

6.2.3 Implementation of e-governance in areas of operation

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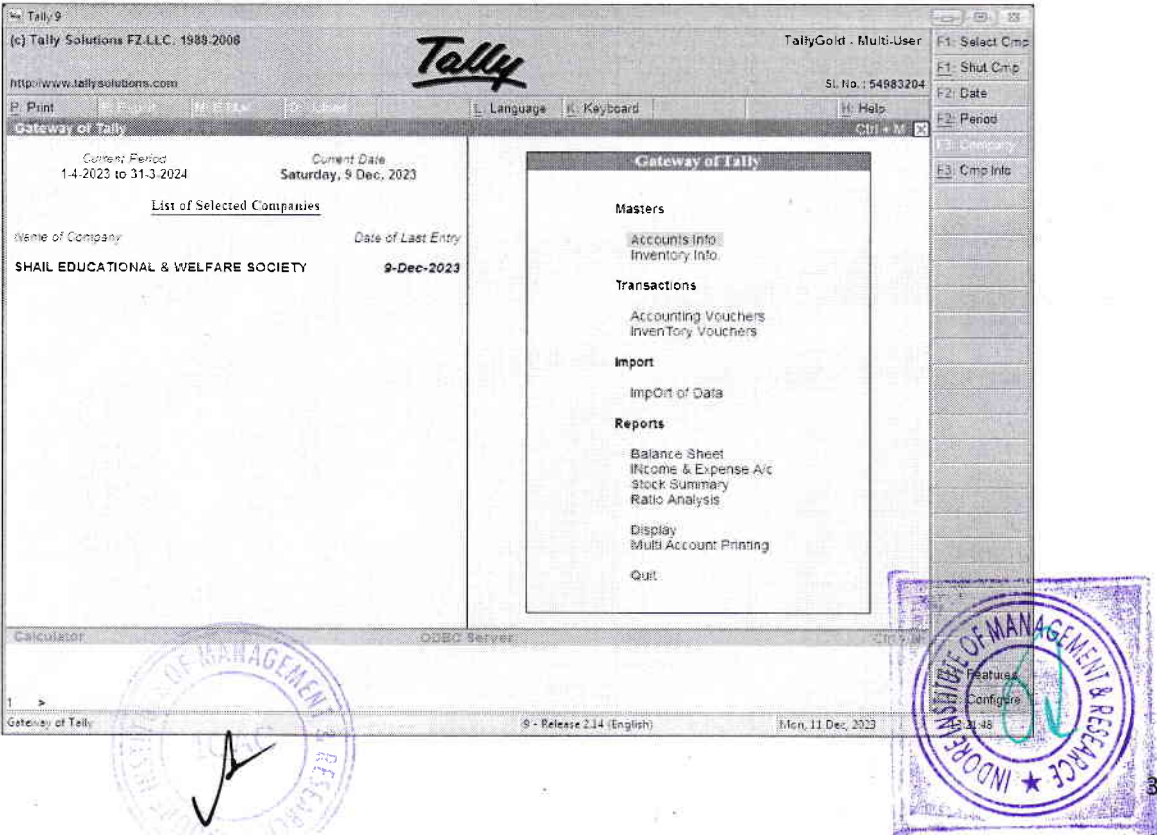
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1. ADMINISTRATION

1.1. Log-in Page:



1.2. Home Page:





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1.3. Purchase Window for Goods:

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 TallyGold - Multi-User
 Sl. No.: 54983204
 P: Print E: Export M: E-Mail O: Upload L: Language K: Keyboard H: Help
Accounting Voucher Creation SHAIL EDUCATIONAL & WELFARE SOCIETY
 Ctrl + M
 Purchase No. SEWS/23-24/657 Saturday 9-Dec-2023
 Ref. Cost Centre Class - J Not Applicable Effective Date 9-12-2023
 Party's A/c Name
 Current Balance
 Purchase Ledger
 VAT/Tax Class

Name of Item	Quantity		Rate per Dcs %	Amount
	Actual	Billed		
Narration				

Calculator QBCS Server
 Gateway of Tally -> Accounting Voucher: Creation 9 - Release 2.14 (English) Mon, 11 Dec, 2023 13:23:25

1.4. Stock Summary:

Tally 9
 (c) Tally Solutions FZ-LLC. 1988-2008
 http://www.tallysolutions.com
 TallyGold - Multi-User
 Sl. No.: 54983204
 P: Print E: Export M: E-Mail O: Upload L: Language K: Keyboard H: Help
Stock Summary SHAIL EDUCATIONAL & WELFARE SOCIETY
 Ctrl + M
 Godown: SEWS Stationery (A)
 SHAIL EDUCATIONAL & WELFARE SOCIETY
 1-Apr-2023 to 9-Dec-2023
 Closing Balance
 Quantity Rate Value

Particulars	Quantity	Rate	Value
* ... 6 more			
Exender Grip 19mm	238 Pcs	1.11	264.18
Binder Clic 25mm	134 Pcs	2.35	314.71
Binder Clic 51 mm	2 Nos	7.13	14.26
Calculator (Casio)	4 Pcs	352.63	1,410.13
Carbon Paper	107 Pcs	1.75	187.33
Cd Mailer	8 Nos	6.00	48.00
Cello Tape 1'	253 Pcs	12.00	3,036.61
Cello Tape 2'	65 Pcs	26.86	1,747.28
Cello Tape 2' (Brown)	49 Pcs	24.97	1,223.61
Chair Colour (Kores)	27 Pkt	61.91	1,671.60
Chalk White	42 Pkt	51.66	2,169.51
Colour 3D Outliner	14 Pkt	107.74	1,508.34
Confrence Pad (Spiral Type)	33 Nos	16.73	552.21
Confrence Pad	108 Pcs	5.00	540.00
Copy Drawing	120 Nos	49.00	5,880.00
Copy Extra Large	191 Nos	25.04	4,832.48
Copy (Graph Copy)	60 Nos	6.00	490.00
Copy Medium	1 Nos	23.92	23.92
Copy (Test Copy)	121 Nos	6.07	735.27
Grand Total			8,26,900.46

Calculator QBCS Server
 Gateway of Tally -> Display Menu: Elements of Inventory -> Stock Summary -> Stock 9 - Release 2.14 (English) Mon, 11 Dec, 2023 13:25:00





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1.5. Issue the Goods:

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 http://www.tallysolutions.com
 TallyGold - Multi-User
 St. No. : 54983204
 P: Print E: Export M: E-Mail O: Upload L: Language K: Keyboard H: Help
Inventory Voucher Creation SHAIL EDUCATIONAL & WELFARE SOCIETY
 Ctrl + M
 Issue (97) No. SEWS/23-24/0565
 9-Dec-2023
 Ref: [Redacted] Saturday

Transfer of Materials

Source (Consumption)					Destination (Production)				
Name of Item	Godown	Quantity	Rate	Amount	Name of Item	Godown	Quantity	Rate	Amount

Narration
 Calculator ODBC Server
 1 >
 Gateway of Tally --> Inventory Voucher Creation
 9 - Release 2.14 (English) Mon, 11 Dec, 2023 13:26:05

1.6. House Keeping

Tally 9
 (c) Tally Solutions FZ-LLC, 1988-2008
 http://www.tallysolutions.com
 TallyGold - Multi-User
 St. No. : 54983204
 P: Print E: Export M: E-Mail O: Upload L: Language K: Keyboard H: Help
Inventory Voucher Creation SHAIL EDUCATIONAL & WELFARE SOCIETY
 Ctrl + M
 Issue (House Keeping) No. SEWS/23-24/11
 9-Dec-2023
 Ref: [Redacted] Saturday

Transfer of Materials

Source (Consumption)					Destination (Production)				
Name of Item	Godown	Quantity	Rate	Amount	Name of Item	Godown	Quantity	Rate	Amount

Narration
 Calculator ODBC Server
 1 >
 Gateway of Tally --> Inventory Voucher Creation
 9 - Release 2.14 (English) Mon, 11 Dec, 2023 13:27:12





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1.7. Civil Maintenance

Tally 9
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 TallyGold - Multi-User
 Sl. No. : 54983294

Print Export E-Mail Upload Language Keyboard Help
Inventory Voucher Creation SHAIL EDUCATIONAL & WELFARE SOCIETY Ctrl + M
Issue (Civil Maint) No. SEWS/23-24/0112 9-Dec-2023 Saturday
 Ref: [Redacted]

Transfer of Materials

Source (Consumption)					Destination (Production)				
Name of Item	Godown	Quantity	Rate	Amount	Name of Item	Godown	Quantity	Rate	Amount

Narration:
 Calculator CDRS Server Ctrl + W

1 >

Gateway of Tally --> Inventory Voucher Creation 9 - Release 2.14 (English) Mon, 11 Dec, 2023 13:23:45

1.8. Electricals

Tally 9
 (c) Tally Solutions FZ-LLC, 1988-2008
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 TallyGold - Multi-User
 Sl. No. : 54983294

Print Export E-Mail Upload Language Keyboard Help
Inventory Voucher Creation SHAIL EDUCATIONAL & WELFARE SOCIETY Ctrl + M
Issue (Electricals) No. SEWS/22-23/138 9-Dec-2023 Saturday
 Ref: [Redacted]

Transfer of Materials

Source (Consumption)					Destination (Production)				
Name of Item	Godown	Quantity	Rate	Amount	Name of Item	Godown	Quantity	Rate	Amount

Narration:
 Calculator CDRS Server Ctrl + W

1 >

Gateway of Tally --> Inventory Voucher Creation 9 - Release 2.14 (English) Mon, 11 Dec, 2023 13:23:36





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1.9. Canteen

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 P: Print E: Export M: E-Mail U: Upload L: Language K: Keyboard H: Help
Inventory Voucher Creation SHAIL EDUCATIONAL & WELFARE SOCIETY Ctrl + M
 Issue (Canteen Materials) No. SEWS/20-21/1 9-Dec-2023 Saturday
 Ref. [Redacted]
Transfer of Materials

Source (Consumption)					Destination (Production)				
Name of Item	Godown	Quantity	Rate	Amount	Name of Item	Godown	Quantity	Rate	Amount

Narration: Calculator QDBC Server Ctrl + S
 1 >
 Gateway of Tally --> Inventory Voucher Creation 9 - Release 2.14 (English) Mon, 11 Dec, 2023 13:31:06

1.10. Uniform:

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 P: Print E: Export M: E-Mail U: Upload L: Language K: Keyboard H: Help
Inventory Voucher Creation SHAIL EDUCATIONAL & WELFARE SOCIETY Ctrl + M
 Issue (Uniform) No. SEWS/23-24/0001 9-Dec-2023 Saturday
 Ref. [Redacted]
Transfer of Materials

Source (Consumption)					Destination (Production)				
Name of Item	Godown	Quantity	Rate	Amount	Name of Item	Godown	Quantity	Rate	Amount

Narration: Calculator QDBC Server Ctrl + S
 1 >
 Gateway of Tally --> Inventory Voucher Creation 9 - Release 2.14 (English) Mon, 11 Dec, 2023 13:32:00





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Stock Summary SHAIL EDUCATIONAL & WELFARE SOCIETY - (From 1-Apr-2019) - (To 1-Apr-2021)

Godown - SEW'S Furniture Fixtures (J)
 SHAIL EDUCATIONAL & WELFARE SOCIETY - (From 1-Apr-2019) - (From 1-Apr-2019)
 1-Apr-2021 to 22-Sep-2021

Particulars	Closing Balance		
	Quantity	Rate	Value
Modular Seating System	27 Nos.	5,947.19	1,60,574.13
Rack 18"x33"x71"	7 Nos.	4,484.00	31,388.00
Racks	4 Nos.	18,290.00	73,160.00
Wooden	18 Nos.	160.00	2,880.00
Grand Total			2,70,008.53

