P.O.-MURAKATA, P.S.-ONDA, DIST.-BANKURA PIN-722144 (W.B.)
Website:-www.ondathanamahavidyalaya.in Email:-otm.principal@gmail.com

#### **DVV CLARIFICATION**

### 6.2.3 ANNUAL E-GOVERNANCE REPORT APPROVED AND GOVERNING COUNCIL MINUTES OF MEETING

#### HIGHLIGHTING THE ANNUAL E-GOVERNANCE REPORT

| Sl.<br>No. | DVV Clarification  | Page No. |
|------------|--|----------|
| 1.         | Annual e-governance report   | 1-6      |
| 2.         | links to the ERP system with screenshots of module interfaces showing the institution's name | 7-16     |
| 3.         | Audited financial statements   | 17-17    |
| 4.         | An annual e-governance report approved by the Governing Council                              | 18-21    |

#### 2018-19

Onda Thana Mahavidyalaya IQAC drafted a policy for implementation of E-Governance in various administration and academic activities of the college from the academic year 2015-16 to accelerate college functioning and development in terms of speed, efficiency and reliability.

### Implementation of E-governance in areas of operation

It has been decided to automate all the various operations of the instructions in an integrated manner to enable transparency and clarity in different functionalities of the instructions about teaching learning (Academic), Administration, Examinations, Finance and accounting, Admissions and HR wings.

In this direction, quotations were invited as per the recommendation of the IQAC of the intuitions followed by the directions of the Governing Council suitable ERP was deployed and put into the appropriate use. Required training has been given for the teaching and non-teaching fraternity of the college to get the optimal benefits from the software and strangle connect with stakeholders.

#### Academic & Examination

For the ERP solutions, College has initiated its service with MSS, Burdwan. After the trial test of the software in the year 2018-19, various modules are given for all the areas of operation.

All the assessment marks have to be uploaded in the automation software which simplifies the work by expanding the analyzing capacity and faster feedbacks. Controller of Examination needs to supervise the entire process of examination under the guidance of the Principal of the college through e-governance.

- 1. Master Management
- 2. Staff Management
- 3. User Management
- 4. Student Management
- 5. Fee Management
- 6. Time Table
- 7. Academic Activity
- 8. Syllabus
- 8. Student Attendance
- 9. Student Evaluation and Assessment
- 10. Examination
- 11. Material Upload



- 12. Online Exam
- 13. Student Feedback
- 14. Training & Placement Activity
- 15. Staff Attendance and Leave

**Administration**: Enterprise Resource Planning (ERP) aims at immediate availability of data in required formats that ease the work of staff and management and increase in transparency and accountability in administration. Facilities should be provided for online leave management of employees, internal communication between the employees etc. Students also must be able to obtain maximum services like hostel leave approval, bona fide certificates, etc. in online mode.

Accounts: Tally software is being used for maintaining Finance & Accounts. Appropriate security measures should be taken to maintain the confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done on timely basis. The office shall continue with Tally Solutions for Finance management.

Website: The website of the college needs to be revamped taking into account the new changes. The website should act as a mirror of the college activities. Information about all activities, important notices, etc should be made easily available to the outsiders. For this purpose, a separate service provider/web designer can be identified. Along with it, training should be given to the existing staff who will undertake the responsibility of website administration and updation at the college level.

The E-Governance report for the academic year 2015-16 is submitted to the Governing Council. The Governing Council has verified and accepted the report.

The Co-ordinator, IQAC Onda Thana Mahavidyalaya

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Onda Thala Mahavidyalaya P.O.-Murakala, Dist.-Bari ra

#### 2019-20

- 1. To further strengthen the usage of ERP software, annual maintenance has been carried out by MSS.
- 2. SMS feature has been put into maximum use to stay connected with parents, students and staff for intimating absentees, academic performance, holidays and other required information. For bulk SMS to students and staff, services from SBNA Technologies is used.
- 3. The new version of Tally Business Solutions was updated in the college office for Accounting.
- 4. All the assessment marks were uploaded in the smart camp which simplified the work by expanding the analyzing capacity and faster feedback.
- 5. The website is put into full use as a vital information source to all the stakeholders and all important communications/circulars notices are made available on the website to ensure reaching of information to the needy any time anywhere.

