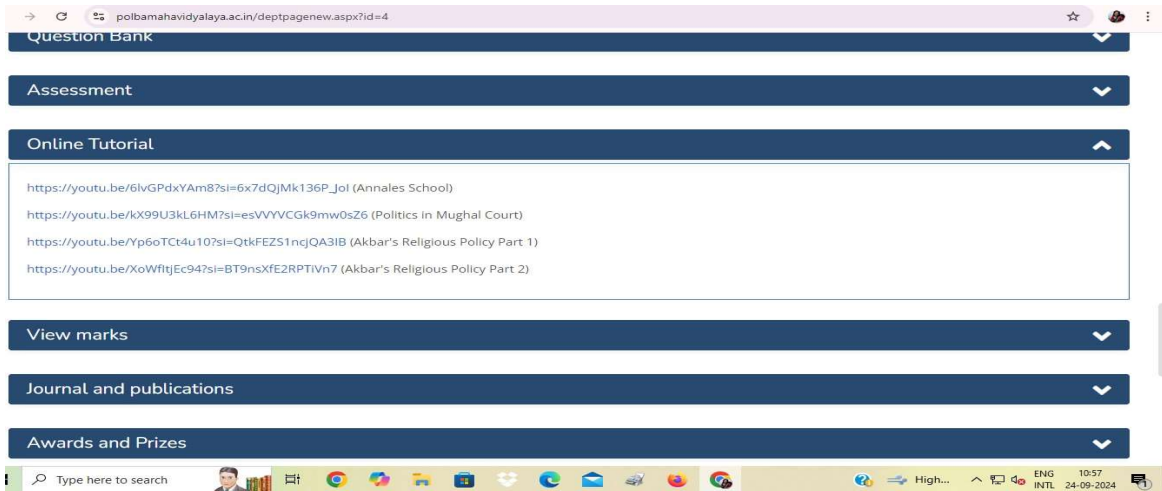
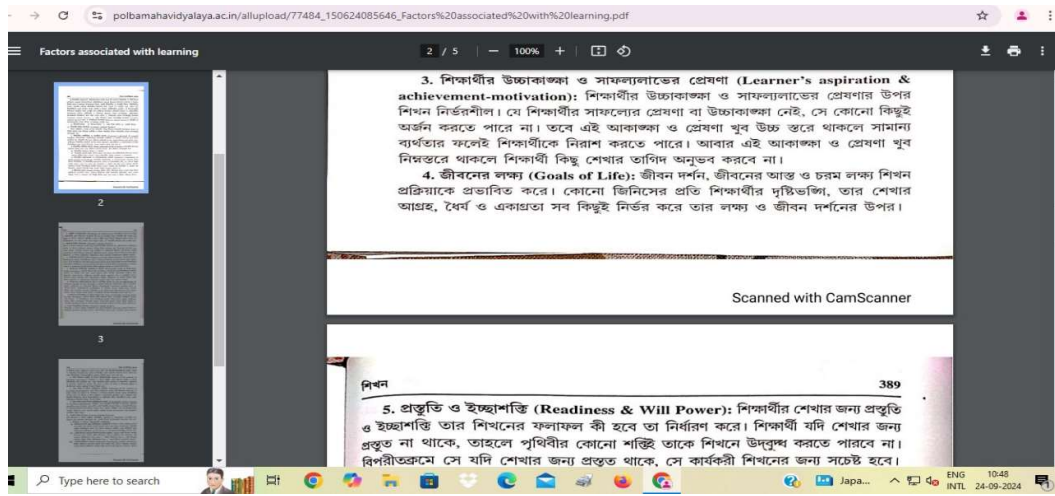
Select Exam Name:

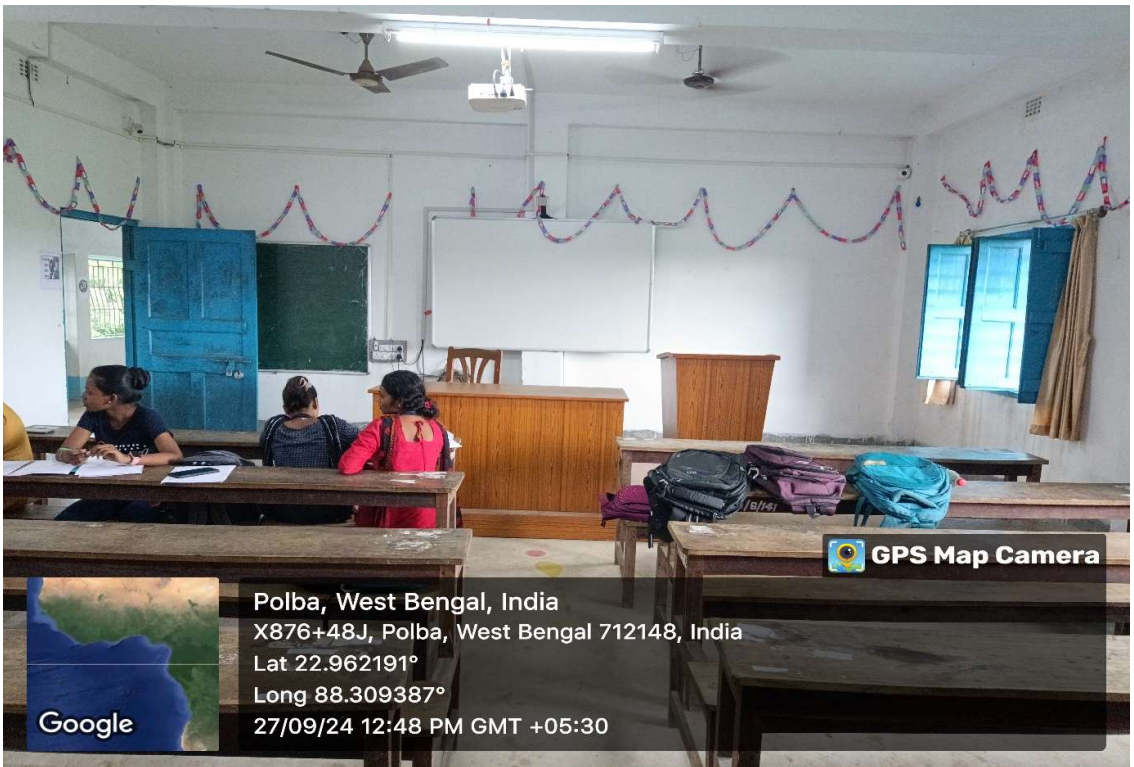
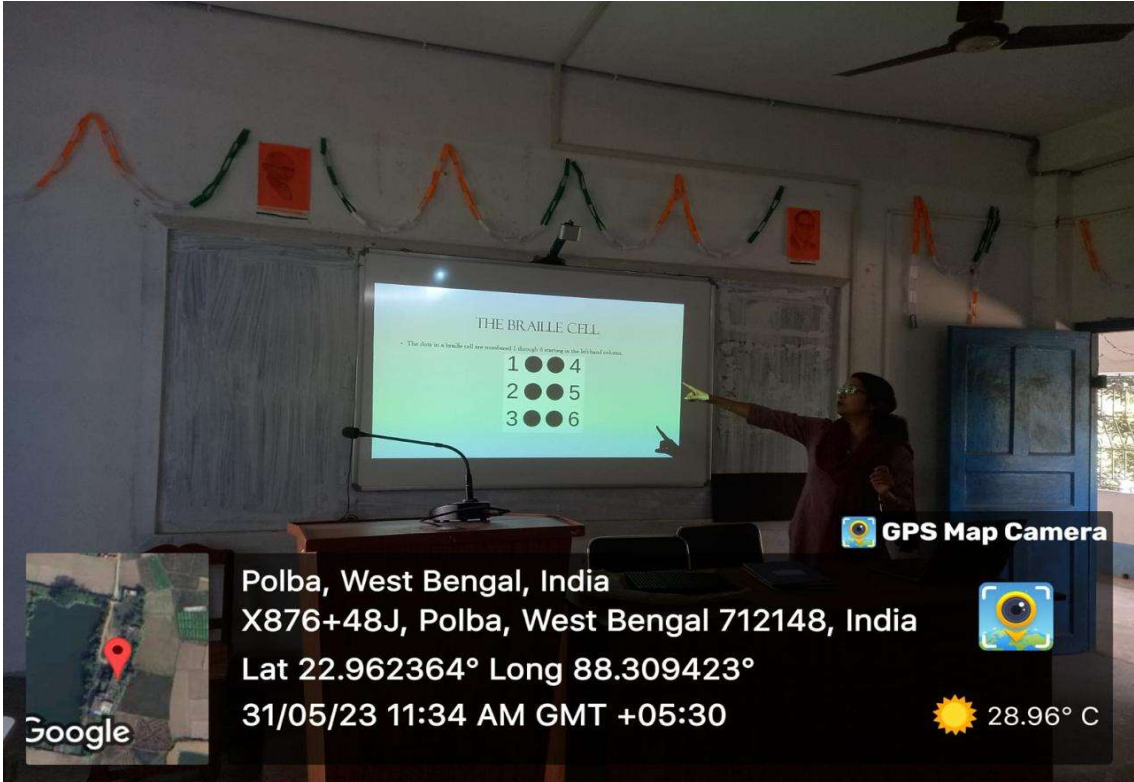