Calculator ODBC Server

Gateway of Tally --> Display Menu --> Statements of Inventory --> Godown Summary --> Stock Summary 9 - Release 2.14 (English) Thu, 23 Sep, 2021 13:04:33

1.13. Construction

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 SI. No. : 54983204

Print Export E-Mail Upload Language Keyboard Help

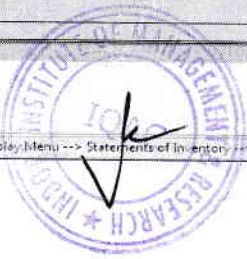
Stock Summary SHAIL EDUCATIONAL & WELFARE SOCIETY

Godown - SEW'S Construction Material at Site (K)
 SHAIL EDUCATIONAL & WELFARE SOCIETY
 1-Apr-2023 to 9-Dec-2023

Particulars	Closing Balance		
	Quantity	Rate	Value
M.S. Ankle	180.750 Kgs.	66.17	11,999.92
M.S. Pipe	3,129.450 Kgs.	83.05	2,59,886.54
Tiles			2,54,576.09
Wooden Ply	5 Nos.	900.00	4,500.00
Cement	58 Bags	369.82	21,449.42
False Ceiling	224 Nos	250.00	56,000.00
FRP Sheets 4mm White	22 Nos	1,860.04	41,520.88
Gitti Trolley	1 Trally	1,400.00	1,400.00
M.S. Foundation Plate	240.000 Kgs	94.40	22,656.00
M.S. Patti 35x5mm	50.000 Kgs	63.00	3,150.00
M.S. Patti 50x5	48.300 Kgs	63.00	3,045.90
Sand (Reti)	1 Truck	7,933.33	7,933.33
Sand (Reti) Qmtr	5.000 Mtrs	2,611.81	13,059.03
Wooden Chiran CR	15.63 CFT	862.58	13,482.13
Wooden Chiran Fit	484.00 Ft	6.30	3,048.04
Grand Total			7,17,787.33

Calculator ODBC Server

Gateway of Tally --> Display Menu --> Statements of Inventory --> Godown Summary --> Stock 9 - Release 2.14 (English) Mon, 11 Sep, 2023 13:04:01





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Stock Summary SHAIL EDUCATIONAL & WELFARE SOCIETY

Godown: SELVS Electric (L) SHAIL EDUCATIONAL & WELFARE SOCIETY
 1-Apr-2023 to 9-Dec-2023
 Closing Balance

Particulars	Quantity	Rate	Value
HVC Flexible Cables Etc	23 Coil	1,759.84	40,470.28
A.C. 1.5 Ton Inverter Air Conditioner	1 Nos	44,499.00	44,499.00
A.C. 1.5 TR Blue Star Split A.C. 3 HVR 181	2 Nos	43,500.00	87,000.00
A.C. 1.8 Ton Inverter Air Conditioner	19 Nos	57,866.42	10,99,552.00
Allen Keys	2 Set	292.05	584.10
Alu. Armourd Cable 4 Core, 10 Sqmm	500 Mtr	103.84	51,920.00
Alu. Lugs 10Sq. mm Ring Type	70 Nos	3.07	214.90
Alu. Lugs 16Sq. mm Ring Type	130 Nos	3.22	418.00
Alu. Lugs 240sq. mm	8 Nos		
Alu. Lugs 25Sq. mm Pin Type	20 Nos	28.71	574.14
Alu. Lugs 25Sq. mm Ring Type	15 Nos	6.05	90.72
Alu. Lugs 300Sq. mm	130 Nos	4.18	543.00
Alu. Lugs 35Sq. mm Pin Type	24 Nos		
Alu. Lugs 35Sq. mm Ring Type	25 Nos	8.81	220.25
Alu. Lugs 50Sq. mm Ring Type	25 Nos	6.00	150.00
Alu. Lugs 70Sq. mm Pin Type	25 Nos	6.50	162.50
Alu. Lugs 70Sq. mm Ring Type	23 Nos		
Angle Holder 39527	16 Nos	9.50	151.00
	3 Nos	31.00	93.00
Grand Total			202 more 9,22,432.31

Calculator ODBC Server

Gateway of Tally --> Display Menu --> Statements of Inventory --> Godown Summary --> Stock 9 - Release 2.14 (English) Mon, 11 Dec, 2023 13:44:29

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Stock Summary SHAIL EDUCATIONAL & WELFARE SOCIETY

Godown: SELVS Garden (O) SHAIL EDUCATIONAL & WELFARE SOCIETY
 1-Apr-2023 to 9-Dec-2023
 Closing Balance

Particulars	Quantity	Rate	Value
Agri 62	7 Nos	148.07	1,028.67
Agriculture Medicine	23 Nos	228.37	5,252.60
Barazide Insecticide Medicine	5 Nos	1,040.00	5,200.00
Bio Chemicals	58 Pkt	390.17	22,530.00
Bio Fertilizer	136 000 Kgs	125.24	17,032.42
Brigade	1 Nos	230.00	230.00
Chana Churi	2 Bags	1,425.00	2,850.00
Chipro	1 000 Ltr.	150.00	150.00
Clamore	1 Bottle	650.00	650.00
Coco Peat	2 Nos	250.00	500.00
Delesta (Agriculture Medicine)	1 Nos	750.00	750.00
Falidal Powder	10 000 Kgs	55.00	550.00
Grass Cutting M/c	2 Nos	39,300.00	79,800.00
Green Grass Pad	17 Nos	154.55	2,627.27
Hedge Cutter	1 Nos	750.00	750.00
Kapasya Khail	7 Bags	2,314.29	16,200.00
Khad	39 Bags	345.42	13,471.32
Khad Kgs	45 000 Kgs	60.00	2,700.00
Khurpi	2 Nos	65.00	130.00
Grand Total			16 more 3,78,045.42

Calculator ODBC Server

Gateway of Tally --> Display Menu --> Statements of Inventory --> Godown Summary --> Stock 9 - Release 2.14 (English) Mon, 11 Dec, 2023 13:45:00





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Stock Summary SHAIL EDUCATIONAL & WELFARE SOCIETY

Particulars	Godown : SEW'S Hardware (H) SHAIL EDUCATIONAL & WELFARE SOCIETY 1-Apr-2023 to 9-Dec-2023		
	Quantity	Rate	Value
Acrylic Sheet	83 Nos	457.25	38,000.00
Allen Key	2 Nos	107.00	214.00
Axe Hand Tool	3 Nos	279.00	837.00
Axe Pick Handle Tool	1 Nos	170.00	170.00
Button(S S) for Mirror	10 Nos	16.32	163.18
Cutter (End Mill Cutter)	1 Nos	823.50	823.50
Cutting Wheel	77 Nos	21.16	1,629.37
Cutting Wheel 14	6 Nos	127.25	763.49
Distan 5"	1 Nos	224.20	224.20
Door	3 Nos	1,490.00	4,470.00
Door Closer	1 Nos	877.53	877.53
Door Handle 12"	4 Nos	220.00	880.00
Door Stopper Alu./Sil	99 Pcs	55.00	5,445.00
Drill Bit	10 Nos	31.59	315.91
Drill Bit 10mm	4 Nos	82.65	330.60
Drill Bit 4.5mm	2 Nos	50.00	100.00
Drill Bit 5.8mm	1 Pcs	100.28	100.28
Drill Bit 6mm	11 Nos	58.24	640.67
Feicol	20 000 Kgs	369.76	7,395.18
Grand Total			78 more ... 3,50,464.40

Calculator ODBC Server

Gateway of Tally --> Display Menu --> Statements of Inventory --> Godown Summary --> Stock 9 - Release 2.14 (English) Mon, 11 Dec, 2023 13:45:37

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Stock Summary SHAIL EDUCATIONAL & WELFARE SOCIETY

Particulars	Godown : SEW'S Sanitary & Furnishing (H) SHAIL EDUCATIONAL & WELFARE SOCIETY 1-Apr-2023 to 9-Dec-2023		
	Quantity	Rate	Value
Paint Item			1,00,053.48
PVC Kasta Item			19,107.04
Aracite	2 060 Kgs	951.82	1,969.30
Ball Valve 1"	7 Nos	161.27	1,128.87
Bolt 2"	27 Nos	4.65	125.62
Bracket	22 Pair	131.60	2,895.27
Carpet	1,325.00 Sq Ft	76.70	1,01,704.20
Chair Shoss	4 608 Nos	1.36	6,245.55
Chisel	9 Nos	416.65	3,749.89
Clamp	17 Nos	264.26	4,522.32
Cock Filler	5 Nos	129.80	649.00
CP Flange	2 Nos	1,362.00	2,764.00
Cutter (Glass Cutter)	4 Pcs	20.00	80.00
Cutter Platta 5" (Wooden)	2 Nos	141.00	283.20
Door Mat	1 Nos	352.80	352.80
Flex Quick	1,072.00 Sq Ft	45.00	48,276.00
FLOOR TRIP 6x6	4 Nos	58.80	235.24
Four in One(Wooden Flooring)	2 Nos		
	1 Nos	815.05	815.05
Grand Total			77 more ... 8,30,733.96

Calculator ODBC Server

Gateway of Tally --> Display Menu --> Statements of Inventory --> Godown Summary --> Stock 9 - Release 2.14 (English) Mon, 11 Dec, 2023 14:01:45





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1.14. General

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 P: Print E: Export M: E-Mail O: Upload L: Language H: Help
 Stock Summary SHAIL EDUCATIONAL & WELFARE SOCIETY
 Ctrl + M

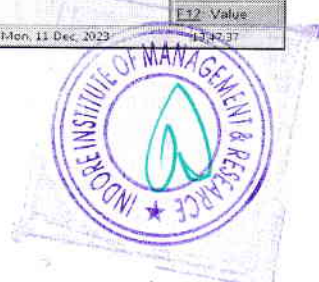
Particulars	Godown: SELV'S House Keeping (B) SHAIL EDUCATIONAL & WELFARE SOCIETY 1-Apr-2023 to 9-Dec-2023		
	Quantity	Rate	Value
Acid	5 000 Ltr	14.16	70.80
Air Freshner Cubes	23 Nos	24.68	572.26
Blossom	2 Pkt	92.32	184.64
Broom Hard	10 Nos	27.17	271.73
Broom Khjur	37 Nos	19.46	720.12
Broom (Parking)	4 Nos	144.90	579.60
Broom Plastic	5 Nos	74.99	374.95
Chock Pumps	20 Nos	120.00	2400.00
Colins	11 Nos	63.65	700.15
Dettol Liquid	5 Bottle	76.70	383.50
Dry Mop Refill	5 Nos	70.33	351.65
Dry Mop Set	10 Nos	168.80	1688.00
Dustbin 50 Ltr	3 Set	396.46	1189.44
Quating Cloth Yellow (Big)	50 Nos	1711.00	85550.00
Dust Pan (Sopni)	9 Nos	22.00	198.00
Floor Cleaner	13 Nos	35.40	460.20
Floor Duster	5 600 Ltr	87.48	489.96
Glass Cleaner	30 Nos	18.86	565.78
	7 000 Ltr	78.13	546.88
Grand Total			2,19,112.02

Gateway of Tally --> Display Menu --> Statements of Inventory --> Godown Summary --> Stock 9 - Release 2.14 (English) | Mon, 11 Dec, 2023 | 13:45:57

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 P: Print E: Export M: E-Mail O: Upload L: Language H: Help
 Stock Summary SHAIL EDUCATIONAL & WELFARE SOCIETY
 Ctrl + M

