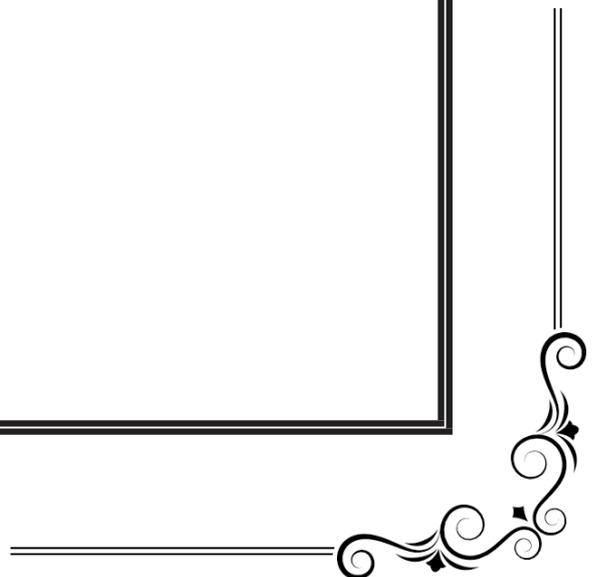


e-GOVERNANCE POLICY
RESOLUTIONS ON ERP
PURCHASE
e-GOVERNANCE REPORT





Sammilani Mahavidyalaya

GOVT. AIDED COLLEGE AFFILIATED
TO UNIVERSITY OF CALCUTTA
NACC ACCREDITED B++ IN 2016 (2ND CYCLE)
& ISO 9001 : 2015 CERTIFIED
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College e-Governance Policy

E-governance augments the system of governance for development of a college by leveraging up-to-date and cutting-edge technologies. In tandem with such progressive trends, Sammilani Mahavidyalaya, has formulated its own policy on e-governance to integrate major activities encompassing administration, accounts and finance, admission of students, fees payment by students, library management and examination system. The Governing Body and the Finance Sub-committee (on authorisation by the Governing Body) have, from time to time, adopted appropriate resolutions towards objective planning, timely procuring and efficient implementing of necessary software.

The main aim of e-governance is:

- To achieve and create a paperless environment in the college
- To provide easy access to information
- To keep all relevant data in a secured environment
- To promote transparency and accountability in the functioning of the college
- To make the classrooms ICT-enabled having smart boards, projectors, etc. for augmenting teaching-learning

Some of the functional areas within the ambit of e-governance:

- The College office is adequately equipped with computers and peripherals, internet facilities, and LAN.
- The college administration is equipped with a customized user-friendly Enterprise Resource Planning (ERP) solution as part of its MIS.
- Several classrooms have ICT-enabled projectors and screens.
- CCTV-cameras are there in the Central Library, and will soon be installed and maintained at all strategic locations to ensure proper surveillance.


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- The college maintains a user-friendly interactive website to disseminate general information as well as updates to its students, teaching and non-teaching staff and to the public, in general.
- All the official communications and notices are sent via e-mail and other available online platforms.
- The college has subscribed online platforms to support online teaching-learning process, trainings, lectures, webinars, and other academic interactions.
- The Accounts section operates and manages its entire accounting operations including pension and payroll related processing on ERP software and HRMS.
- The College performs all financial transactions (related to RUSA) through the Public Financial Management System (PFMS) in line with the extant guidelines by the Government of West Bengal.
- The college uses e-tendering system for procurement of goods and services, wherever applicable to enhance transparency and efficiency in public procurement.
- The college has a customized portal to enable students to pay their annual fees, examination fees, etc. in online mode.
- The college has adopted online mode of admission process as mandated by the state government and the affiliating university from time to time.
- The college has KOHA, WEBOPAC, INFLIBNET, NLIST, DELNET in the central library.


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Minutes of the Finance Sub-committee meeting held on 06.09.2019

The meeting started at the appointed hour with the Principal taking the chair. The agenda were taken up serially for discussion and the following resolutions were adopted.

1. Dr. Ananda Mukherjee, Convenor of the Finance Sub-committee, read out the minutes of the last meeting held on 28.09.2018. In course of confirmation of the minutes, Dr. Samiran Mandal, Hon'ble nominee of the University of Calcutta, raised a vital issue regarding Resln. No. 5 wherein, it was stated that the college had been functioning without any master budget as well as departmental budgets since 2017-18. He expressed his genuine concern that the same matter was once again agendised for discussion at serial no. 5 in the notice dated 31.08.2019 for the current meeting, thereby indicating continuation of the problem even after a year in spite of remedial action being suggested in the last meeting. Dr. Mukherjee, the Convenor, stated that the matter would certainly be taken up for discussion in due course following the agenda serial.