5. ICT Infrastructure and Teaching

- 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=microsoftword
- https://docs.google.com/file/d/1TUrb1qbUDb2QUrwiZPCnwXCPvQQJy-k8/edit?usp=docslist_api&filetype=microsoftword
- https://docs.google.com/file/d/1tO-9PzClq6OZEaXCzYq3027jVg1HU7Pt/edit?usp=docslist_api&filetype=microsoftword
- https://docs.google.com/file/d/15zHoaUR0Mfp7ZRF_LpycAqI_V5lp1eBi8/edit?usp=docslist_api&filetype=microsoftword

- <https://drive.google.com/drive/folders/1-baAdwhy46rWdaWRFnE7hsVLGGEKCU2U>
- https://drive.google.com/drive/folders/10NJBkXcs6BKD1jFZDin2E888omCmn_LJ
- https://drive.google.com/drive/folders/1iHF3edFQ4mnd1r_xvrmCbOTYnGV55vXW?usp=sharing
- <https://drive.google.com/drive/folders/1pZ-nL0exHZ4IZXoPvas0QicQKHKoDQCU?usp=sharing>







Polba, West Bengal, India
X876+48J, Polba, West Bengal 712148, India
Lat 22.962286°
Long 88.309406°
27/09/24 12:49 PM GMT +05:30

GPS Map Camera

Google





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, Dhalbighi,
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 matters 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.



D. Annual ERP Bills for the Metric

INVOICE

Invoice No. 28/2021-22

Date: 15/06/2021

GSTN – 19CKOPK7479M1ZZ

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

Passed for payment
By Rohit
25/05/2022

May be paid
24/5/2022

Pay Rs 32000/-
thirty two thousand according to
Rs. 32000/-

TOTAL	RS. 32,000.00
TOTAL AMOUNT PAYABLE	RS. 32,000.00
(Rupees Thirty two Thousand Only).	

Checked & Verified
By Rohit
24/5/2022



Passed for payment by
Finance Committee

- ①
- ② *Sh*
- ③ *Kanishk*
- ④ *By Rohit*
- ⑤ *2021*

Sabita Kole

Sabita Kole
 proprietor MSS



Received
ch. No. 7035
dt. 25.6.2021
Malay



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

INVOICE

Invoice No. 23/2022-23

Date: 24/05/2022

GSTN – 19CKOPK7479M1ZZ

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

SL. No	Amount	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
<p><i>Passed for payment</i> <i>By Ghosh</i> <i>25.05.2022</i></p> <p><i>May be for MSS</i> <i>24/5/2022</i></p> <p><i>Pay Rs. 32000/- & deduct tax accordingly (about two thousand)</i> <i>25/5/2022</i></p> <p><i>7000 3200</i> <i>MSS 28800</i> <i>Rs 32000/-</i></p>			
TOTAL			RS. 32,000.00

TOTAL AMOUNT PAYABLE **RS. 32,000.00**

checked & verified
By Ghosh
24/5/2022

Passed for payment by
 Finance Committee

(Rupees Thirty two Thousand Only).

Sabita Kole

Sabita Kole
 proprietor MSS

①
 ② *GH*
 ③ *Khai Sir*
 ④ *By Ghosh*
 ⑤ *By Ghosh*

MSS
 88/1, G.T. ROAD, EAST END, SRIPALLY,
 BURDWAN-713103, WB
 Contact: 9434163775

Received
Ch. No. 7035
dt. 25.5.22
May 25/2022






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

INVOICE

Invoice No. 75/2023-24

Date: 30/01/2024

GSTN – 19CKOPK7479M1ZZ

To, The Principal / Teacher-In-Charge, Polba Mahavidyalaya Polba, Hooghly		From: 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).
		<p>Sabita Kole</p> <p>Sabita Kole proprietor MSS</p>

Checked & Verified.
 18/3/24

Received by mayee boro
 18/3/24



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