Particulars	Godown: SELV'S OTHER (C) SHAIL EDUCATIONAL & WELFARE SOCIETY 1-Apr-2023 to 9-Dec-2023		
	Quantity	Rate	Value
Chemicals			1,14,446.51
Glass Ware			7,914.25
Utensils			70,167.56
Abdominal Belt	1 Nos	182.00	189.00
Aciloc Tab	20 Pcs	1.12	22.43
Agarbatti	5 Pkt	34.50	172.50
Almond Oil	3 Bottle	219.00	657.00
Aspirin (Contractive Pills) Tablet	28 Nos	0.71	20.00
Bag (55cm Wheeled Duffle Bag)	11 Pcs	950.00	10,450.00
Bags	10 Nos	70.80	708.00
Baloon (Gas Baloon)	99 Nos	117.63	11,645.00
Banield	533 Nos	2.06	1,097.58
Biscuit	10 Nos	117.63	1,176.30
Biscuit	1,094 Pkt	4.57	5,041.48
Blood Group Kit	2 Nos	1,063.71	2,127.42
Book Supporter	3 Nos	106.65	319.95
Brufen	300 Nos	0.97	292.05
Bucket Garbage	21 Nos	199.00	4,179.00
Bumol	4 Nos	73.57	294.29
Grand Total			40,60,487.60

Gateway of Tally --> Display Menu --> Statements of Inventory --> Godown Summary --> Stock 9 - Release 2.14 (English) | Mon, 11 Dec, 2023 | 13:42:37





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SI. No. : 54983204

Stock Summary SHAIL EDUCATIONAL & WELFARE SOCIETY

Godown : SEW'S Sports (D)
SHAIL EDUCATIONAL & WELFARE SOCIETY
1-Apr-2023 to 9-Dec-2023

Particulars	Closing Balance		
	Quantity	Rate	Value
AMPLER	1 Nos.	30.00	30.00
Ball (Basket Ball)	6 Nos.	777.28	4,663.68
Ball Cricket	60 Nos.	76.40	4,704.00
BALL CRICKET LETHER	10 Nos.	812.00	8,120.00
Ball (Fickleball)	15 Nos.	224.00	3,360.00
BALL T.T.	100 Nos.	34.72	3,472.00
Bat Cricket	5 Nos.	359.52	1,797.60
BAT T.T.	14 Nos.	728.00	10,192.00
CARROM BOARD	2 Nos.	931.84	1,863.68
CARROM MAN	10 Nos.	50.40	504.00
Foot Ball	5 Nos.	317.28	1,586.40
Gloves (Batting)	4 Pair	585.76	2,343.04
Gloves (Wicket Keeping)	3 Nos.	1,312.36	3,938.08
Grip	69 Pcs.	66.66	6,131.25
Inner Gloves Cricket	7 Nos.	177.60	1,243.20
KHEECAP	1 Nos.	84.00	84.00
Matting	1 Pcs.	1,100.00	1,100.00
Mementos	2 Nos.	352.00	708.00
Net (Basketball)	4 Pair	76.40	313.60
Grand Total			1,15,351.14

Gateway of Tally --> Display: Menu --> Statements of Inventory --> Godown Summary --> Stock-9 - Release 2.14 (English) | Mon, 11 Dec, 2023 | 13:48:11

Tally 9
(c) Tally Solutions FZ-LLC, 1988-2008
http://www.tallysolutions.com
TallyGold - Multi-User
SI. No. : 54983204

Stock Summary SHAIL EDUCATIONAL & WELFARE SOCIETY

Godown : SEW'S Stationery (A)
SHAIL EDUCATIONAL & WELFARE SOCIETY
1-Apr-2023 to 9-Dec-2023

Particulars	Closing Balance		
	Quantity	Rate	Value
Envelope			9,437.78
Other Then Rate Contract			1,38,875.25
Register			62,105.89
Answer Sheet (Assignment Copy)	9,223 Nos.	2.65	24,451.60
Answer Sheet (IP)	2,357 Pcs.	2.84	6,690.56
Answer Sheet (IST)	90,512 Pcs.	2.14	1,93,749.95
Binder Clip 19mm	238 Pcs.	7.77	2,358.11
Binder Clip 25mm	134 Pcs.	2.35	314.71
Binder Clip 51 mm	2 Nos.	7.13	14.26
Calculator (Casio)	4 Pcs.	352.53	1,410.13
Carbon Paper	107 Pcs.	1.75	187.33
Cd Mailer	8 Nos.	6.00	48.00
Cello Tape 1	253 Pcs.	12.00	3,036.51
Cello Tape 2	35 Pcs.	26.86	1,477.26
Cello Tape 2' (Brown)	49 Pcs.	24.97	1,223.51
Chalk Colour (Kores)	27 Pkt.	61.91	1,671.80
Chalk White	42 Pkt.	51.66	2,169.51
Colour 3D Outliner	14 Pkt.	107.74	1,508.34
Confrence Pad (Spiral Type)	33 Nos.	66.73	552.21
Grand Total			8,22,508.41

Gateway of Tally --> Display: Menu --> Statements of Inventory --> Godown Summary --> Stock 9 - Release 2.14 (English) | Mon, 11 Dec, 2023 | 13:48:17





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Tally 9
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 TallyGold - Multi-User
 Sl. No.: 55752340

Stock Summary SHAIL EDUCATIONAL & WELFARE SOCIETY

Godown - SEWS
 Stationery Printing (E)
 SHAIL EDUCATIONAL & WELFARE SOCIETY
 1-Apr-2023 to 9-Dec-2023

Particulars	Closing Balance		
	Quantity	Rate	Value
Accession Register (Library)	1 Nos	247.34	247.34
Book IIMR	54 Nos	899.65	48,501.36
Book IIST	721 Book	512.15	3,69,258.41
Bus Card	1,300 Nos	3.16	4,106.00
Certificate	3,199 Nos	9.11	29,131.82
CLC(Collage Leaving Certificate)	500 Nos	3.48	1,738.16
Envelop RGPV Examination (11x5)	250 Pcs	1.00	250.00
Gate Pass Book (Hostel)	250 Pcs	1.00	250.00
Gate Pass Book (Staff)	1 Nos	56.84	56.84
Gate Pass Book (Students)	36 Book	59.00	2,124.00
Identity Card	26 Pad	59.00	1,534.00
Invitation Card	1,234 Nos	14.50	17,774.71
In Ward Register (SEWS)	700 Nos	7.08	4,956.00
Lesson Plan Register	3 Book	80.00	240.00
Letter Head A-4 (IICA)	2 Nos	9.81	19.62
Letter Head A-4(IIMR)	7 Book	225.47	1,578.29
Letter Head A-4 IIP	6,002 Nos	1.55	9,284.01
Letter Head A-4 IIST-2	3 Pad	171.10	513.30
	1 Book	106.20	106.20
Grand Total		8 more	5,21,670.76

Gateway of Tally --> Display Menu --> Statements of Inventory --> Godown Summary --> Stock B - Release 2.14 (English) Mon, 11 Dec, 2023 14:10:18

Tally 9
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 http://www.tallysolutions.com
 TallyGold - Multi-User
 Sl. No.: 54983204

Stock Summary SHAIL EDUCATIONAL & WELFARE SOCIETY

Godown - SEWS
 Transport (F)
 SHAIL EDUCATIONAL & WELFARE SOCIETY
 1-Apr-2023 to 9-Dec-2023

Particulars	Closing Balance		
	Quantity	Rate	Value
Filter(Vehicla)	2 Nos	1,209.00	2,412.00
Flap Tube Supporter Tyre	8 Nos	300.00	2,400.00
Anabond	11 Nos	1,254.55	13,800.00
Axulator Cable	1 Nos	134.40	134.40
Ball Bearing 6303	7 Nos	339.71	2,377.94
Ball Joint IA211399	2 Nos	544.50	1,089.00
Battery Cable IE301526	10 Nos	264.66	4,763.80
Battery Terminal	5 Nos	5,584.50	27,922.50
Bearing	12 Nos	62.69	752.33
Bell Switch	15 Nos	601.96	9,029.40
Belt 039	10 Nos	43.13	431.29
Belt 1165	1 Nos	247.80	247.80
Belt Altinator ME900712	1 Nos	316.60	316.60
Belt Compressor ID206596	4 Nos	423.00	1,692.00
Belt Compressor ID307676	4 Nos	401.50	1,606.00
Belt Steering ID209029	1 Nos	423.00	423.00
Belt TW 925	3 Nos	423.00	1,269.00
Benjo Bolt No- 17	1 Nos	260.00	260.00
	10 Nos	49.50	495.00
Grand Total		141 more	6,69,249.62

Gateway of Tally --> Display Menu --> Statements of Inventory --> Godown Summary --> Stock B - Release 2.14 (English) Mon, 11 Dec, 2023 13:59:41





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 TallyGold - Multi-User
 SI No. 1 54983204

Print Export E-Mail Upload Language Messages Help

Stock Summary SHAIL EDUCATIONAL & WELFARE SOCIETY

Particulars

Particulars	Closing Balance		
	Quantity	Rate	Value
Shirt's IIP	15 Pcs	317.33	4,760.00
Shirt's IIST	283 Pcs	228.64	64,705.63
Shirt's MCA	15 Nos.	237.67	3,565.00
Trouser IIP	166 Pcs	237.50	39,425.00
Trouser IIST	1,138 Pcs	261.17	3,20,248.26
T-Shirt	1,695 Pcs	223.86	3,79,436.51
Girls Uniform (Kurta Cloth)	247 Pcs	237.50	58,663.70
Girls Uniform(Salwar Cloth)	172 Pcs	163.50	28,126.81
Logo IICA	182 Nos	10.00	1,820.00
Logo IMR	296 Nos	15.75	4,662.00
Logo IIST	251 Pcs	15.75	3,963.26
Logo IIST(MBA)	1,316 Nos	15.71	20,672.43
Safety Accessories	45 Nos	10.00	450.00
Shirt for Measurement 9*2	7 Set	5,942.16	41,595.12
Trouser for Measurement 10*2	6 Pcs	217.00	1,266.00
	2 Pcs	195.00	390.00
Grand Total			9,73,644.71

Calculator QDBO Server

Gateway of Tally --> Display: Menu --> Statements of Inventory --> Godown Summary --> Stock @ - Release 2.14 (English) Mon, 11 Dec, 2023 13:50:32

1.15. Library Login

Onboard Libraries: 778
 Distinct Book Titles: 5612101
 Accessioning Records: 11962766
 Issued Return Tickets: 7556114

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 LIBMAN - A LIBRARY MANAGEMENT SYSTEM

