



Ph.- 9474641566

# 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.)

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. 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

# ANNUAL E-GOVERNANCE REPORT

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



Principal  
Onda Thana Mahavidyalaya  
P.O.-Murakata, Dist.-Bankura


## ANNUAL E-GOVERNANCE REPORT

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



  
Principal  
Onda Thana Mahavidyalaya  
P.O.-Murakata, Dist.-Bankura


## ANNUAL E-GOVERNANCE REPORT

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



  
Principal  
Onda Thana Mahavidyalaya  
P.O.-Murakata, Dist.-Bankura

# ANNUAL E-GOVERNANCE REPORT

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 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. 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 college website.
7. Separate WhatsApp group have been created for individual classes to communicate with students.



The Co-ordinator, IQAC  
Onda Thana Mahavidyalaya



Principal  
Onda Thana Mahavidyalaya  
P.O.-Murakata, Dist.-Bankura

## 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



Principal  
Onda Thana Mahavidyalaya  
P.O.-Murakata, Dist.-Bankura



Ph.- 9474641566

# 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.)**

Website:-[www.ondathanamahavidyalaya.in](http://www.ondathanamahavidyalaya.in) Email:-[otm.principal@gmail.com](mailto: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**





Ph.-9474641566

# 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.)

Website:-www.ondathanamahavidyalaya.in

Email:-otm.principal@gmail.com

## 6.2.2 Institution implements e-governance in its operations

### Administration

The screenshot displays the administrative interface of Onda Thana Mahavidyalaya. At the top, the college's name and contact information are provided. The main content area is dominated by the 'Admin Login' form, which includes a session dropdown menu, text input fields for 'User Name' and 'Password', and 'Login' and 'Exit' buttons. A 'Forgot Password' link is also present. To the left of the login form, the text 'CAMS 3.0 Developed By MSS' is displayed. The footer contains version details (ERP 3.0) and a 'Direct Payment' button. The bottom section features a list of 'Important Links' such as 'OUR OFFICIAL YOUTUBE CHANNEL' and 'FACEBOOK PAGE', along with a 'National Digital Library LINK' and a 'Student Login' form with pre-filled user details.

Link- [https://admissionondathanamahavidyalaya.in/Admin\\_Login.aspx](https://admissionondathanamahavidyalaya.in/Admin_Login.aspx)



Ph.- 9474641566

# 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.)

Website:-www.ondathanamahavidyalaya.in

Email:-otm.principal@gmail.com

## 6.2.2 Institution implements e-governance in its operations

### Student Online Support

**Onda Thana Mahavidyalaya**  
P.O. Murakata, Dist. Bankura  
Phone No. : 9474641566 Help Desk No. : 9474641566

NEWS

Welcome!  
1122000648 SANCHITA BHATTACHARYA

**:: STUDENT INFORMATION ::**

Name :	SANCHITA BHATTACHARYA
Student Id :	1122000648
Course Name :	ENGH
Year :	1st SEM
Roll No :	122
Registration No :	
DOB :	25-10-2001
Father's Name :	NARAYAN BHATTACHARYA
Address :	TILAGHAGRI TALDANGRA BANKURA
Subject :	ENGH SNSG (HG) ENVS
Subject Details :	

Update Information  
Student Grievance  
Admission for Certificate Course  
Utilization of Syllabus  
Attendance Percentage : 0.00

Print Subject

- Application Form
- Update Photo & Signature
- View Student Details
- View Student Fees Details
- Freeship Application
- Notice Board
- Study Material
- Assignment/ESE Download
- Assignment/ESE Upload
- Alumni Application
- Online Lecture(Live-2nd)

**Onda Thana Mahavidyalaya**  
P.O. Murakata, Dist. Bankura  
Phone No. : 9474641566 Help Desk No. : 9474641566

NEWS

Welcome!  
1122000648 SANCHITA BHATTACHARYA

**Half Free/Full Free Application Form**

Student's Name :	SANCHITA BHATTACHARYA
Father's Name :	NARAYAN BHATTACHARYA
Course Name :	ENGH
Year :	1ST SEM
College Roll No :	122
Subjects :	ENGH SNSG(HG) ENVS
Category :	UR
Religion :	H
Address1 :	TILAGHAGRI