The Co-ordinator, IQAC Onda Thana Mahavidyalaya

Esta 2007 Parties Part

enda Thala Mahavidyalaya P.O.-Murakala, Dist.-Barina

#### 2020-21

- 1. Continuation of existing ERP provided by MSS.
- 2. For bulk SMS to students and staff.
- 3. New version of Tally Business Solutions was updated in college office for Accounting.
- 4. All the assessment marks were uploaded in the smart camp which simplified the work by expanding the analyzing capacity and faster feedbacks.
- 5. The college website updations and maintenance services are continued with MSS, Burdwan.
- 6. Library E-Resources was used to access the required e-books and e-journals through college website.
- 7. Gsuite was purchased for online classes.
- 8. Separate WhatsApp group have been created for individual classes to communicate with students.

The Co-ordinator, IQAC Onda Thana Mahavidyalaya

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Onda Thala Mahavidyalaya

#### 2021-22

- 1. Continuation of existing ERP with SBNA Technologies.
- 2. For bulk SMS to students and staff, services from SBNA Technologies have continued.
- 3. The new version of Tally Business Solutions was updated in the college office for
- 4. All the assessment marks were uploaded in the smart camp which simplified the work by expanding the analyzing capacity and faster feedbacks.
- 5. The college website updations and maintenance services are continued with Digiway Technologies, Coimbatore. For increasing college branding and visibility by SEO services from Digiway Technologies was purchased.
- 6. Library E-Resources was used to access the required e-books and e-journals through
- 7. Separate WhatsApp group have been created for individual classes to communicate with

The Co-ordinator, IQAC Onda Thana Mahavidyalaya

## ANNUAL E-GOVERNANCE REPORT 2022-23

- 1. Continuation of existing ERP with SBNA Technologies.
- 2. For bulk SMS to students and staff, services from MSS has continued.
- 3. New version of Tally Business Solutions was updated in college office for Accounting.
- 4. All the assessment marks were uploaded in the smart camp which simplified the work by expanding the analyzing capacity and faster feedbacks.
- 5. The college website updations and maintenance services are continued with Digiway Technologies, Coimbatore.
- 6. Library E-Resources (KOHA) was installed to access the required e-books and e-journals through college website.
- 7. Google Meet, Zoom and Microsoft Teams applications were used to conduct online classes and organizing different events and activities in the department.

The Co-ordinator, IQAC Onda Thana Mahavidyalaya

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Onda Thaila Mahavidyalaya

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Website:-www.ondathanamahavidyalaya.in Email:-otm.principal@gmail.com

6.2.2 Institution implements e-governance in its operations

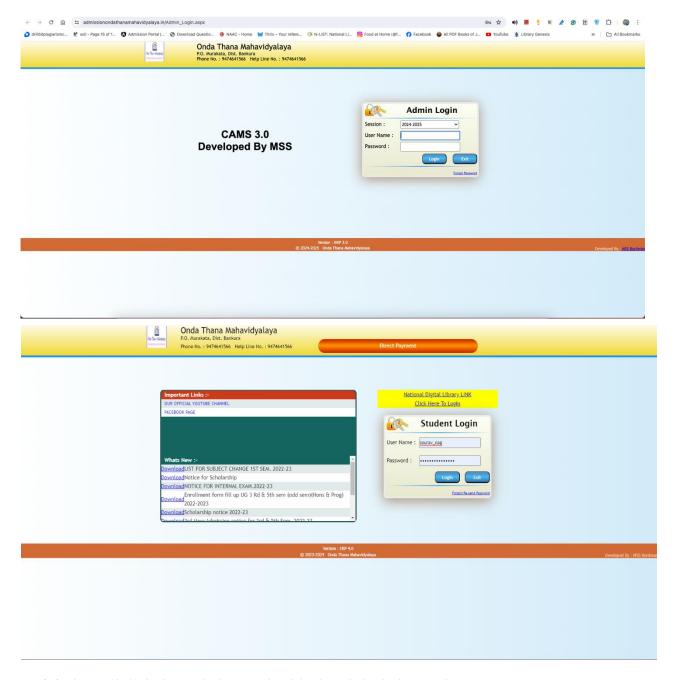
- 1. Administration
- 2. Finance and Accounts
- 3. Student Admission and Support
- 4. Examination