Sign In
 Username: []
 Password: []
 Login

MasterSoft





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Dashboard



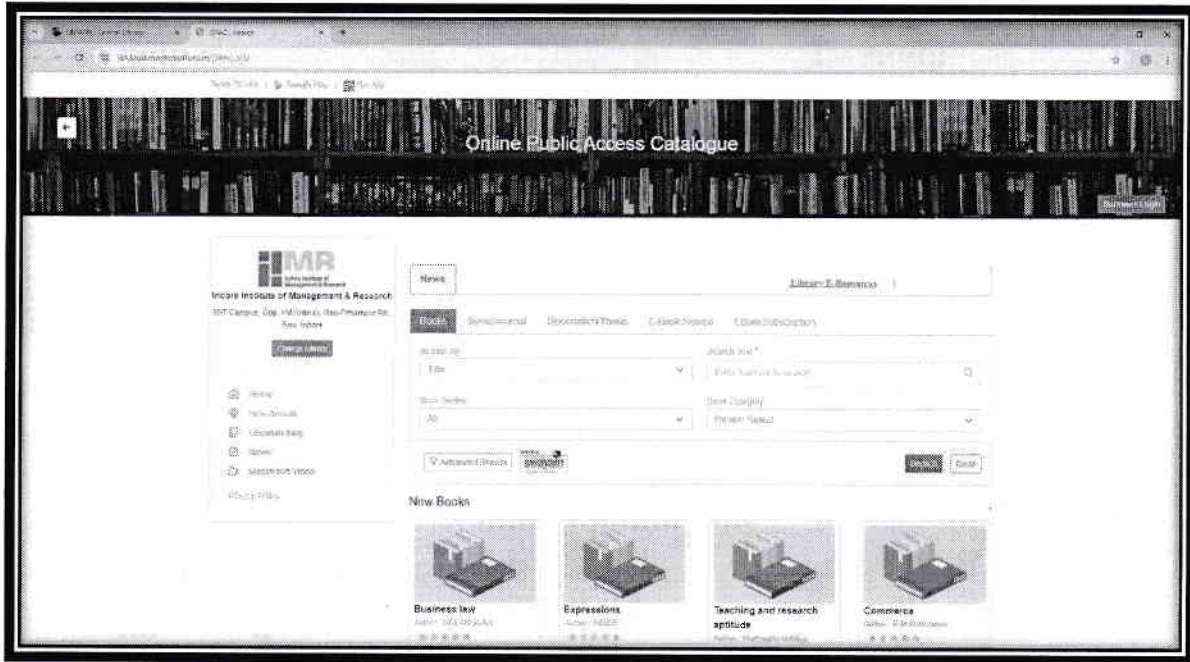
Library Analytics



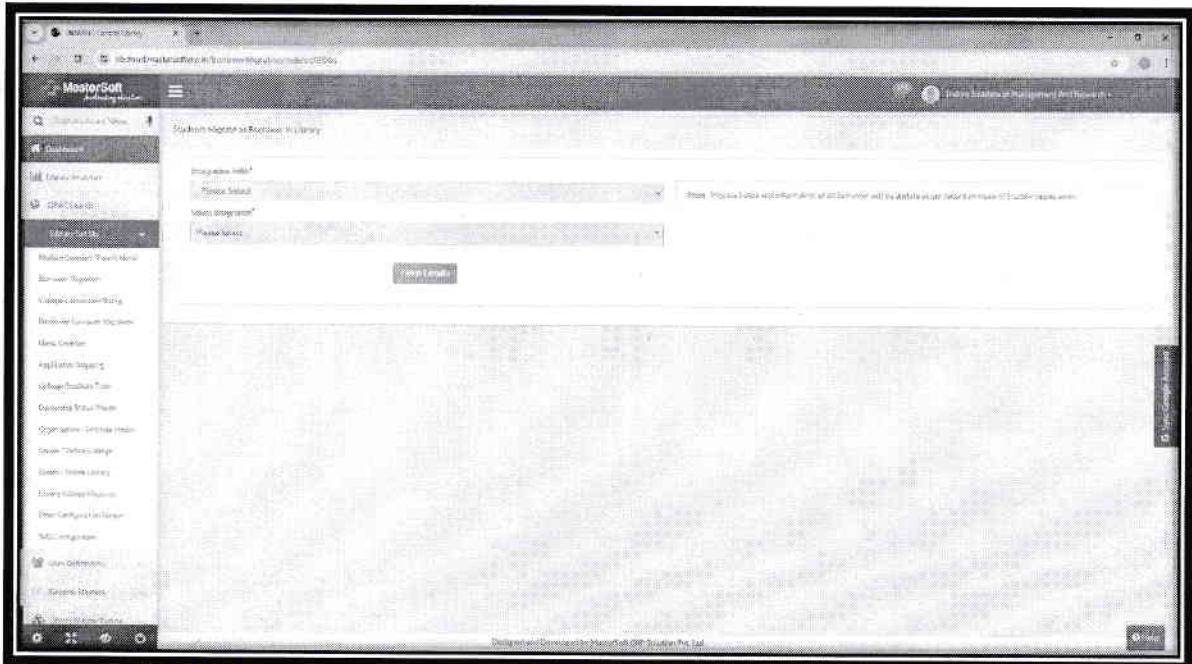


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OPCA Search



Library Setup





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User Definition

The screenshot shows the 'User Definition' form in the MasterSoft application. The form is divided into several sections for data entry:

- Organization Name:** Includes fields for 'Please Select', 'Please Select', and 'Please Select'.
- Group:** Includes 'Group' (IND), 'Please Select', and 'Please Select'.
- Designation:** Includes 'Designation' (English/Dev/BI) and 'Please Select'.
- Address:** Includes 'Address' (1234567890).
- Security:** Includes 'Security' (2), 'Please Select', and 'Please Select'.
- Personal:** Includes 'Personal' (Please Select), 'Please Select', and 'Please Select'.
- Network:** Includes 'Network' (Please Select) and 'Please Select'.
- System:** Includes 'System' (Please Select) and 'Please Select'.

Buttons for 'Save', 'Cancel', and 'Print' are visible at the bottom of the form.

General Master

The screenshot shows the 'General Master' form in the MasterSoft application. It includes a form for data entry and a table for data listing.

Form Fields:

- Category Code:** Please Select
- Category Name:** Please Select
- Category Description:** Please Select
- Status:** Active

Table:

Category Short Name	Category Long Name	Status	Action
Pro Code	Pro Code	Active	
Contest	Contest	Active	
Lab	Lab	Active	
Work	Work	Active	
IT	IT	Active	
IT	IT	Active	
IT	IT	Active	

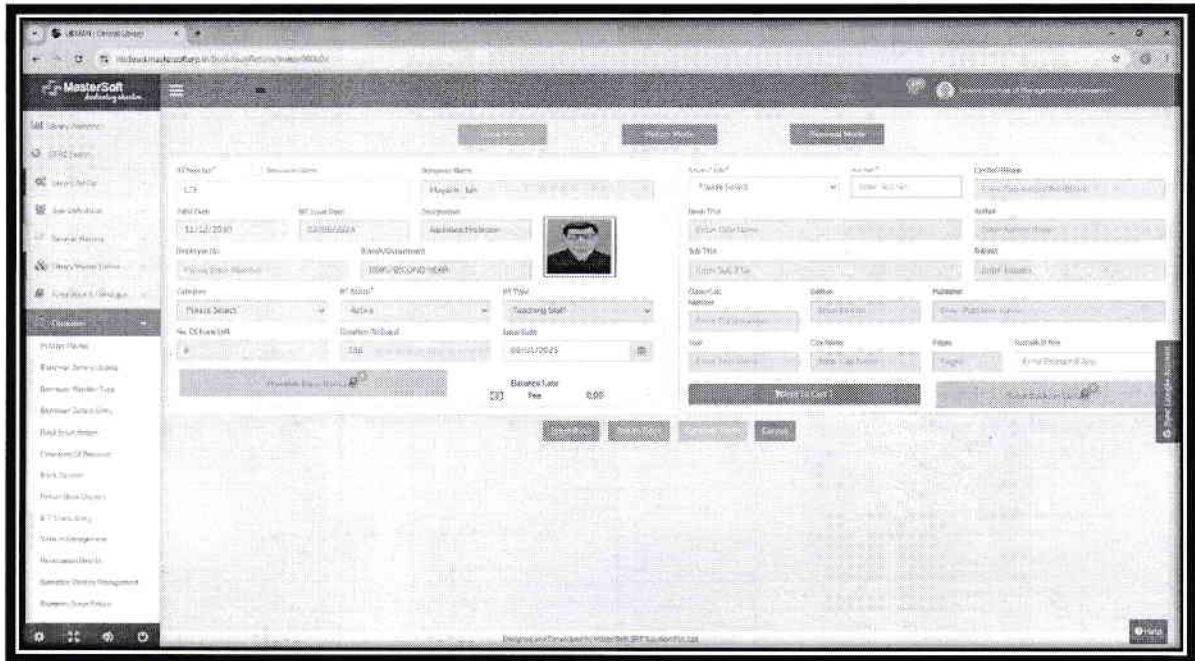
Buttons for 'Save', 'Cancel', and 'Print' are visible at the bottom of the form.



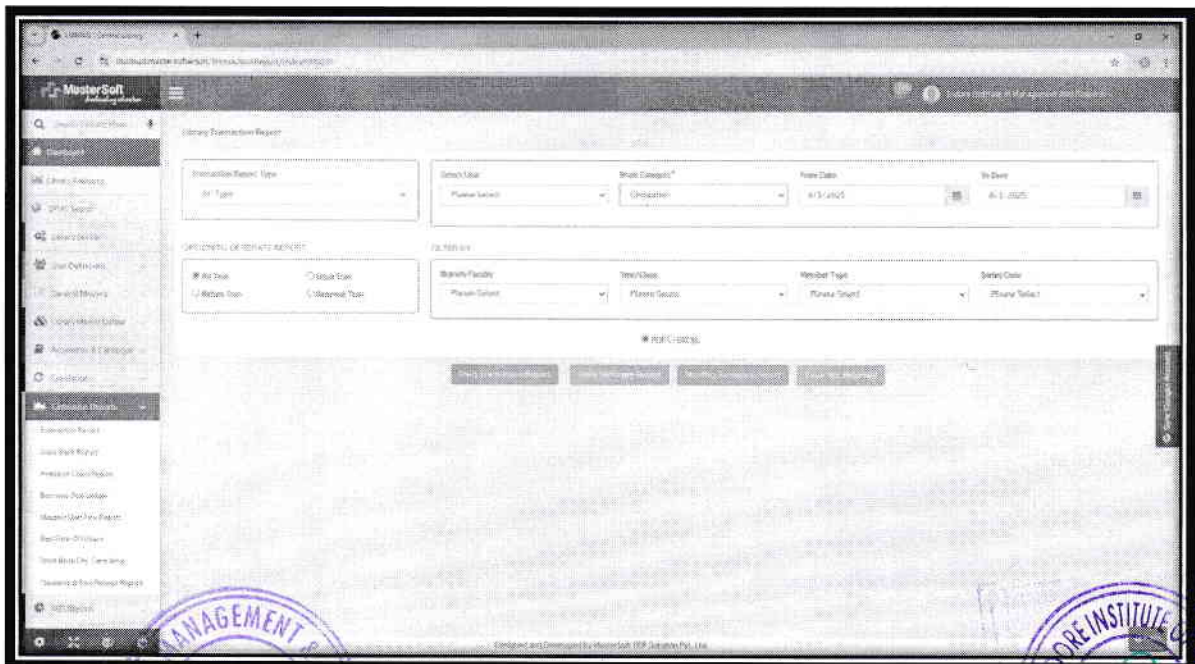


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Circulation – Issue & Return