- Application Form
- Update Photo & Signature
- View Student Details
- View Student Fees Details
- Freeship Application
- Notice Board
- Study Material
- Assignment/ESE Download
- Assignment/ESE Upload
- Alumni Application
- Online Lecture(Live-2nd)
- Online Lecture(Live-3rd)

Link- [https://admissionondathanamahavidyalaya.in/student\\_login.aspx](https://admissionondathanamahavidyalaya.in/student_login.aspx)



Ph.- 9474641566

# 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.)

Website:-www.ondathanamahavidyalaya.in

Email:-otm.principal@gmail.com

## 6.2.2 Institution implements e-governance in its operations

### Student Online Support

Online Class

Sl No	Course Year	Subject	User	Topics	Date	
1	6th SEM	EDCG	Joymaya_p aramank	SEC	27-06-23 08:00 AM to 27-06- 23 09:30 AM	Join
2	6th SEM	EDCG	Basudev_de y	Guidance and Counseling	12-06-23 12:00 PM to 12-06- 23 01:00 PM	Join
3	6th SEM	EDCG	Joymaya_p aramank	SEC	07-06-23 08:00 AM to 07-06- 23 09:00 AM	Join
4	6th SEM	EDCG	Joymaya_p aramank	Online	07-06-23 08:00 AM to 07-06- 23 09:00 AM	Join
5	6th SEM	EDCG	Joymaya_p aramank	meet.google.com/fjo- oogc-lad	07-06-23 08:00 AM to 07-06- 23 09:00 AM	Join
6	6th SEM	EDCG	Basudev_de y	Guidance and Counseling	05-06-23 07:00 PM to 05-06- 23 08:00 PM	Join

Application Form  
Select Year  
Pay College Fees  
5th Sem Subject Choice  
View Student Details  
View Student Fees Details  
Scholarship Application  
Notice Board  
Online Classroom(Link)  
Bank Account Update  
Online Examination  
Change Mobile No & Email

Application for Scholarship

Name : GOURI MUKHOPADHYAY  
Class : AP / 6th SEM  
Roll No : 577  
DOB : 13-03-2001  
Select Scholarship Name : 1122201455  
Scholarship Application Id :  
Aadhar No :  
Mobile No : 9002628560  
Category (UR/ST/SC/OBC-A/OBC-  
B/PHW): UR

Application Form  
Select Year  
Pay College Fees  
5th Sem Subject Choice  
View Student Details  
View Student Fees Details  
Scholarship Application  
Notice Board  
Online Classroom(Link)  
Bank Account Update  
Online Examination  
Change Mobile No & Email

Link- [https://admissionondathanamahavidyalaya.in//Department Part/dept\\_login.aspx](https://admissionondathanamahavidyalaya.in//Department Part/dept_login.aspx)



Ph.- 9474641566

# 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.)

Website:-www.ondathanamahavidyalaya.in

Email:-otm.principal@gmail.com

## 6.2.2 Institution implements e-governance in its operations

### Online Admission

Student Login

admissionotm.in/student\_login.aspx

Onda Thana Mahavidyalaya  
P.O. Murakata, Onda, National Highway 60, West Bengal 722144  
Phone No. : Help Line No. : otmadmission2021@gmail.com

**Whats New :-**

REVISED NOTICE FOR MERIT LISTS	31-08-2022
NOTICE FOR ONLINE ADMISSION 2022	01-08-2022
HOW TO APPLY STEP BY STEP	01-08-2022

**Student Login**

User Name : sri\_sheeladitya\_paul

Password : .....

Login Exit

[Forgot/Re-send Password](#)

Student Login

admissionotm.in/student\_login.aspx

Onda Thana Mahavidyalaya  
P.O. Murakata, Onda, National Highway 60, West Bengal 722144  
Phone No. : Help Line No. : otmadmission2021@gmail.com

**Whats New :-**

REVISED NOTICE FOR MERIT LISTS	31-08-2022
NOTICE FOR ONLINE ADMISSION 2022	01-08-2022
HOW TO APPLY STEP BY STEP	01-08-2022