The rest of the minutes were then read and confirmed.

2. The Principal reported that various expenditure had been incurred by some of the departments of the college during the period September 2018 to August 2019 to continue departmental academic activities. During the said period, as there was no Bursar and the Purchase Sub-committee could not function either, the Principal had to give sanction to those expenses in order to carry on the departmental activities unhindered. The members scanned the list of expenses thoroughly and ratified them after being fully satisfied with the corresponding narrations, clarifications and supporting documents.

RESOLVED that the various departmental expenses incurred with the sanction of the Principal and as noted below, be ratified with retrospective effect in each case.

<u>Department</u>	<u>Date</u>	<u>Expenditure (₹)</u>	<u>Purpose</u>
HISTORY	18.03.2019	4,000	Seminar
GEOGRAPHY	11.12.2018	15,000	Excursion
MATHEMATICS	11.03.2019	5,000	Seminar
MICROBIOLOGY	08.07.2019	4,720	Repair of spectrophotometer
COMPUTER SCIENCE	26.04.2019	920	} 30,920 Repair of air conditioner Equipment purchase
	31.07.2019	30,000	
CHEMISTRY	10.10.2018	20,000	Contingency
	11.03.2019	5,664	Repair
	11.03.2019	3,068	Contingency
	25.03.2019	3,000	Seminar
	27.04.2019	24,500	Repair
	18.07.2019	8,260	Repair
	18.07.2019	<u>5,438</u>	<u>69,930</u> Equipment purchase
		<u>Total</u>	<u>98,650</u>


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members of the staff who handle such operations so that the long existing anomaly could be removed once and for all. The members once again requested the Principal to initiate the process of procurement of new software after approval by the Governing Body.

In *Item9*, the Auditors complained that proper stock registers reflecting the closing stock at the end of a financial year were not being maintained by the laboratory-based departments as well as the library. After an extensive deliberation, the members requested the Principal to discuss the matter with the Heads of Departments of different laboratory-based subjects and the Librarian as early as possible with a view towards maintaining the stock registers.

Lastly in *Item13*, the Auditors mentioned that transactions related to some UGC-sanctioned and other schemes were taking place through the General Fund Account instead of respective specific accounts earmarked for such schemes. Sri Amed Sardar, the Accountant, explained that such transactions were few in number and would not recur in future. The members requested the Accountant to stop the practice strictly and make transactions through specific earmarked accounts only.

Taking into consideration all the deliberations narrated above in the context of the observations made by the Statutory Auditor for 2016-17, Prof. Srikanta Malakar, Associate Professor and Head, Department of Commerce, ex-Bursar and hon'ble member of the Sub-committee, advised introduction of internal audit in the college on a regular basis. He rued that he had suggested the same in the last meeting of the Sub-committee and that his proposal was accepted by the members. It seemed that no initiative had been taken in this regard in the mean time. Finally, the members adopted the following resolutions.

RESOLVED unanimously that the recommendation of the Statutory Auditors be accepted and mercantile or accrual basis of accounting be immediately introduced in its entirety in the accounting procedure of the college.

RESOLVED further that in view of the huge TDS amounts being deducted by banks from the interest accrued on the Term Deposits of the college kept with them, as the college could neither produce any certificate of exemption u/s 12A of the Income Tax Act 1961 issued by the Commissioner of Income Tax (CIT), Govt. of India, nor did it file any income tax return so far, and moreover, the college being a non-profit educational institution registered under Societies Registration Act 1860, necessary steps be immediately taken regarding regular submission of annual income tax returns by the college and also regarding issue of certificate of exemption u/s 12A of the Income Tax Act 1961 so that the college could become eligible for claiming refund of the accumulated TDS amount of ₹18,16,223 up to 2016-17 and claim exemption from TDS henceforth as well.

RESOLVED further that a Fixed Assets Register be immediately introduced and maintained properly and moreover, periodical valuation and verification of fixed assets be done involving competent agencies.

