RAIGANJ SURENDRANATH MAHAVIDYALAYA

Sudarshanpur, Raiganj, Uttar Dinajpur
(Affiliated to University of Gour Banga, Malda)
Recognized by UGC U/S 2f & 12(B)
NAAC accredited College with "B"+Grade (December`2016)
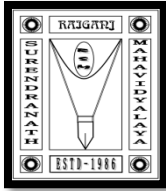
CRITERION 6 – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2.2 Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance.

DOCUMENTS

Policy Document on E-governance and Annuals Report of E-governance

Chandan B.
Principal
Raiganj Surendranath Mahavidyalaya
Raiganj, U/D

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Policy Document on E-governance

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E-GOVERNANCE POLICY

Policy: The College has decided to implement e-governance in all the different areas of its activities so as to ensure accessibility to information, transparency of operation and accountability to all stake-holders.

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

1) Certain Areas of General Administration
2) Student Admission and Support
3) Library
4) Accounts and Finance
5) ICT Infrastructure
6) Examination

Objectives: The objective of this policy is to:

1) To keep up with the need to digitise information, communication, day-to-day operations
2) To promote institutional transparency and accountability in all spheres of activities ranging from general administration to admission, finance and accounts, communication with concerned authorities (government and relevant funding bodies) to certain areas of general administration.
3) To substantially automate library operations, in due course of time.
4) To create WiFi enabled campus.
5) To build more smart classrooms.

Implementation: The roadmap to implementation can be stated as follows:

1) **Website:** The website plays the most crucial role in ensuring smooth interface between the college and its stakeholders- students, teachers, parents or anyone interested in knowing the institution. Therefore, the same will be kept updated with all the refurbished information relating to the history of the college, information offered by different departments relating to its faculties, courses, upcoming events and activities of the various clubs and cells, academic or otherwise.
2) **Admission:** Being a government-aided College, the Mahavidyalaya will follow the directives of the Higher Education Department. Therefore, the admission process to all undergraduate courses will be completely an online affair. The Mahavidyalaya will hire a private vendor to create and run the admission portal in an error free, quick and transparent manner.
3) **Library:** The objective is to keep more journals, digitise certain operations and ultimately move towards complete automation for easy accessibility for the students and the teachers, in due course of time through the introduction of KOHA software.
4) **Alumni Association:** The Mahavidyalaya has been long doing its due for the society. It has number of alumnae who have gone on to do well in life. The college website will have a separate section dedicated to them.
5) **Finance and Accounts:** As a government-aided college, all the financial transactions, salary disbursed to the teaching and non-teaching staff is done through the West Bengal Integrated Finance Management System (WBIFMS).
6) **Examination:** As per the directions of the University of Gour Banga, all marks of all Examinations are to be uploaded on the Portal of the University. The college is committed to providing the necessary infrastructure to the faculty members and the Students' Section to conduct all exam-related activities online.

In order to implement successfully the above-mentioned E-Governance Policy, adequate hardware and software infrastructure will be acquired from time to time.
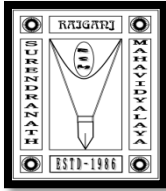
Principal