Response A: All of the above

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#### **6.2.2** Institution implements e-governance in its operations

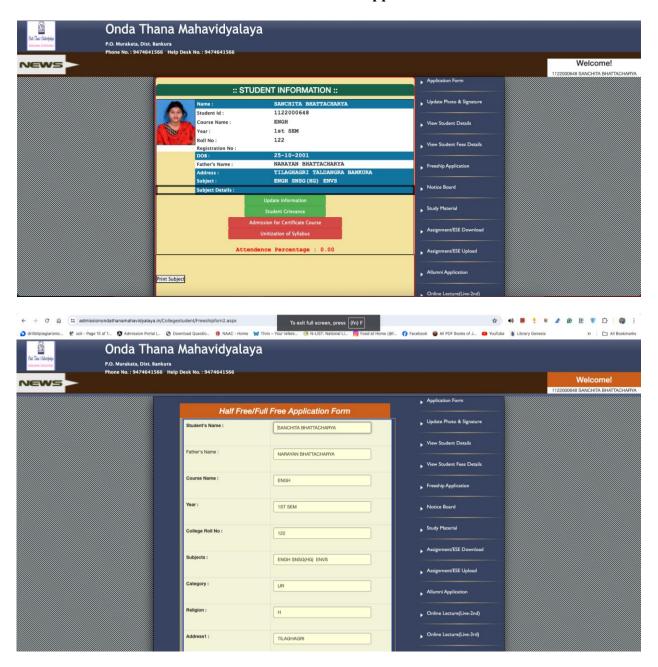
#### Administration



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#### 6.2.2 Institution implements e-governance in its operations

#### **Student Online Support**

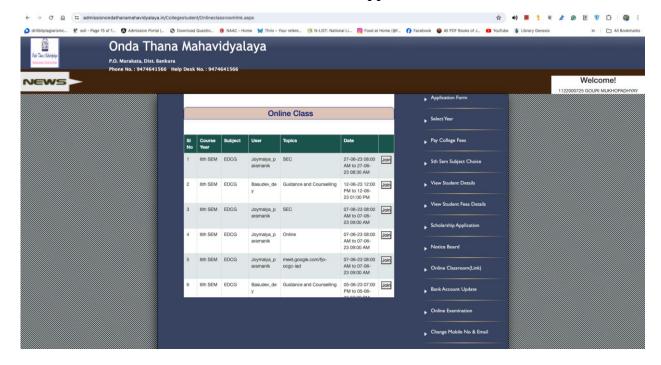


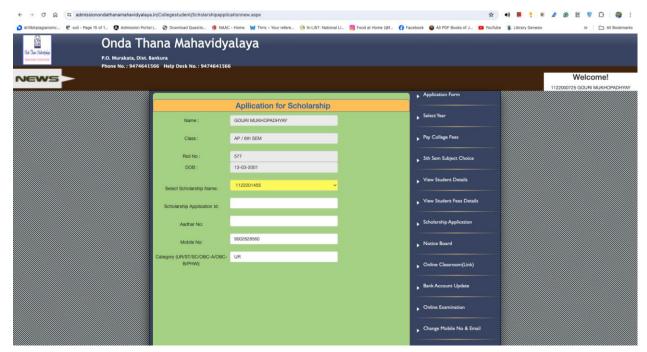


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#### 6.2.2 Institution implements e-governance in its operations