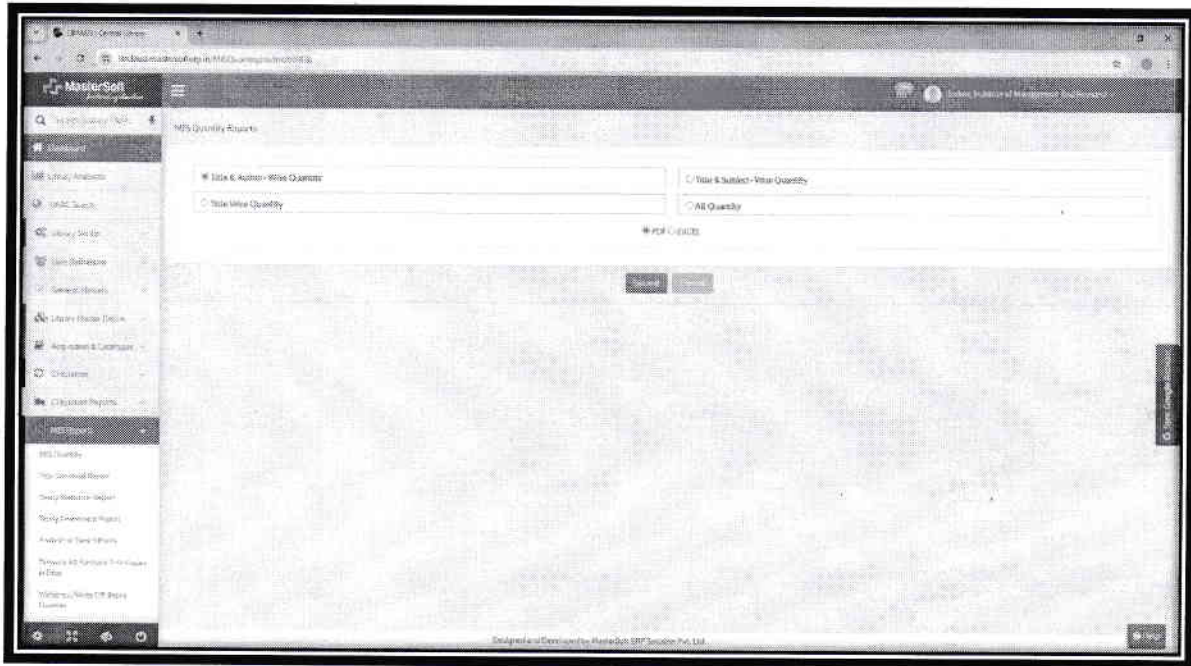
Circulation Report



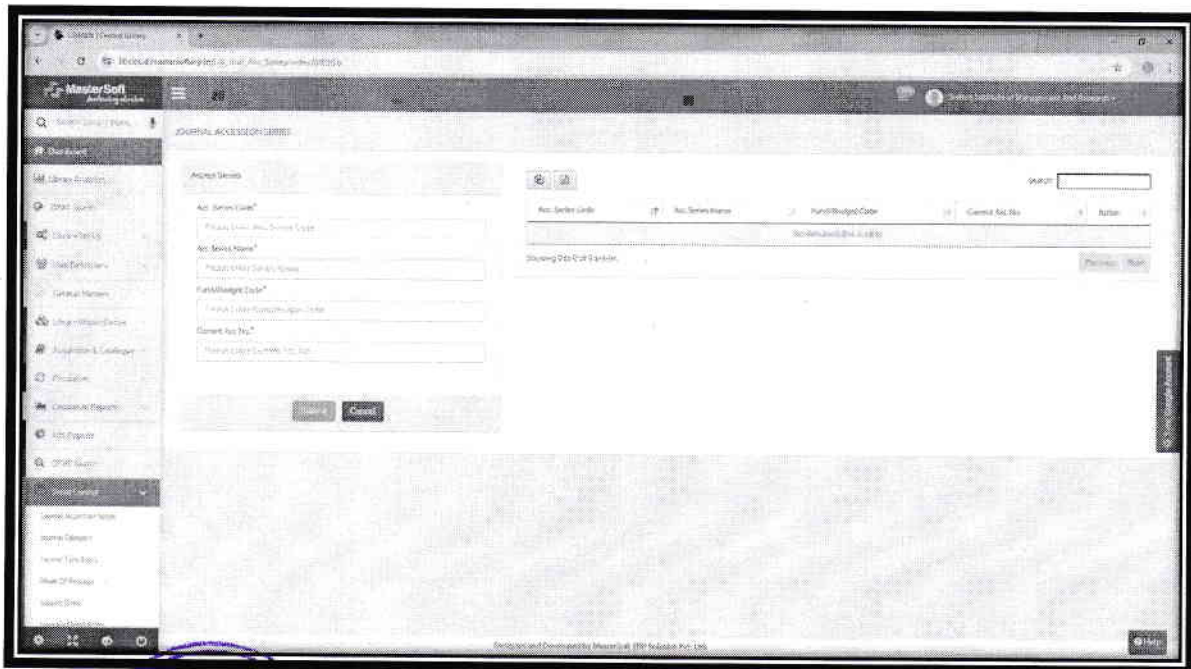


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MIS Report



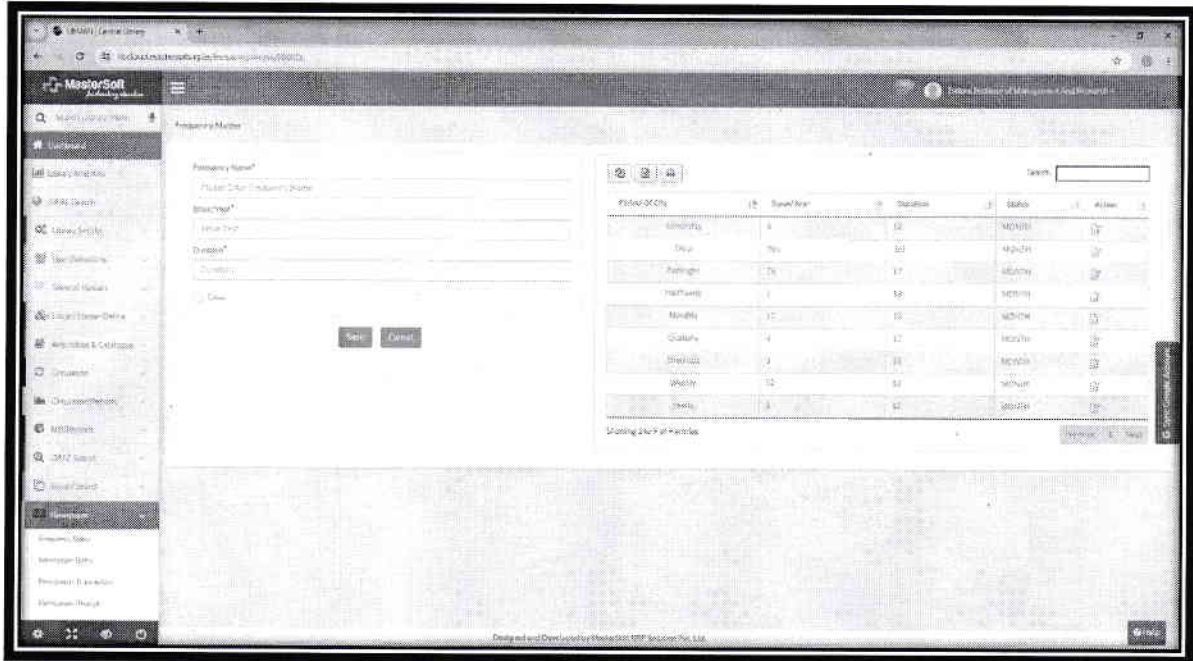
Serial Control



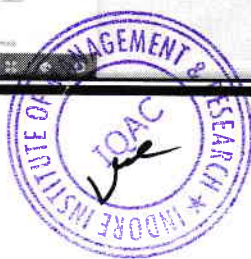
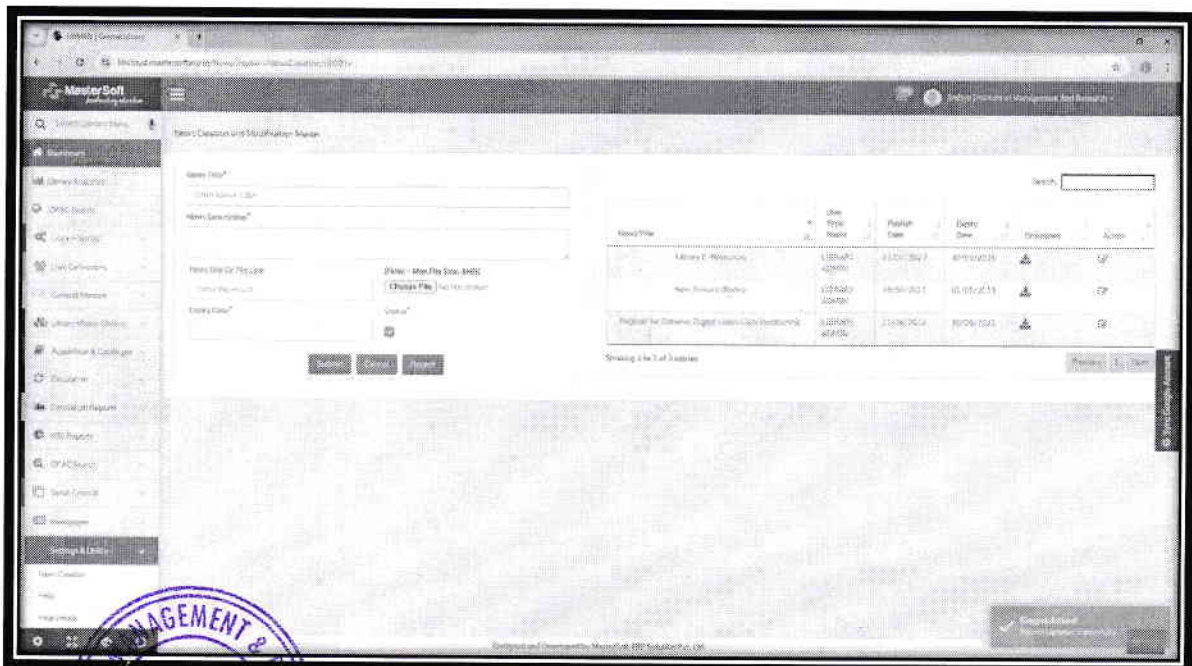