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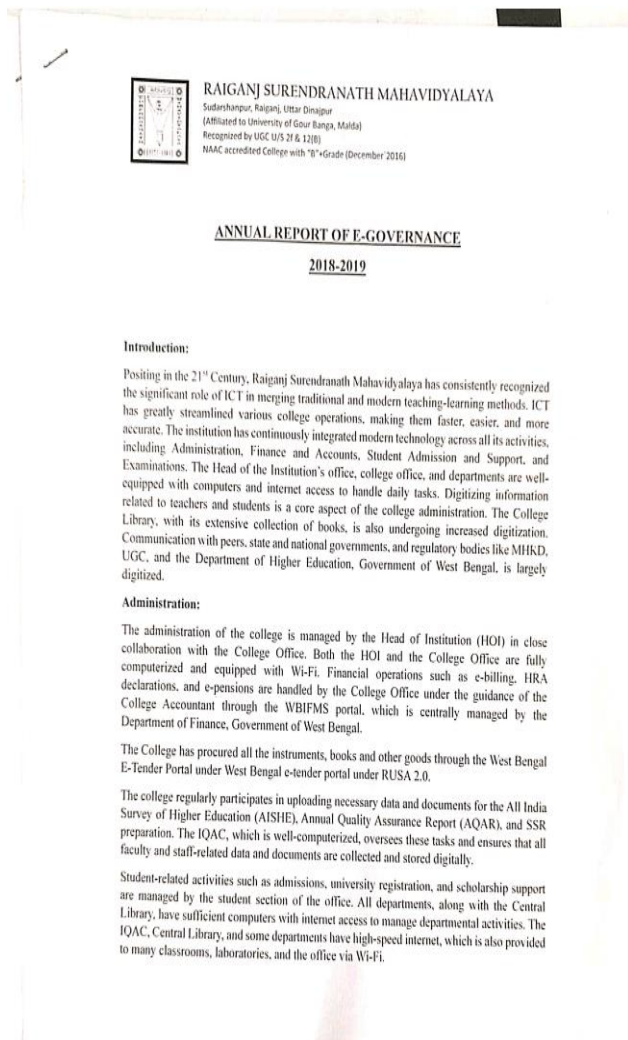

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ANNUAL REPORT OF E-GOVERNANCE

2018-2019

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Administration:

The administration of the college is managed by the Head of Institution (HOI) in close collaboration with the College Office. Both the HOI and the College Office are fully computerized and equipped with Wi-Fi. Financial operations such as e-billing, HRA declarations, and e-pensions are handled by the College Office under the guidance of the College Accountant through the WBIFMS portal, which is centrally managed by the Department of Finance, Government of West Bengal.

The College has procured all the instruments, books and other goods through the West Bengal E-Tender Portal under West Bengal e-tender portal under RUSA 2.0.

The college regularly participates in uploading necessary data and documents for the All India Survey of Higher Education (AISHE), Annual Quality Assurance Report (AQAR), and SSR preparation. The IQAC, which is well-computerized, oversees these tasks and ensures that all faculty and staff-related data and documents are collected and stored digitally.

Student-related activities such as admissions, university registration, and scholarship support are managed by the student section of the office. All departments, along with the Central Library, have sufficient computers with internet access to manage departmental activities. The IQAC, Central Library, and some departments have high-speed internet, which is also provided to many classrooms, laboratories, and the office via Wi-Fi.

The college maintains a dynamic and interactive website https://rsmraiganj.in, which is used to display relevant information to current and prospective students and to announce and manage college activities.

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Raiganj Surendranath Mahavidyalaya

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Raiganj Surendranath Mahavidyalaya
Co-ordinator
Internal Quality Assurance Cell
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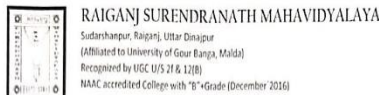Sudarshanpur, Raiganj, Uttar Dinajpur
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Finance and Accounts:

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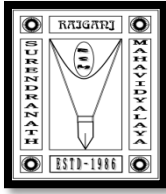Raiganj Surendranath Mahavidyalaya

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2020-2021

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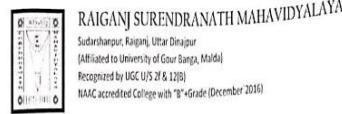
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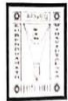
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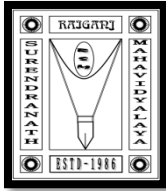
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The administration of the college is managed by the Head of Institution (HOI) in close collaboration with the College Office. Both the HOI and the College Office are fully computerized and equipped with Wi-Fi. Financial operations such as e-billing, HRA declarations, and e-pensions are handled by the College Office under the guidance of the College Accountant through the WBIFMS portal, which is centrally managed by the Department of Finance, Government of West Bengal.

The College has procured all the instruments, books and other goods through the West Bengal E-Tender Portal under West Bengal e-tender portal under RUSA 2.0.