RESOLVED also that as the currently used office software Tally ERP 9 Gold had been found to be inadequate to meet the present requirement of the college and as it had been creating some technical problems which the software providers had expressed their inability to solve, urgent steps be taken to procure and install a new ERP based software solution for the college which would integrate seamlessly the student support system with the accounting and financial support system and would be effectively suitable for the college. Further, the accounting process be suitably altered


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Minutes of the Governing Body meeting held on 06/04/2022

A meeting of the Governing Body was held on April 06, 2022 in the Principal's chamber. The meeting commenced at the appointed hour with the Hon'ble President of the Governing Body taking the chair. All the agenda were taken up serially for discussion and the following resolutions were adopted.

1. The minutes of the Governing Body meeting held on 30.03.2022 were read out by the Teacher-in-Charge and confirmed unanimously by the members.

The Resolution by Circulation dated 16.02.2022 was also read by the Teacher-in-Charge and confirmed by the members.

2. The members discussed at length the formation of the new Academic Sub-committee. In this context, Prof. Kallol Paul, West Bengal Govt. nominee in the Governing Body, requested the members to search for the proper statutory guidelines, if any, regarding the formation of Academic Sub-committee in an affiliated college.

Resolved unanimously that the Academic Sub-committee be formed with the following members:

Chairperson: Dr. Sharmila Chakraborty, Teacher-in-Charge

Convenor: Dr. Marisha Chakrabarti, Assistant Professor and Head, Department of Education

Members: All Departmental Heads (ex-officio) and Coordinator, IQAC

External Member: Prof. Kasturi Ray Chatterjee, Calcutta University nominee and Sri Arindam Saha, West Bengal Govt. nominee

Non-teaching representative: Sri Rajat Dutta

Resolved unanimously further that the new Finance Sub-committee be formed comprising the following members:

Chairperson: Dr. Sharmila Chakraborty, Teacher-in-Charge

Convenor: Dr. Sumita Das, Associate Professor, Department of Mathematics

External member: Prof. Kallol Paul, West Bengal Govt. nominee

Teacher representatives: Dr. Srikanta Malakar, Associate Professor in Commerce and Smt.

Sangita Dey Sarkar, Associate Professor in Philosophy

Invitee member: Dr. Malay Roy (ex-officio as Bursar)

Resolved further that the new Finance Sub-committee be authorised to reconstitute the Purchase Sub-committee, in its first meeting.


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6.2.2



Sammilani Mahavidyalaya

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6. The Teacher-in-Charge placed before the members an appeal along with budgeted estimates and other supporting documents from the Students' body for conducting College Social and Fresher's Welcome events for the year 2021-22. After going through all the documents and having a thorough discussion, the members resolved unanimously that an amount of Rs. 10,00,000/- (Rupees Ten lakhs only) be allocated for the purpose of conducting College Social and Fresher's Welcome events for the year 2021-22, subject however, to approval of the submitted estimates by the Finance Sub-committee.

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Resolved further that the sanctioned amount be paid to a reputed event management agency only after receiving necessary credentials from them and verification of the same including its Regn. No., PAN, etc. The members also resolved that the agency be directed to submit proper certificates of utilisation to the college authority within fifteen days from the completion of the events and that the entire process be conducted under the supervision of Sri Ranjit Shaw, Assistant Professor in Philosophy.

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7. a) Decisions taken by the IQAC in its meeting held on 07.02.2022 were approved unanimously by the house. However, the following matters involving some proposed expenditure were referred to the Finance Sub-committee for its opinion.

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• Proposal for purchasing and installation of Enterprise Resource Planning (ERP) software for the college. Dr. Malay Roy, Bursar, was entrusted with the responsibility of completing the procurement process.

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• Proposal by Dr. Marisha Chakraborti, Head of the Department of Education, regarding introduction of post graduate course in Education was approved. Dr. Chakraborti was requested to initiate the procedure as the Coordinator of the proposed post graduate course.

i)

• Proposal for introduction of compulsory/optional professional courses mentioned herein below.

ii)

Sl. No.	Courses
i)	Communicative/Functional English for students of all disciplines
ii)	Computerised Financial Accounting Package such as Tally Prime for the students of the Department of Commerce
iii)	Basic computer courses for students of all disciplines

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Minutes of the Governing body meeting held on 25/03/2023

A meeting of the Governing Body was held on 25th of March, 2023 at 11 a.m. in the Principal's Chamber. The meeting was chaired by Prof. Kallol Paul, Nominee of the Govt. of West Bengal. His name was proposed by Smt. Kasturi Roy Chatterjee, Nominee of the University of Calcutta and was seconded by Dr. Srikanta Malakar, Teachers' representative.