#### **Student Online Support**



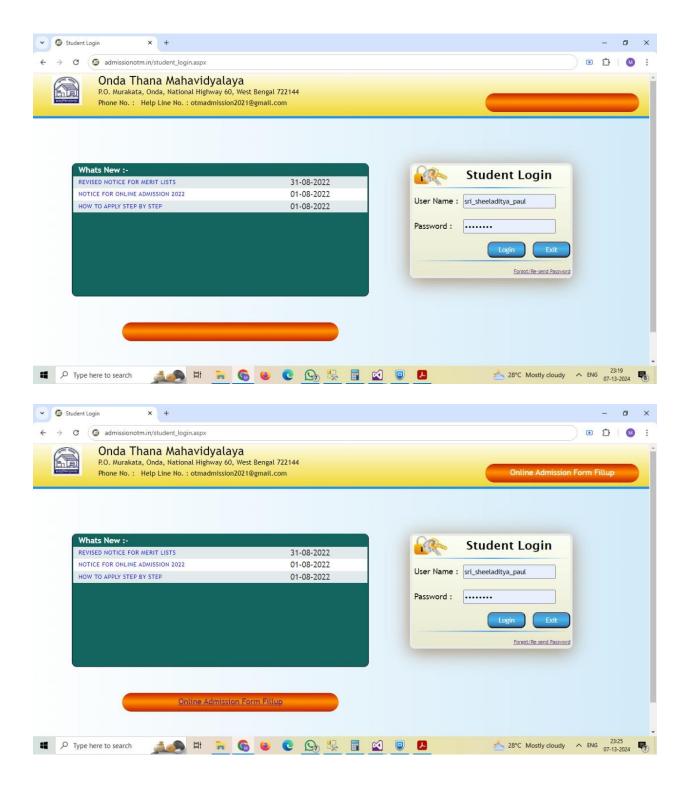




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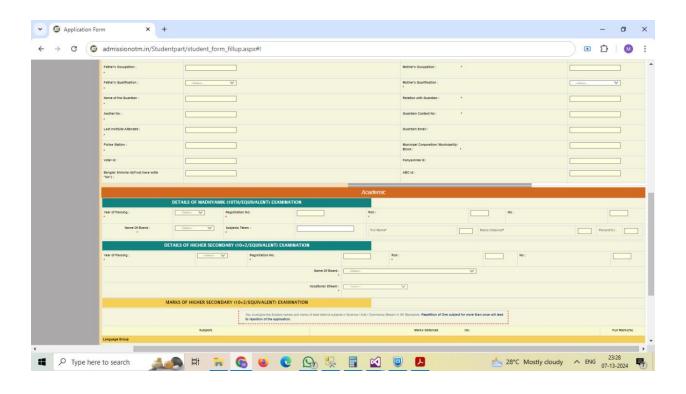
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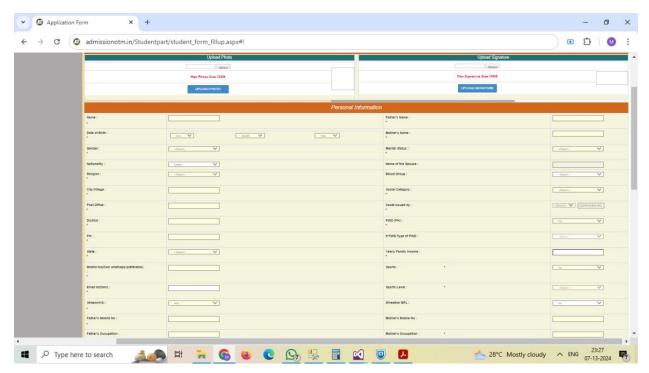
#### **Online Admission**