The college regularly participates in uploading necessary data and documents for the All India Survey of Higher Education (AISHE), Annual Quality Assurance Report (AQAR), and SSR preparation. The IQAC, which is well-computerized, oversees these tasks and ensures that all faculty and staff-related data and documents are collected and stored digitally.

Student-related activities such as admissions, university registration, and scholarship support are managed by the student section of the office. All departments, along with the Central Library, have sufficient computers with internet access to manage departmental activities. The IQAC, Central Library, and some departments have high-speed internet, which is also provided to many classrooms, laboratories, and the office via Wi-Fi.

The college maintains a dynamic and interactive website https://rsmraiganj.in, which is used to display relevant information to current and prospective students and to announce and manage college activities. The cloud classroom that has been introduced, continues.

Finance and Accounts:

The salaries and other financial matters for teaching and non-teaching staff are handled via the HRMS module on the WBIFMS portal, managed by the Department of Finance, Government of West Bengal. Additionally, other financial tasks are managed through the e-Billing and e-Pradan modules of WBIFMS. Tax-related procedures are carried out digitally by the college office. Funding for central research and development, as well as seminars and conferences, is provided through the PFMS portal of the Government of India.

Student Admission and Support:

In accordance with the guidelines from the Department of Higher Education, Government of West Bengal, the admission process for both undergraduate and postgraduate programs is conducted entirely online. This includes the submission of application forms, publication of merit lists, selection of candidates, and payment of admission fees. During the admission process, the Admission Sub-committee collects and digitally stores students' data. This information is subsequently transferred to the College office and relevant departments. The stored data is then used for registration and form filling prior to examinations.

Examination:

Internal marks for university examinations are submitted online via the examination portal of Gour Banga University. The tabulation and organization of these marks are handled digitally by the respective departmental representatives. Examination results are analysed and stored by the individual departments.
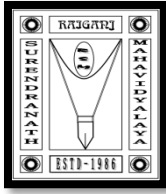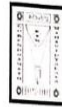
Principal
Raiganj Surendranath Mahavidyalaya
Principal
Raiganj Surendranath Mahavidyalay:
Raiganj, U/D

IQAC Coordinator
Raiganj Surendranath Mahavidyalaya
Coordinator
IQAC
Raiganj Surendranath Mahavidyalaya

Principal
Raiganj Surendranath Mahavidyalaya
Raiganj, U/D

RAIGANJ SURENDRANATH MAHAVIDYALAYA

Sudarshanpur, Raiganj, Uttar Dinajpur
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NAAC accredited College with "B"+Grade (December`2016)

Annual Reports on E-governance was placed in front of the Governing Body Meeting for approval.

Item No. 11: To approve the Annual E-Governance Report of the College for the last six years (2018-19 to 2023-24), Internal Energy Audit Report (2022-23), Internal Quality & Environmental Audit (2022-23) and Internal Audit Report (2018-2023)

Principal placed the Annual E-Governance Report of the College for 2018-19 to 2023-24, Internal Energy Audit Report for 2022-23, Internal Quality & Environmental Audit for 2022-23 and Internal Gender Audit Report (2018-2023) for appraisal and approval.