1. The minutes of the Governing Body meetings held on 06.04.2022 and 20.01.2023 were read by the Teacher-in-Charge and confirmed by the honourable members.
2. The resolutions by circulation dated 26.08.2022 were also read by the Teacher-in-Charge and confirmed by the honourable members.
3. The minutes of the Finance Sub-committee meetings held on 05.05.2022 and 29.07.2022 were placed by the Teacher-in-Charge before the honourable members. The minutes including all recommendations were passed unanimously by the members.
4. The Teacher-in-Charge placed before the honourable members the departmental budgets and the master budget of the college as prepared by Dr. Malay Roy, Bursar, for the financial year 2022-23. After a thorough discussion, all the budgets were approved and it was resolved that the budgeted allocations for the financial year 2022-23 be utilised within 31st March 2023. Resolved further that unlike the last financial year, all budgets for the forthcoming session 2023-24 be prepared and got sanctioned immediately so that the allocated funds could strictly be spent in due course within 1st April 2023 and 31st March 2024.


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- IX. Dr. Srikanta Malakar, Teachers' Representative in the Governing Body and Coordinator of the IQAC, informed the members that as part of the ongoing ERP implementation process, the college needed to create a short message service (SMS) Header for the purpose of sending bulk SMS to students, containing therein various notifications/intimations from the college. The members agreed to the proposal.

Resolved unanimously that the proposal of Dr. Srikanta Malakar, Coordinator of the IQAC for creating an SMS Header "SMVsms" that would be used for sending bulk SMS to students of the college regarding issue of various notifications/intimations, be approved. The Teacher-in-Charge be authorised to take necessary steps in this regard including purchase of SMS packages and creating/designing SMS templates, in consultation with the Finance Sub-committee, as and when required.

- X. The Teacher-in-Charge placed before the members a proposal of the Cultural Sub-committee for purchase of one harmonium and a pair of table for use in the cultural programmes of the college. The members resolved unanimously to approve the proposal and authorised the Finance Sub-committee to seek estimates for the same from the Cultural Sub-committee and then proceed for the purchase with the help of the Purchase Sub-committee.

The meeting ended with vote of thanks to the chair after discussing all the agenda presented on the table.


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6.2.2



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College e-Governance Report

The college has implemented comprehensive e-governance mechanisms covering a whole gamut of fields like maintaining a dynamic website, admission of students, fees collection, student database management, keeping accounts and generating financial reports, salary disbursement related issues, procurement, library management, and examinations. participation and accountability from all stakeholders. Most of the staff and students use smart phones to utilize the benefits of modern-day technologies available in the field of higher education.

The necessary budgetary allotments for implementation of various government schemes and digital awareness are provided by the college and proper utilization is ensured with utmost transparency.

Application of e-governance in different areas are mentioned below:

Administration

- The college has installed in 2022 an integrated MIS/ERP software.
- All notifications are published in college website.

Finance and Accounts

- Functions of the finance and accounts are precisely defined and are strictly followed with proper accounting practices making record of each financial transaction using Tally Prime.
- Salary fund for the teaching and non-teaching staff is received from the Government of West Bengal through its HRMS portal. All employee-related operations are carried out through this portal.
- Retirement related documents are submitted through e-pension portal.
- All RUSA related payments are made through the PFMS portal of the Govt. of India.
- All tenders are floated through the designated Govt. portal.

Student Admission and Support

- Admission of students into the college, registration with the Calcutta University and payment of semester wise fees are all through online software.
- Maintenance of students' database is done electronically.
- The College Library uses KOHA-integrated Library Management System (with


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RFID Technology). The Library is now providing e-journals and e-books to the students and the teachers under N-LIST programme and DELNET. The students can access e-resources through our Library WEB-OPAC.

Examination

- The College had created a dedicated examination portal to seamlessly conduct the undergraduate semester examinations of the University of Calcutta during the COVID - 19 pandemic. Currently, however, the Internal Assessment Examinations are conducted in offline mode and the marks are uploaded into the portal of the University of Calcutta. Some departments also create Google Forms with the help of which tutorial examinations are conducted. All examination related registrations are done online via Calcutta University portal and marks are also uploaded in the same portal. Registration and admit card issuing are fully automated.



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