**Online Admission Form Fillup**



Ph.- 9474641566

# 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.)

Website:-www.ondathanamahavidyalaya.in

Email:-otm.principal@gmail.com

Application Form

admissionotm.in/Studentpart/student\_form\_fillup.aspx#

Father's Occupation :	<input type="text"/>	Mother's Occupation :	<input type="text"/>
Father's Qualification :	<input type="text"/>	Mother's Qualification :	<input type="text"/>
Name of the Guardian :	<input type="text"/>	Relation with Guardian :	<input type="text"/>
Address No. :	<input type="text"/>	Guardian Contact No. :	<input type="text"/>
Last Institute Attended :	<input type="text"/>	Guardian Email :	<input type="text"/>
Police Station :	<input type="text"/>	Municipal Corporation Municipality Block :	<input type="text"/>
Voter Id. :	<input type="text"/>	Karyakshree Id. :	<input type="text"/>
Banglar Shiksha (if not have write 'No') :	<input type="text"/>	ABC Id. :	<input type="text"/>

### Academic

#### DETAILS OF MADHYMIK (10TH/EQUIVALENT) EXAMINATION

Year of Passing :	<input type="text"/>	Registration No. :	<input type="text"/>	Roll No. :	<input type="text"/>
Name Of Board :	<input type="text"/>	Subjects Taken :	<input type="text"/>	Full Marksp	<input type="text"/>
				Marks Obtained	<input type="text"/>
				Percent(%)	<input type="text"/>

#### DETAILS OF HIGHER SECONDARY (10+2/EQUIVALENT) EXAMINATION

Year of Passing :	<input type="text"/>	Registration No. :	<input type="text"/>	Roll No. :	<input type="text"/>
Name Of Board :	<input type="text"/>	Vocational Stream :	<input type="text"/>		

#### MARKS OF HIGHER SECONDARY (10+2/EQUIVALENT) EXAMINATION

You must give the Subject name and marks of best passed subjects in Science / Arts / Commerce Stream in XI Standards. **Repetition of One subject for more than once will lead to rejection of the application.**

Language Group	Subjects	Marks Obtained	(%)	Full Marks(%)

Application Form

admissionotm.in/Studentpart/student\_form\_fillup.aspx#

#### Upload Photo

Max Photo Size 20KB

#### Upload Signature

Max Signature Size 20KB

### Personal Information

Name :	<input type="text"/>	Father's Name :	<input type="text"/>
Date of Birth :	<input type="text"/>	Mother's Name :	<input type="text"/>
Gender :	<input type="text"/>	Marital Status :	<input type="text"/>
Nationality :	<input type="text"/>	Name of the Spouse :	<input type="text"/>
Religion :	<input type="text"/>	Blood Group :	<input type="text"/>
City/Village :	<input type="text"/>	Social Category :	<input type="text"/>
Post Office :	<input type="text"/>	Caste Issued by :	<input type="text"/>
District :	<input type="text"/>	PWD (PH) :	<input type="text"/>
Pin :	<input type="text"/>	If PWD, Type of PWD :	<input type="text"/>
State :	<input type="text"/>	Yearly Family Income :	<input type="text"/>
Mobile No(Own whatsapp preferable) :	<input type="text"/>	Sports :	<input type="text"/>
Email Id(Own) :	<input type="text"/>	Sports Level :	<input type="text"/>
Stream(If) :	<input type="text"/>	Weather BPL :	<input type="text"/>
Father's Mobile No. :	<input type="text"/>	Mother's Mobile No. :	<input type="text"/>
Father's Occupation :	<input type="text"/>	Mother's Occupation :	<input type="text"/>



Ph.-9474641566

# 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.)

Website:-www.ondathanamahavidyalaya.in

Email:-otm.principal@gmail.com

Application Form

admissionotm.in/Studentpart/student\_form\_fillup.aspx#

Academic

**DETAILS OF MADHYMIK (10TH/EQUIVALENT) EXAMINATION**

Year of Passing: [dropdown] Registration No: [input] Roll: [input] No: [input]  
Name Of Board: [dropdown] Subjects Taken: [input] Full Mark\* [input] Marks Obtained\* [input] Percent(%) [input]