NAME OF THE REPORT	YEAR	SUBJECT
ANNUAL E-GOVERNANCE REPORT	2018-19	ICT techniques has been integrated with traditional methods used in administration, maintenance of finance and accounts, student admission and support and examinations. Salaries are disbursed, university marks are uploaded and scholarships are processed using government portals and university portals. The college is equipped with Wifi Services, computers, printers and other equipments to facilitate E-Governance.
ANNUAL E-GOVERNANCE REPORT	2019-20	ICT techniques has been integrated with traditional methods used in administration, maintenance of finance and accounts, student admission and support and examinations. Salaries are disbursed, university marks are uploaded and scholarships are processed using government portals and university portals. The college is equipped with Wifi Services, computers, printers and other equipments to facilitate E-Governance. Infonetics has been roped in to maintain all web services.
ANNUAL E-GOVERNANCE REPORT	2020-2021	ICT techniques has been integrated with traditional methods used in administration, maintenance of finance and accounts, student admission and support and examinations. Salaries are disbursed, university marks are uploaded and scholarships are processed using government portals and university portals. The college is equipped with Wifi Services, computers, printers and other equipments to facilitate E-Governance. Infonetics has taken up the responsibility to maintain web services.
ANNUAL E-GOVERNANCE REPORT	2021-22	ICT techniques are being actively used effectively in all areas of operation. Infonetics continues to maintain web services on behalf of the college. The tool of cloud class room will soon be introduced through the college website.
ANNUAL E-GOVERNANCE REPORT	2022-23	ICT techniques are being actively used effectively in all areas of operation. Infonetics continues to maintain web services on behalf of the college
ANNUAL E-GOVERNANCE REPORT	2023-24	ICT techniques are being routinely used. Newer avenues are being examined to bring about automation and digitization in the various areas of operation. KOHA is ready to be installed in the Library services.
INTERNAL ENERGY AUDIT	2022 - 2023	An executive budget on annual electrical energy consumption and distribution of electrical load across the various Departments of the college.
INTERNAL QUALITY & ENVIRONMENTAL AUDIT	2022 — 23	A detailed report on environmental quality indices and biodiversity surrounding the college campus. An overview on quality status of various managerial systems, e.g., cleanliness, waste removal etc. in the campus.
INTERNAL GENDER AUDIT	2018-23	The audit has been conducted to effect a sustainable gender development. It can be seen in all areas of activities of the college. The college aspires to achieve and upgrade its goals as well.

Resolution: The matter was approved.

(Dr. Chandan Roy)
Principal
Raiganj Surendranath Mahavidyalaya

(Sri Kingshuk Maity)
Administrator
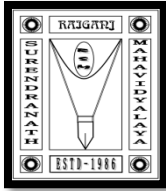Raiganj Surendranath Mahavidyalaya

Principal
Raiganj Surendranath Mahavidyalaya
Raiganj, U/D

ADMINISTRATOR
RAIGANJ SURENDRANATH MAHAVIDYALAYA

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Principal
Raiganj Surendranath Mahavidyalaya
Raiganj, U/D

RAIGANJ SURENDRANATH MAHAVIDYALAYA

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Agreement Between Raiganj Surendranath Mahavidyalaya and Infonetics to Facilitate E-Governance

AGREEMENT BETWEEN "INFONETICS" AND "RAIGANJ SURENDRANATH MAHAVIDYALAYA" REGARDING AMC OF IT SOFTWARE SERVICES.

On the day of 30 th March , 2023 both the parties with each – others own understanding and after the through discussion without any ones instruction by its committees decisions signing the agreement in presence of the under signatories witnesses. The "Raiganj Surendranath Mahavidyalaya , Raiganj, Uttar Dinajpur" being the buyer and hirer of the college management package [dynamic website , 1 st sem UG Online Admisson , Cloud based Student Module under specified / mentioned here under details is henceforth being called as the first party. The provider and service render "Infonetics" 32 Baghajatin Road,P.O, New Barrakpur, Kolkata-700131 is the second party.

TERMS AND CONDITIONS :-

1. Details of the Automation software are as follows:
   i). Dynamic Website [introduced from fin year 2018-19]

   Domain, hosting and maintenance for 1 year 13,000 + GST

   ii).1 ST Sem UG Online admission [introduced from fin year 2018-19]

   Domain and Dedicated server hosting for 4 month 24,000 + GST
   SMS Gateway and SMS Charges 0.45 Paise / SMS [Capable for travelling through DND route]
   Software maintenance charges 25,000 + GST

   iii) 1+1+1 Old 2 nd and 3 rd year admission system [introduced from fin year 2018-19]

   Not Applicable after CBCS

   iv) Online cloud module for CBCS system [introduced from fin year 2019-20]
   Domain and VPS hosting for 12 months 18,000 + GST
   Software maintenance charges 30,000 + GST

   V) HTTPS for campusxpert 5200 + GST [NEW]

   Vi) Web security for college website 5500 + GST [NEW]

2. Infonetics Will Arrange Dedicated Server (To Manage High Traffic At The Time Of Admission) Of Ug Online Admission 1 St Year For 4 Months. The Booking Period Of Dedicated Server Is 25 Days For 1 St Month, 30 Days For 2 Nd And 3 Rd Month And 25 Days For4 Th Month.