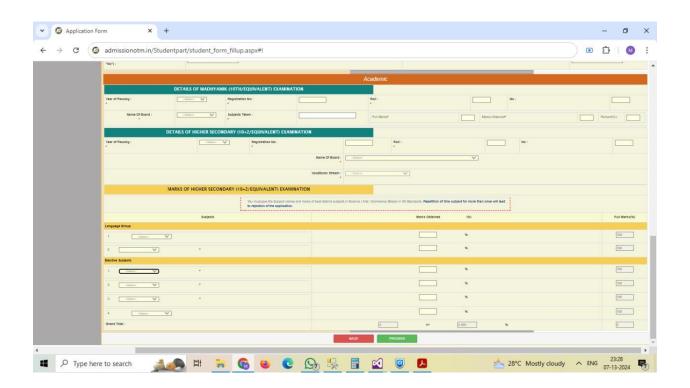
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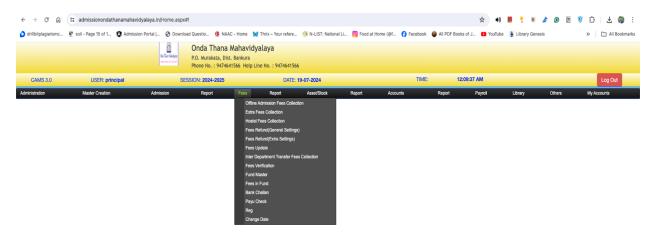
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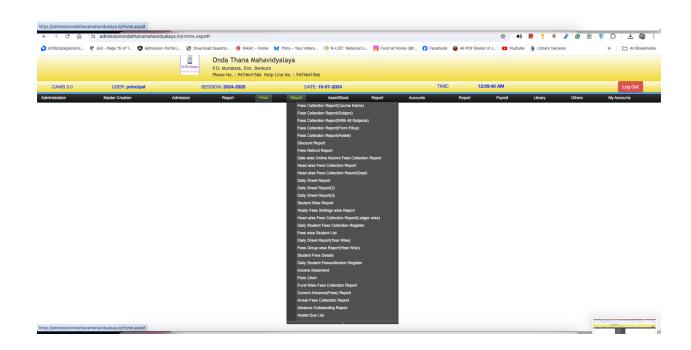


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#### 6.2.2 Institution implements e-governance in its operations

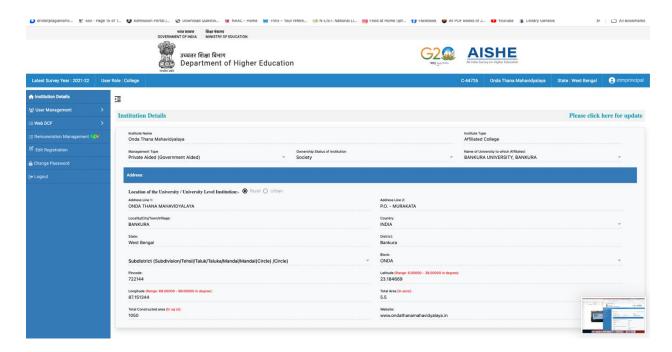
#### **Finance portal**







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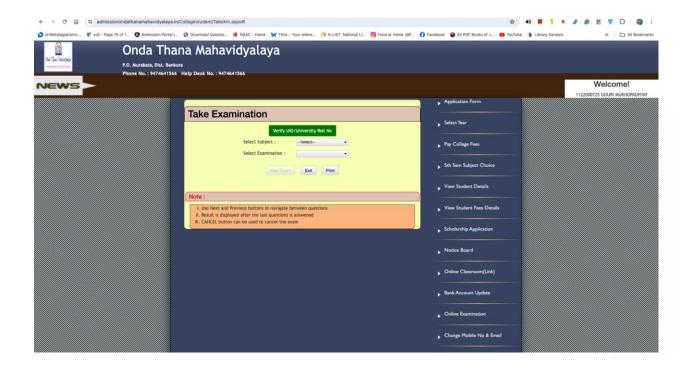


Link- <a href="https://aishe.gov.in/">https://aishe.gov.in/</a>

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#### 6.2.2 Institution implements e-governance in its operations

#### **Examination**





10-D, Abinash Sarani Chandmaridanga, Bankura-722101

Mob.: 80176 06787

#### ONDA THANA MAHAVIDYALAYA

P.O. – MURAKATA, P.S. – ONDA, DIST. – BANKURA, PIN – 722144.