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Newspaper



Setting and Utility



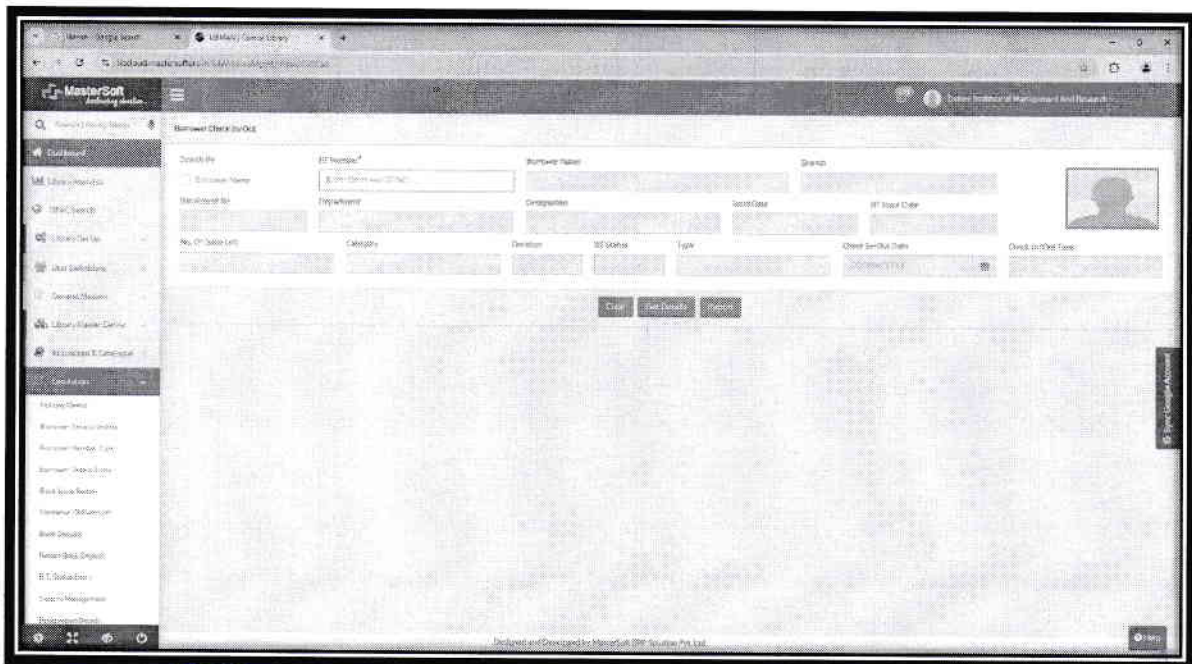


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Report



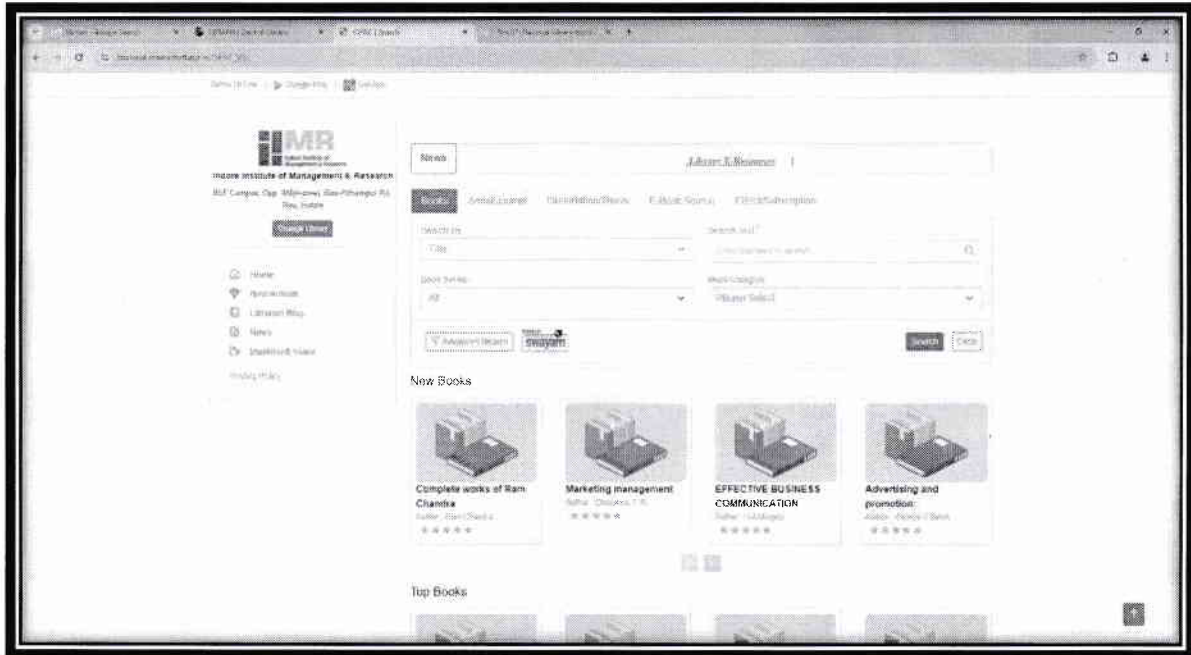
Visitors Management





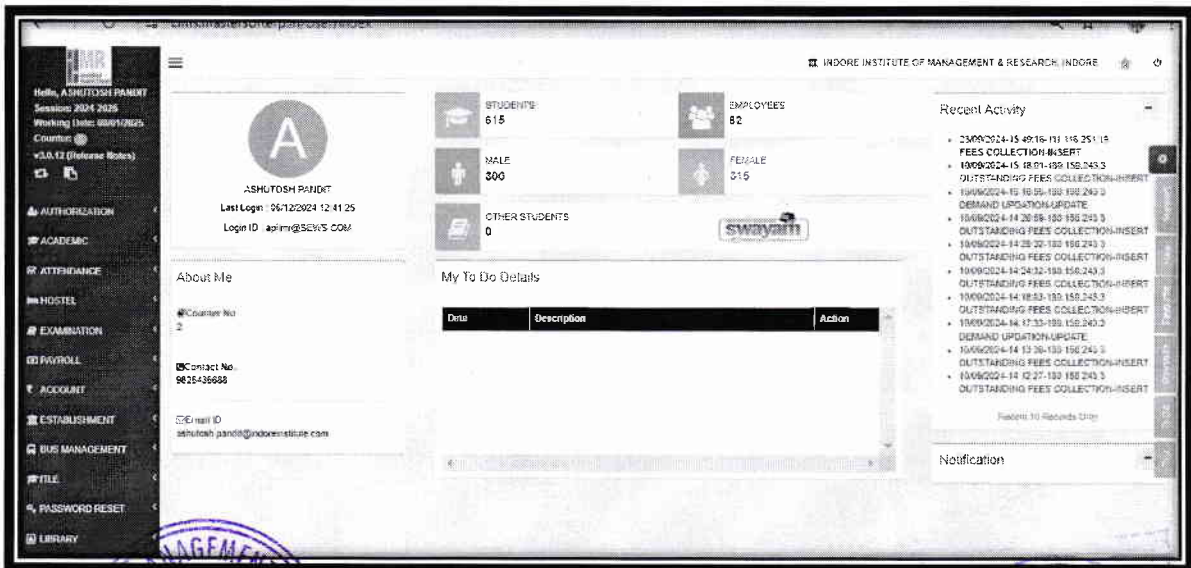
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E-Library Module



2. ACCOUNT AND FINANCE

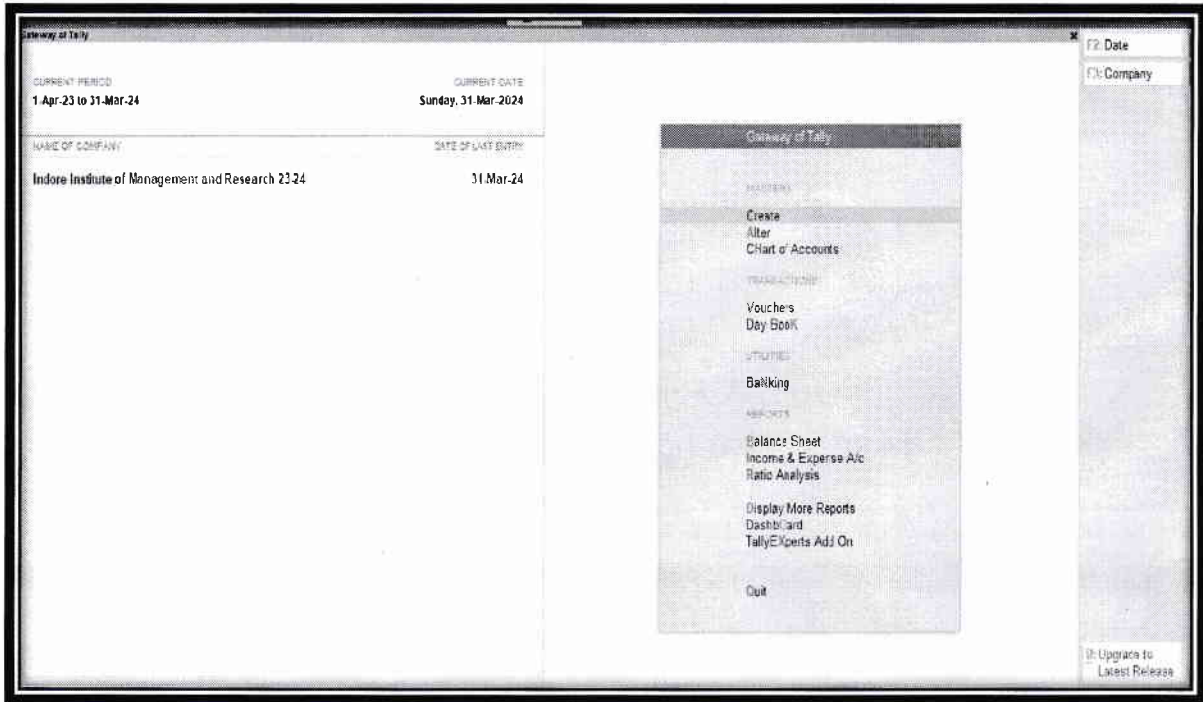
2.1. Log-in Page



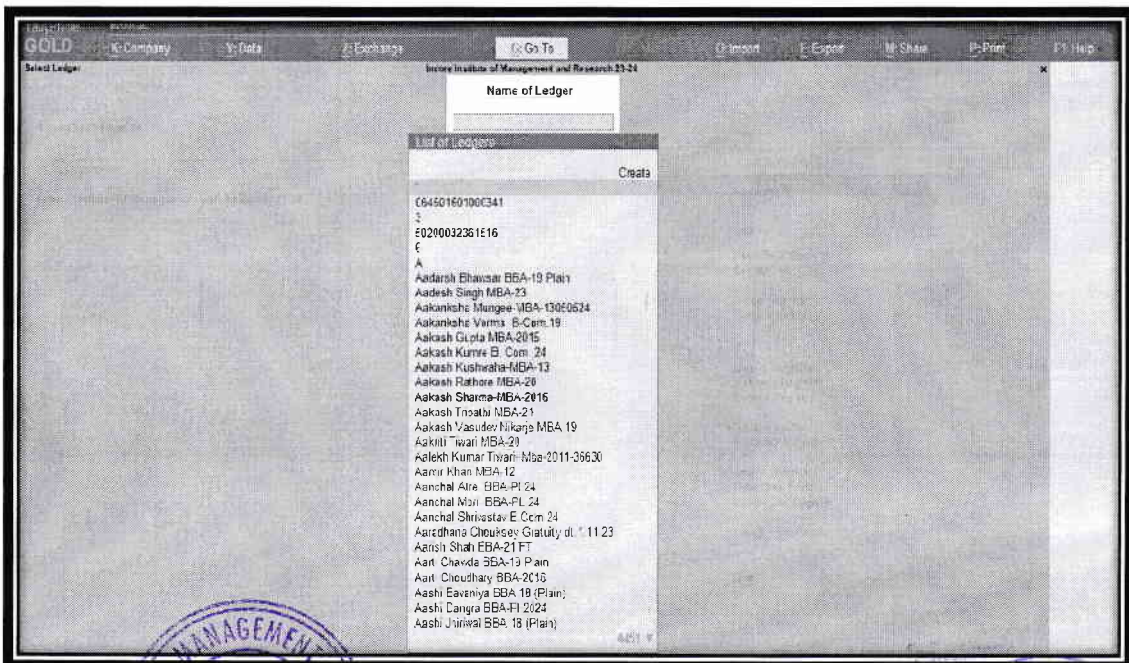


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2.2. Home Page



2.3. Students List



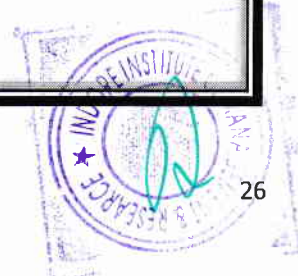
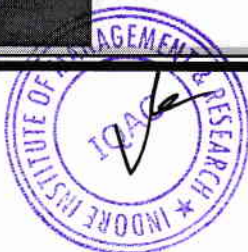


2.4. Student Fess Details

The screenshot shows the 'Student Fess Details' page. On the left is a sidebar menu with options like 'Dash Menu', 'Master', 'Fee Admission', 'Transaction', 'Student Reports', 'Fees Reports', 'Daily Integration', 'Billing', 'Graphical Report', 'ID Reports', and 'Report Excel Data'. The main content area is titled 'Estimate/ Outstanding Fees'. It includes a 'Note' section stating that fields marked with an asterisk are mandatory and that fees with an asterisk are GST applicable. Below this are several input fields: 'Select Basic Course' (a dropdown menu), 'Course/Year/Branch/Standard' (a dropdown menu), 'Search By' (radio buttons for Student ID, Name, Roll No, and User Field), 'Search Text' (a text input field), 'Student ID', 'Student Name', 'Fee Type', 'Mobile No.', 'Total Fees', 'Paid/Concession/Adjusted Fee', 'Payable Fees', 'Remark', and 'Student Remark'. A 'Query Balance' button is located next to the Student ID field.