3. After Start Of Online Portal Any Change Or Modification In Software Will Not Be Entertained Till A Cademic Period/Session Or Until &Amp; Unless There Will Be Any Changes Or Instruction From The University / Dept. Of Higher Education.

4. No E Counseling List Will Be Published On Sundays And Holidays.

5. College Should Provide Us The Details Schedule Of E Counseling Before Start Of The Process.

6. After Start Of Online Admission Process On Change In Fees Structure Will Be Entertained.

7. In Case Of Dynamic Website, Infonetics Purchase Domain And Hosting For Running The Website. Infonetics Will Maintain The Site Throughout The Year. Infonetics strongly recommend to introduce web security in college website for smooth functioning.

8. In Case Of Campusxpert [College Cloud Web Application] Infonetics Will Arrange Domain And Vps Hosting For 12 Months. Infonetics Will Update This Software As Per Requirement Of The College.

9. After Completion Of Website Any New Dynamic Module Addition Is Chargeable.

10. Service Time [Both Online And Onsite] :- Between 10.30 Am To 5.00 Pm .

11. Service Booking Time Through Mobile Phone Or Email – 10.30 Am To 5.00 Pm.

12. Service Response Time –12 Hours To 72 Hours

13. At The Time Of Online Process, Infonetics Will Perform Some Test Transactions In Your Site.

14. In Case Of Accounting Software, Infonetics Will Not Provide Any Accounting Consultancy

15. Infonetics Is Not Liable For Any Data Entry Job. Any Data Entry Service Or Job Is Chargeable.

16. In Case Of Online Fees Collection Portal (Campusxpert) , College Has To Provide The Details Fees Structure From 1 St Sem To 6 Th Sem With Details Student Profile Including Student Id And Roll No.

17. Any Major Structural Change In Work Process Is Chargeable.

18. Payments Terms – College Will Pay The Amc Amount In Two Equal Installment , One In April And Rest Amount In The Month Of September.

19. Amc Amount Will Increase Rs 1000 In Each Financial Year.

20. After Submission Of Bill College Has To Pay It Within 30 Days. Otherwise Monthly 5% Interest Will Be Charged On Bill.

21. Any Disputes Arises During The Valid Period Of The Agreement, It May Be Settled By The Both Parties By Themselves But If It Is Necessary Than It May Be Done Within The Juridiction Of Barasat Court.

22. This agreement is valid upto 31/03/2024. Both parties will renew this agreement [if necessary] in march every year , if both parties want to continue .

Chandan B.