#### UTILIZATION/EXPENDITURE CRETIFICATE

Sub: Expenditure incurred on E. Governance excluding salary component year wise during last five years (in INR)

| FINANCIAL YEAR | AMOUNT      | REMARKS             |
|----------------|-------------|---------------------|
| 2018-19        | 25,000.00   | As per Audit Report |
| 2019-20        | 24,000.00   | As per Audit Report |
| 2020-21        | 12,000.00   | As per Audit Report |
| 2021-22        | 2,75,357.00 | As per Audit Report |
| 2022-23        | 1,26,700.00 | As per Audit Report |

Date, Bankura. The 27<sup>th</sup> day of February, 2024. Bankura \* Bankura \* Series Account

For D. Patra & Co. Chartered Accountant UDIN: 24054589BKCBZK4769



## ONDA THANA MAHAVIDYALAYA

Affiliated to Bankura University
Govt. Aided college recognised under section 2 (f) & 12 (B) of the UGC

P.O.-MURAKATA, P.S.-ONDA, DIST.-BANKURA PIN-722144 (W.B.), INDIA Website:-www.ondathanamahavidyalaya.in Email:-otm.principal@gmail.com

Date: 21/08/2018

### E-GOVERNANCE POLICY

Scope: The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

#### **Objectives:**

- Implementation of E-governance in all functions of the institution to provide a simpler and more efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- $\bullet$  To make our Classrooms ICT-enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.

#### Policy:

The college will use e-governance for all its operations, including the library, accounts, admissions, administration, and teaching. This new policy aims to make sure that everything the college does is transparent and accountable.

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Principal Mahavidyalasa Po-Murakata Disabaritan



# ONDA THANA MAHAVIDYALAYA

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Ref No.

The College decides to make the following policies and procedure:

Website: The college website will act as an information centre, providing details about the college, its activities, important notices, and courses offered. To make this happen, the college will hire a separate service provider or web designer. The administrative and teaching staff will receive training to make important updates on the website. A Website Committee will be formed to oversee the management of the college website, ensuring it is regularly updated and maintained. The committee will also identify and implement necessary changes on the website. The college aims to showcase its vibrant and active nature through its website. All important notifications will be promptly posted on the website as and when they are released.

Student Admission: The college adheres to an open and transparent strategy for the admission process, which is underpinned by ethical practices and regulations prescribed by Bankura University. The college publishes a comprehensive brochure on its website, delineating the guidelines for the admission process. Concomitantly, an Admission Portal is deployed to oversee the entirety of admissions, including the management of application numbers, withdrawals, and fee submissions. Prospective students are required to complete a distinct Online Application Form to secure admission, utilizing online software overseen by the Admission Coordinator.

Accounts: The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance sheets are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining the confidentiality of the transactions. Training the existing staff and updating the existing software must be done regularly.

The college employs various software, including the Public Financial Management System (PFMS) for managing government funds and the Payroll Management System for automated salary calculation, issuance, of salary slips, and direct salary deposits into bank accounts. Additionally, the system oversees TDS, Provident Fund, and allowances, and can generate comprehensive reports for all staff members. Furthermore, financial transactions are predominantly conducted through online channels such as NEFT, RTGS, and bank transfers.

Regarding the library, the college remains dedicated to upholding its academic standards by maintaining a well-equipped collection. There are plans to augment e-learning resources for the benefit of both faculty and students and to regularly subscribe to new journals and books

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Principal
Onda Thana Mahavidyalaya
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based on recommendations from faculty and students. Moreover, faculty members can request Ref No. books by various authors for the subjects they teach, thereby enhancing the knowledge base.

- The Library has installed fully automated KOHA software which has an easy to use-Graphical User Interface, unicode support with Multilingual Search and export facility for most
- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and
- To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

#### Administration:

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- The Administrative Office should use Advanced Excel and File Management System Tools to maintain an effective database.
- To provide a hassle free, convenient and smooth process, the administration of the college to
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

P.O.-Murakata, Dist.-Bar



# ONDA THANA MAHAVID'

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Govt. Aided college recognised under section 2 (f) L 12 (B) of the UGC

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Examination: The college has adopted an online system where Afterns can view their total Ref No. . internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

Alumni: In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database

### ICT TOOLS Hardware Infrastructure:

- The College to ensure that it has an adequate number of desktops and laptops for students
- •Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by computer networking devices, scanners interactive teaching board/smart board etc. Software Infrastructure.
- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.