**DETAILS OF HIGHER SECONDARY (10+2/EQUIVALENT) EXAMINATION**

Year of Passing: [dropdown] Registration No: [input] Roll: [input] No: [input]  
Name Of Board: [dropdown]  
Vocational Stream: [dropdown]

**MARKS OF HIGHER SECONDARY (10+2/EQUIVALENT) EXAMINATION**

You must give the Subject name and marks of last dated subjects in Science / Arts / Commerce Stream in XI Standard. **Repetition of One subject for more than once will lead to rejection of the application.**

Language Group	Subjects	Marks Obtained	(%)	Full Marks(%)
1. [dropdown]	[input]	[input]	%	[input]
2. [dropdown]	[input]	[input]	%	[input]
<b>Elective Subjects</b>				
1. [dropdown]	[input]	[input]	%	[input]
2. [dropdown]	[input]	[input]	%	[input]
3. [dropdown]	[input]	[input]	%	[input]
4. [dropdown]	[input]	[input]	%	[input]
Grand Total:		[input]	%	[input]

BACK PROCCEED

Type here to search

28°C Mostly cloudy

ENG

23:28

07-13-2024



Ph.- 9474641566

# 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.)

Website:-www.ondathanamahavidyalaya.in

Email:-otm.principal@gmail.com

## 6.2.2 Institution implements e-governance in its operations

### Finance portal

admissionondathanamahavidyalaya.in/Home.aspx#!

Onda Thana Mahavidyalaya  
P.O. Murakata, Dist. Bankura  
Phone No. : 9474641566 Help Line No. : 9474641566

CAMS 3.0 USER: principal SESSION: 2024-2025 DATE: 19-07-2024 TIME: 12:09:37 AM Log Out

Administration Master Creation Admission Report Fees Report Asset/Stock Report Accounts Report Payroll Library Others My Accounts

- Offline Admission Fees Collection
- Extra Fees Collection
- Hostel Fees Collection
- Fees Refund(General Settings)
- Fees Refund(Extra Settings)
- Fees Update
- Inter Department Transfer Fees Collection
- Fees Verification
- Fund Master
- Fees in Fund
- Bank Challan
- Payu Check
- Reg
- Change Date

https://admissionondathanamahavidyalaya.in/Home.aspx#!

Onda Thana Mahavidyalaya  
P.O. Murakata, Dist. Bankura  
Phone No. : 9474641566 Help Line No. : 9474641566

CAMS 3.0 USER: principal SESSION: 2024-2025 DATE: 19-07-2024 TIME: 12:09:40 AM Log Out

Administration Master Creation Admission Report Fees Report Asset/Stock Report Accounts Report Payroll Library Others My Accounts

- Fees Collection Report(Course Name)
- Fees Collection Report(Subject)
- Fees Collection Report(With All Subjects)
- Fees Collection Report(Form Fillup)
- Fees Collection Report(hostel)
- Discount Report
- Fees Refund Report
- Date wise Online Alumni Fees Collection Report
- Head wise Fees Collection Report
- Head wise Fees Collection Report(Dept)
- Daily Sheet Report
- Daily Sheet Report(2)
- Daily Sheet Report(3)
- Student Wise Report
- Yearly Fees Settings wise Report
- Head wise Fees Collection Report(Ledger wise)
- Daily Student Fees Collection Register
- Fees wise Student List
- Daily Sheet Report(Year Wise)
- Fees Group wise Report(Year Wise)
- Student Fees Details
- Daily Student Feescollection Register
- Income Statement
- Fees Chart
- Fund Wise Fees Collection Report
- Current-Advance(Fees) Report
- Arrear Fees Collection Report
- Advance Outstanding Report
- Hostel Due List



Ph.- 9474641566

# 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.)

Website:-[www.ondathanamahavidyalaya.in](http://www.ondathanamahavidyalaya.in)

Email:-[otm.principal@gmail.com](mailto:otm.principal@gmail.com)

0nroibpagnarismc... 501 - Page 10 of 1... Admission Portal |... Download QURISTO... NAAL - Home | FNIX - Your refere... N-List: National LL... Food at Home (gr... Facebook | All PUP Books of J... YouTUBE | Library Genesis >> | All bookmarks

GOVERNMENT OF INDIA  
विद्यया ऽ मृतमश्नुते  
MINISTRY OF EDUCATION  
उच्चतर शिक्षा विभाग  
Department of Higher Education