Principal
Raiganj Surendranath Mahavidyalaya
Raiganj, U/D
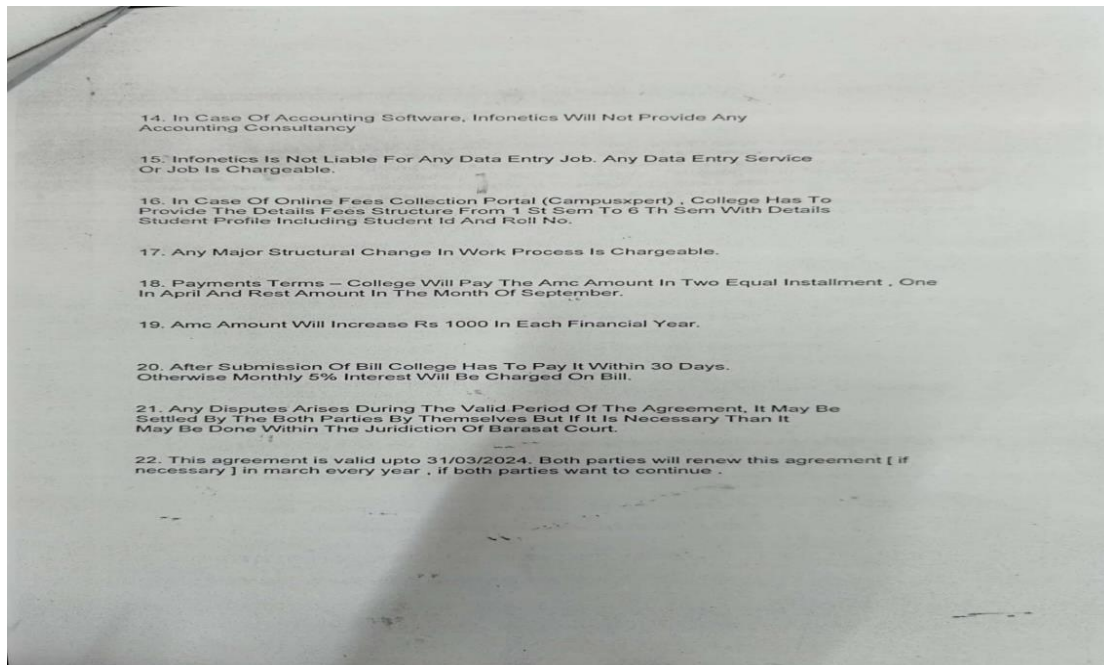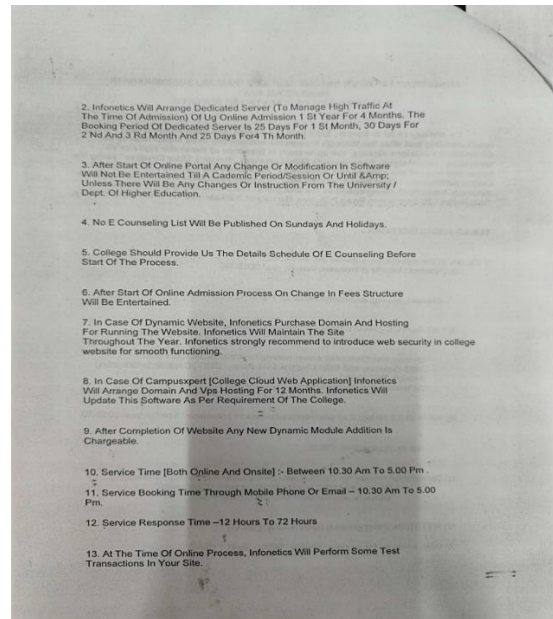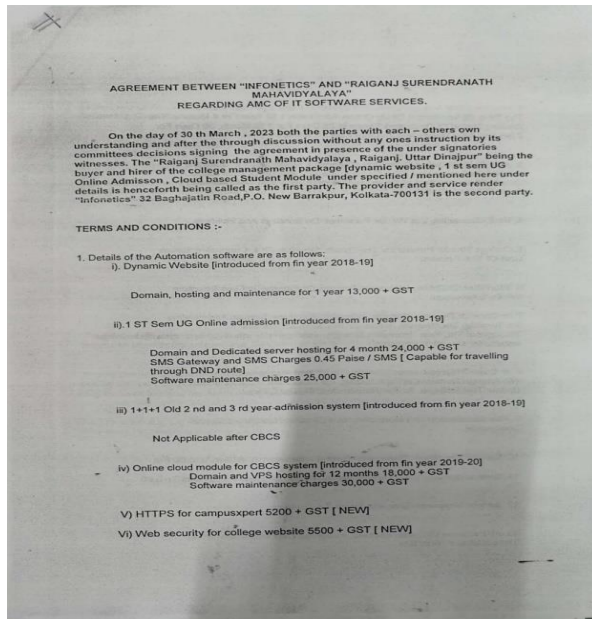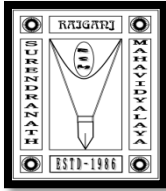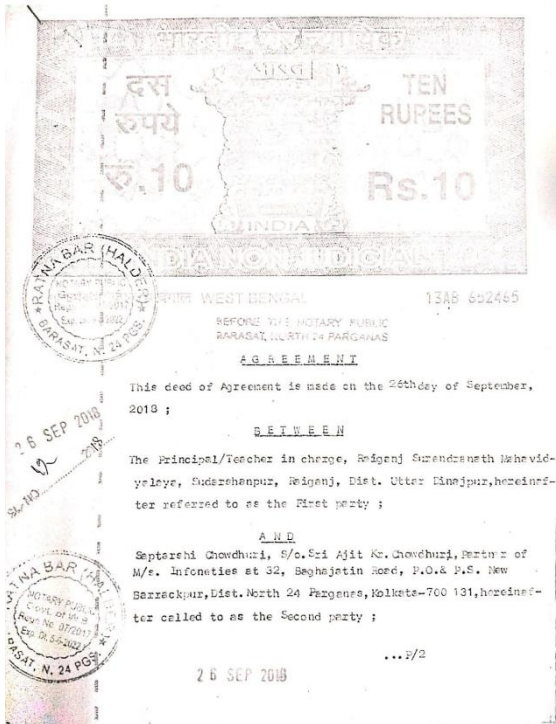
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TEN RUPEES Rs.10