2.5. Student Fees Receipt

The screenshot shows the 'Student Fees Receipt' page. The sidebar menu is identical to the previous page. The main content area is titled 'User Collection Register'. It features a 'Report Format' section with multiple radio button options for generating reports, such as 'Detailed', 'Summary', 'Date Wise Summary', 'Date Wise', 'Summary Tran. Course Wise', 'DCR Details Demand Wise', 'DCR with Scholarship', 'Consolidated Summary Tran. Course Wise', 'Short', 'Summary Tran. Wise', 'Prev Session Detailed', 'Academic Session Summary', 'Summary Tran. Basic Course Wise', 'DCR Details Fee Head Disposition Wise', 'DCR Details with GST', and 'DCR Details Date Wise Fee Head Disposition Wise'. There are also filters for 'Counter' (All, Selected, Particular), 'Courses' (All, Selected, Basic Course), and 'Receipt Status' (All, Cancelled, Without Cancelled). A 'How to use' button is present. Below these are date pickers for 'Date From' and 'Date To', and a 'Formal type' dropdown menu. At the bottom, there are 'Search', 'Cancel', 'Clear Filter', and 'Refresh Data' buttons.





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Indore Institute of Management and Research 2024

Accounting Voucher Creation

1- Apr-23 to 31-Mar-24

Date	Particulars	Vch Type	Vch No.	Debit	Credit
12-Jul-23	Paytm QR Code	Bank Receipt	BR/07/26		6,000.00
1-Aug-23	Indore Institute of Science & Technology	Journal	JV/08/57	1,500.00	
6-Aug-23	Paytm QR Code	Bank Receipt	FR/23-24/682		28,000.00
6-Aug-23	Tuition Fee MBA - 1st Year 1st Sem	Journal	FI / 2324 /395	31,500.00	
6-Nov-23	HDFC Bank Ltd (61516)	Bank Payment	BP/11/3	27,320.00	
6-Nov-23	Tuition Fee MBA - 1st Year 1st Sem	Journal	JV/11/9		27,350.00
Opening Balance					
Current Total				60,350.00	60,350.00
Closing Balance :					

Buttons: Quit, Alter, Select, Add Vch, Duplicate Vch, Insert Vch, Delete, Cancel Vch, Remove Line, Configure

Indore Institute of Management and Research 2024

Accounting Voucher Creation

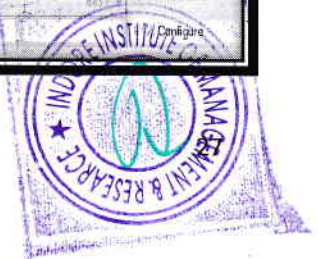
FR/23-24/1673

Particulars

Name on Receipt: _____
 Narration: _____

Buttons: Quit, Accept, Cancel Vch, Configure

Account Name	Balance
A	
Aadash Bhaosav BBA-19 Plain	
Aadash Singi MBA-23	
Aakanksha Nungee-MBA-1300521	
Aakanksha Verma B.Com. 19	
Aakash Gupta MBA-2015	
Aakash Kurra B. Com. 24	
Aakash Kushwaha-MBA-13	
Aakash Rathore MBA-20	
Aakash Sharma-MBA-2016	
Aakash Tripathi MBA-21	
Aakash Vasudev Nikerje MBA 19	
Aakriti T wari MBA-20	
Aalekhi Kumar Tiwari- Mba-2011-36630	
Aamir Khan MBA-12	
Aanchal Atre BBA-PI 24	
Aanchal Meiri BBA-PI 24	
Aanchal Shrivastav B.Com 24	
Aaradhana Choudhary Gratuity dt. 1.11.23	
Aarish Shah BBA-21 FT	
Aarti Chawde BBA-19 Plain	
Aarti Choudhary BBA-2016	
Aashi Ghaniya BBA 18 (Plain)	
Aashi Dangra BBA-PI 2024	
Aashi Jhwal BBA 18 (Plain)	
Aashil Joshi MBA-23	
Aashi Shalendra Jair MBA-18	
Aashi Shaloke BBA-18 (Plain)	
Aashita Agrawal MBA-2012	
Aasif Mohammad - MBA-2012	
Aasim Shaik (Consultancy)	

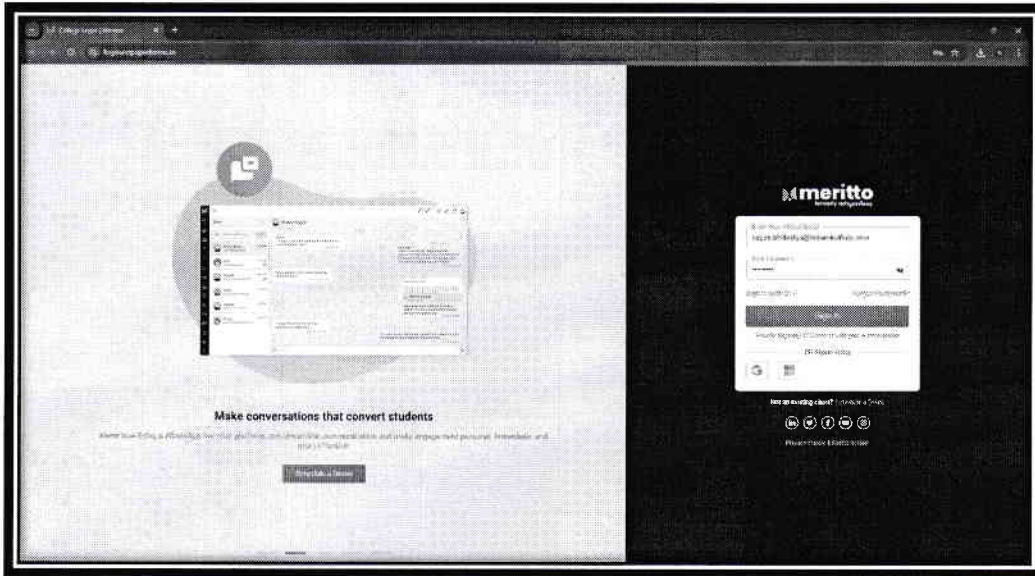




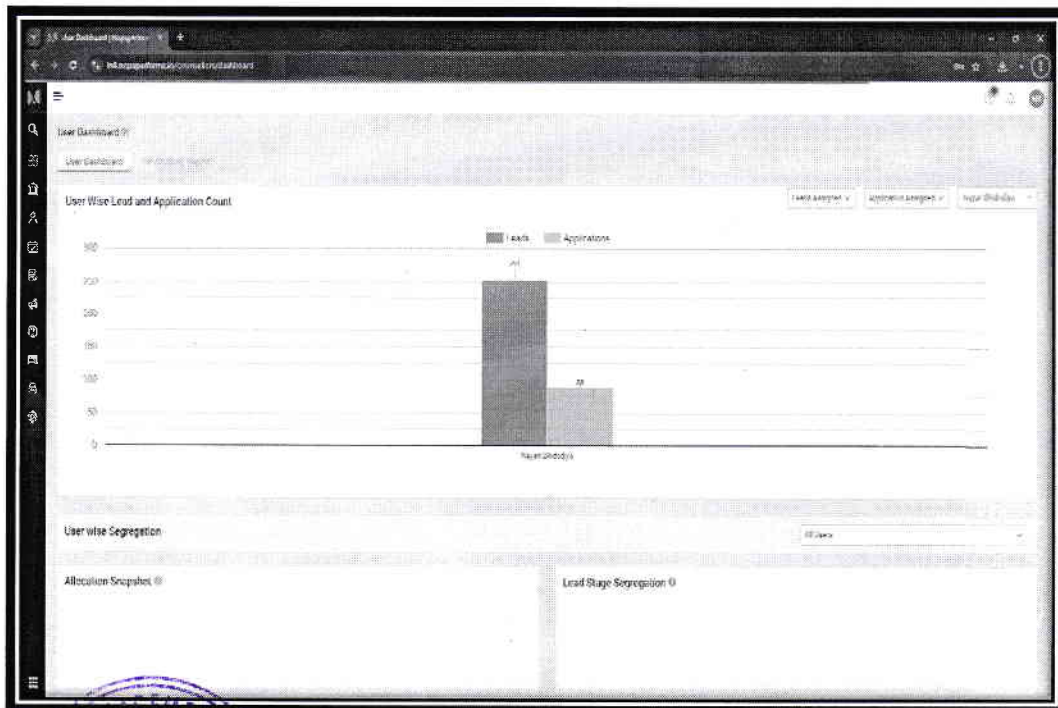
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3. STUDENTS ADMISSION AND SUPPORT

3.1. Counselor Desk Login



3.2. Dashboard Web Lead Management Desk





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3.3. Lead Manager

Registered Name	Registered Email	Registered Mobile	State	City	Primary Registration Campaign	See Registration Date
Shantanu Purohit		+91-9424941112	Madhya Pradesh	Indore	Conductors/NAAC	24/07/2024, 07:23:01 PM
Harsh Gupta		+91-722881881	Madhya Pradesh	Indore	Conductors/NAAC	24/07/2024, 07:27:02 PM
Sarika Shukhram		+91-752740014	Madhya Pradesh	Indore	Students/NAAC	23/07/2024, 05:02:11 PM
Arjun Mishra		+91-7121481107	Madhya Pradesh	Indore	Faculty/NAAC	23/07/2024, 10:48:03 PM
Rishabh Mishra	rishabh123@gmail.com	+91-882041076	Madhya Pradesh	Ujjain	Admin/NAAC	23/07/2024, 12:08:09 PM
Aditya Shrivastava	adityashrivastava19@gmail.com	+91-877426154	Madhya Pradesh	Indore	Admin/NAAC	23/07/2024, 02:29:19 PM
Abhishek Kumar	abhishek123@gmail.com	+91-889141248	Madhya Pradesh	Bhopal	Admin/NAAC	23/07/2024, 02:28:59 PM
Chaitanya Mishra	chaitanyamishra123@gmail.com	+91-777426100	Madhya Pradesh	Bhopal	Admin/NAAC	21/07/2024, 10:21:49 PM
Ananya Mishra		+91-811481001	Madhya Pradesh	Indore	Conductors/NAAC	18/07/2024, 04:17:02 PM
Anshu Singh	anshusingh123@gmail.com	+91-889141001	Madhya Pradesh	MUNHARGAON	Admin/NAAC	13/07/2024, 12:07:10 PM

3.4. Application Manager Desk

Registered Name	App. Ref. No.	Registered Email	Registered Mobile	Form Status	Payment Status	Payment Method
Shantanu Purohit	Management (IMR)-2024-791	shantanupurohit@gmail.com	+91-9424941112	Complete	Payment Accepted	Other
Harsh Gupta	Management (IMR)-2024-792	harshgupta123@gmail.com	+91-722881881	Complete	Payment Accepted	Other
Sarika Shukhram	Management (IMR)-2024-793	sarika.shukhram@gmail.com	+91-752740014	Complete	Payment Accepted	Other
Arjun Mishra	Management (IMR)-2024-794	arjunmishra123@gmail.com	+91-7121481107	Complete	Payment Accepted	Other
Rishabh Mishra	Management (IMR)-2024-795	rishabh123@gmail.com	+91-882041076	Complete	Payment Accepted	Other
Aditya Shrivastava	Management (IMR)-2024-796	adityashrivastava19@gmail.com	+91-877426154	Complete	Payment Accepted	Other
Abhishek Kumar	Management (IMR)-2024-797	abhishek123@gmail.com	+91-889141248	Complete	Payment Accepted	Other
Chaitanya Mishra	Management (IMR)-2024-798	chaitanyamishra123@gmail.com	+91-777426100	Complete	Payment Accepted	Other
Ananya Mishra	Management (IMR)-2024-799	ananya123@gmail.com	+91-811481001	Complete	Payment Accepted	Other
Anshu Singh	Management (IMR)-2024-800	anshusingh123@gmail.com	+91-889141001	Complete	Payment Accepted	Other