G20  
भारत 2023

AISHE  
All India Survey on Higher Education

Latest Survey Year : 2021-22 User Role : College C-44726 Onda Thana Mahavidyalaya State : West Bengal otmprincipal

### Institution Details

Please click here for update

Institute Name Onda Thana Mahavidyalaya	Institute Type Affiliated College
Management Type Private Aided (Government Aided)	Ownership Status of Institution Society
Name of University to which Affiliated: BANKURA UNIVERSITY, BANKURA	

Address:

Location of the University / University Level Institution:  Rural  Urban

Address Line 1:  
ONDA THANA MAHAVIDYALAYA

Address Line 2:  
P.O. - MURAKATA

Locality/City/Town/Village:  
BANKURA

Country:  
INDIA

State:  
West Bengal

District:  
Bankura

Subdistrict (Subdivision/Tehsil/Taluk/Taluka/Mandal/Mandal(Circle) /Circle)  
ONDA

Block:  
ONDA

Pincode:  
722144

Latitude (Range: 6.00000 - 38.00000 in degree):  
23.184669

Longitude (Range: 68.00000 - 98.00000 in degree):  
87.151344

Total Area (in acre):  
5.5

Total Constructed area (in sq m):  
1050

Website:  
[www.ondathanamahavidyalaya.in](http://www.ondathanamahavidyalaya.in)

Link- <https://aishe.gov.in/>





Ph.- 9474641566

# 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.)

Website:-www.ondathanamahavidyalaya.in

Email:-otm.principal@gmail.com

## 6.2.2 Institution implements e-governance in its operations

### Examination

The screenshot displays the 'Take Examination' page on the Onda Thana Mahavidyalaya website. The page has a dark blue header with the college's name and contact information. A 'NEWS' banner is visible on the left. The main content area is yellow and contains a form for taking an examination. The form includes a 'Verify UID/University Roll No' button, two dropdown menus for 'Select Subject' and 'Select Examination', and three buttons: 'Start Exam', 'Exit', and 'Print'. Below the form is a 'Note' section with three instructions: 1. Use Next and Previous buttons to navigate between questions; 2. Result is displayed after the last questions is answered; 3. CANCEL button can be used to cancel the exam. On the right side, there is a vertical menu with various options: Application Form, Select Year, Pay College Fees, 5th Sem Subject Choice, View Student Details, View Student Fees Details, Scholarship Application, Notice Board, Online Classroom(Link), Bank Account Update, Online Examination, and Change Mobile No & Email. A 'Welcome!' message is visible in the top right corner of the page content.



**D. Patra & Co.**

CHARTERED ACCOUNTANTS

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.



*[Handwritten Signature]*  
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

Ref No. ....

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.
- 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.



*D. Banerjee*  
Principal  
Onda Thana Mahavidyalaya  
P.O.-Murakata Dist.-Bankura



# 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](http://www.ondathanamahavidyalaya.in) Email:-[otm.principal@gmail.com](mailto:otm.principal@gmail.com)

Ref No. .... The College decides to make the following policies and procedure: *Date* : .....

**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



*Blaney*  
Principal  
Onda Thana Mahavidyalaya  
P.O.-Murakata, Dist.-Bankura



Ph.-9474641566

# 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](http://www.ondathanamahavidyalaya.in) Email:-[otm.principal@gmail.com](mailto:otm.principal@gmail.com)

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

• 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 reports.

• 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 maintenance.

• 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 be made paperless.

• 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 administration.

• Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.



*Blaber*  
Principal  
Onda Thana Mahavidyalaya  
P.O.-Murakata, Dist.-Bankura



# 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](http://www.ondathanamahavidyalaya.in) Email:-[otm.principal@gmail.com](mailto:otm.principal@gmail.com)

**Ref No.** **Examination:** The college has adopted an online system where students can view their total 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. **Date:** .....

**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 management.

## ICT TOOLS Hardware Infrastructure:

- The College to ensure that it has an adequate number of desktops and laptops for students and staff.
- 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.



*(Signature)*  
Principal  
Onda Thana Mahavidyalaya  
P.O.-Murakata, Dist.-Bankura