दस रुपये रु.10

INDIA WEST BENGAL 13AB 652465

BEFORE THE NOTARY PUBLIC
BARASAT, NORTH 24 PARGANAS

A G R E E M E N T

This deed of Agreement is made on the 26thday of September, 2018 ;

B E T W E E N

The Principal/Teacher in charge, Raiganj Surendranath Mahavidyalaya, Sudarshanpur, Raiganj, Dist. Uttar Dinajpur,hereinafter referred to as the First party ;

A N D

Saptarshi Chowdhuri, S/o.Sri Ajit Kr.Chowdhuri, Partner of M/s. Infonetics at 32, Beghajatin Road, P.O.& P.S. New Barrackpur,Dist. North 24 Parganas, Kolkata-700 131,hereinafter called to as the Second party ;

...P/2

26 SEP 2018

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Sub: IT Software Service :

TERMS AND CONDITIONS :-

1. Infonetics will arrange dedicated server(To manage high Traffic at the time of admission) of UG online admission Ist. year for 3 months. The booking period of dedicated Server is 25 days for Ist. month, 30 days for 2nd.month and 25 days for 3rd month. After 3rd month it will run from low cost shared server. The transfer process from dedicated to share May take 7-10 working days. At the time of transfer normal work will not be done.

2. If college needs to enhance the booking period of dedicated, college has to pay Rs. 5000/- month + GST.

3. No ecounseling list will be published on sundays and holidays.

4. In case of ecounseling after completion of unreserved quota Reserved categories list will be published.

5. College should provide us the details schedule of E Counseling before start of the process.

6. In case of dynamic WEBSITE, Infonetics will send a Demo design of the site. After getting confirmation we will proceed for the next phase. After handover of the site. Any change in the static content or design is chargeable. College can make necessary changes in dynamic part as mentioned the quotation.

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7. In case of onsite support, college has to bear up-down Train fare (Sleeper class) and hotel rent for infonetics.

8. In case of Ist.2nd. and 3rd year fees collection college has to provide the data in the format specified by us.

9. Any major structural change in work process is changeable.

10. Payments terms —
   A) 100% payment of Website after design and handover.
   B) Rest amount in 2 Equal installment after start of online Admission process(Both Ist. and 2nd. and 3rd year).

11. AMC of above modules is 85.00+ GST.It is subject to increment Rs. 1000+ G ST in each and every financial year.

12. AMC of the above all the modules is 85,000+ GST. This amount is subject to increment 1000+ GST in each and every financial year.

13. Total amount payable by the college for the financial year 2018-19 is 1,48,000+ GST. college will pay the amount in two equal installment. One in september and another one in the month of January.

_____ Roy choudhry
Sig.of the First party

Saptarshi Chowdhuri
Sig.of the Second party

Identified by me

Witnesses :-

1-

ATTESTED 2.

Chandan B
Principal
Raiganj Surendranath Mahavidyalaya
Raiganj, U/D