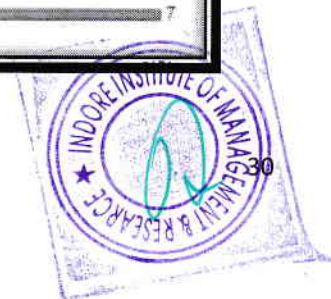
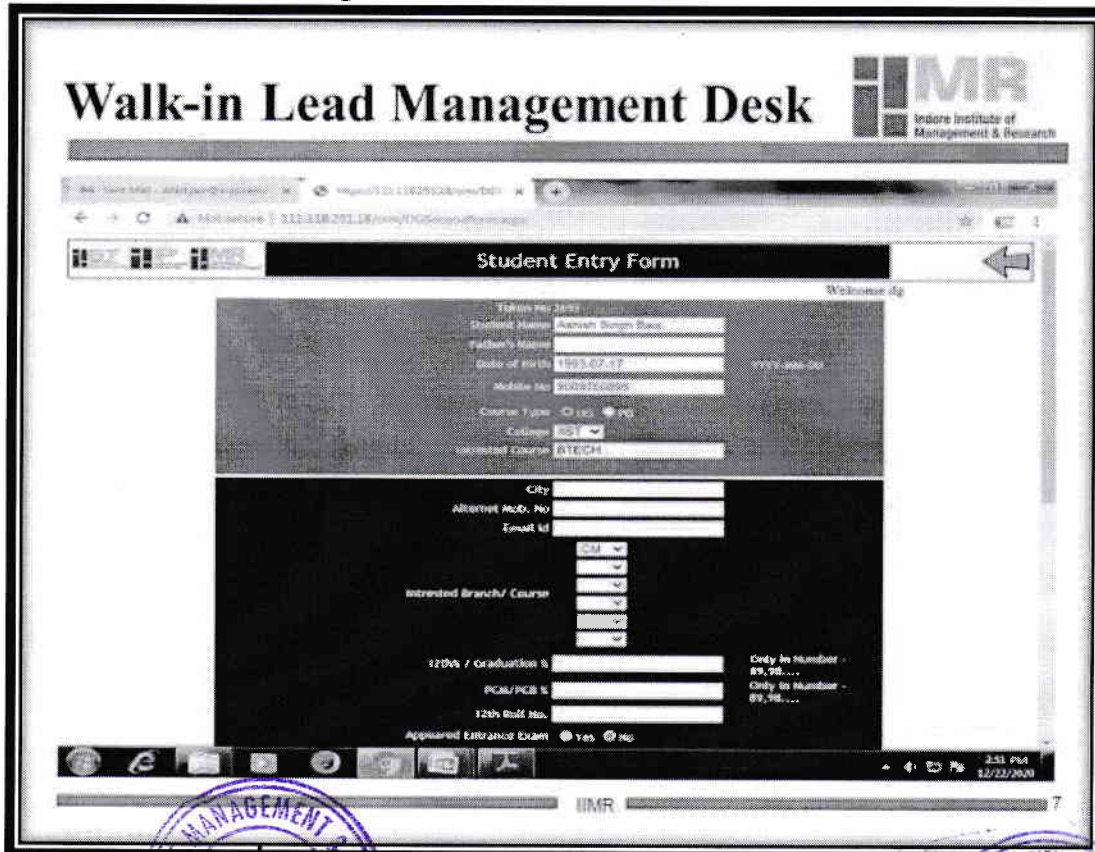


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3.5. Lead Management Admin Dashboard



3.6. Walk-in Lead Management Desk





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3.7. Student Section Login Page



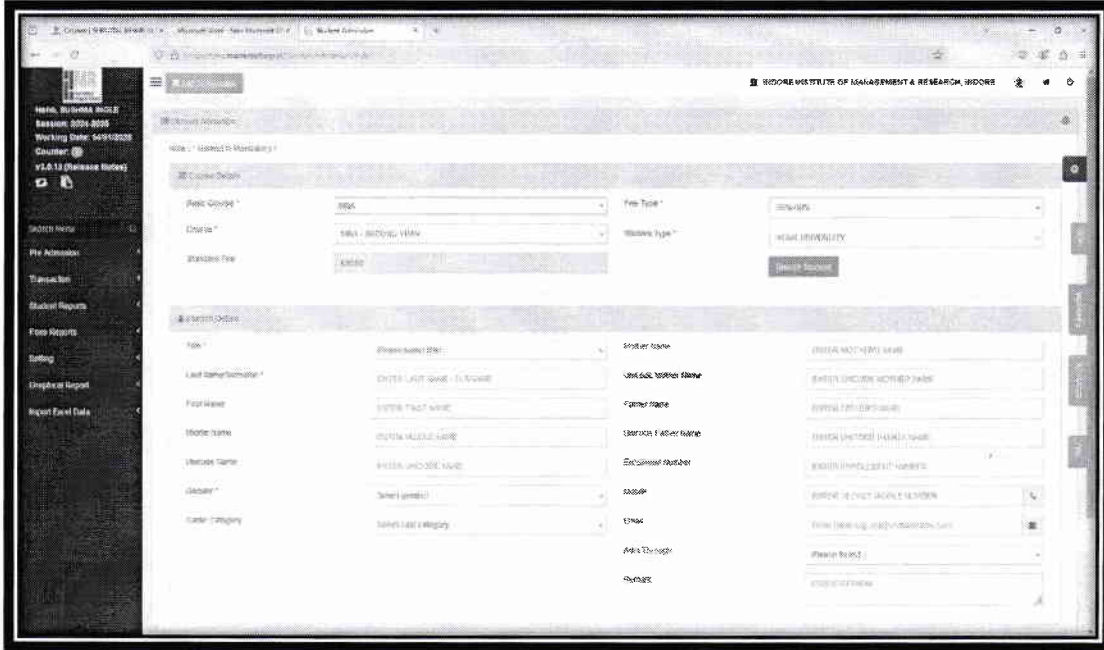
3.8. Dashboard



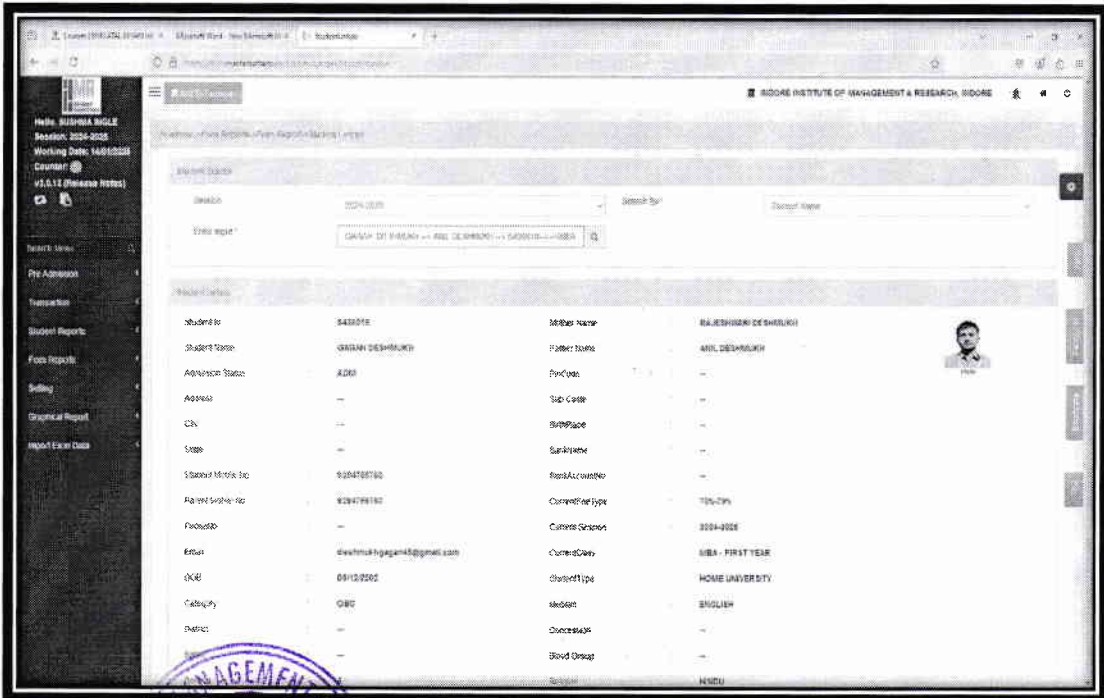


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3.9. Provisional Admission Data Link with Student Section



3.10. Student Profiling Module



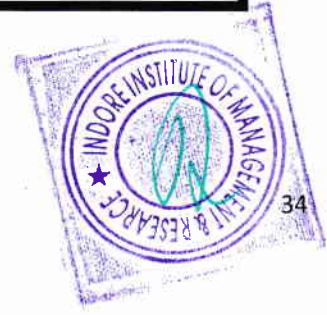
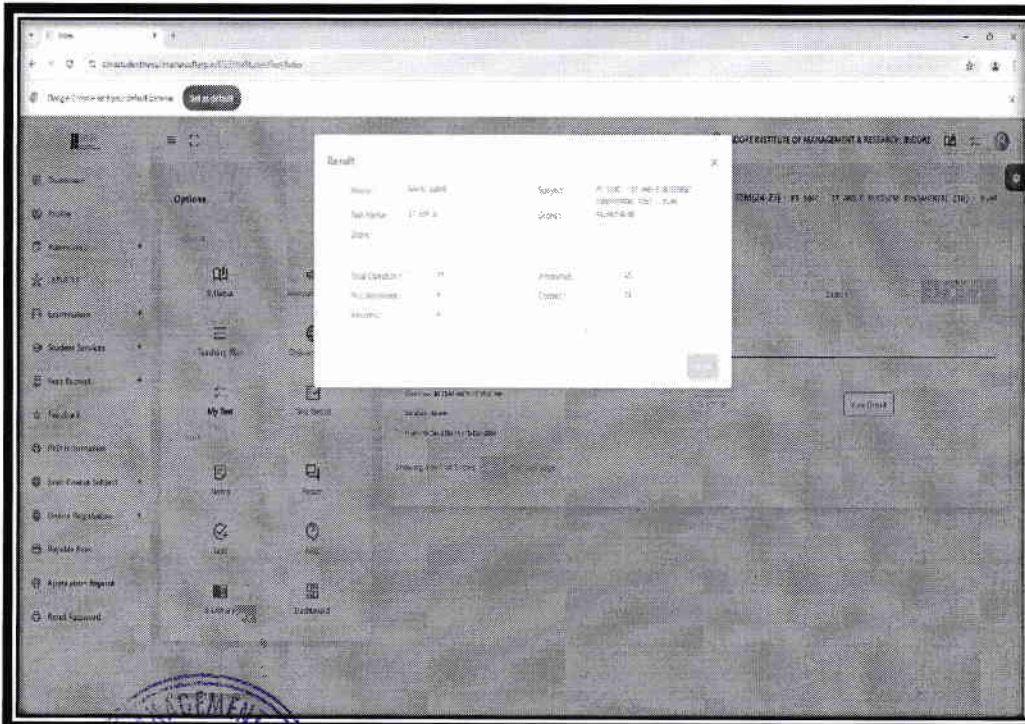
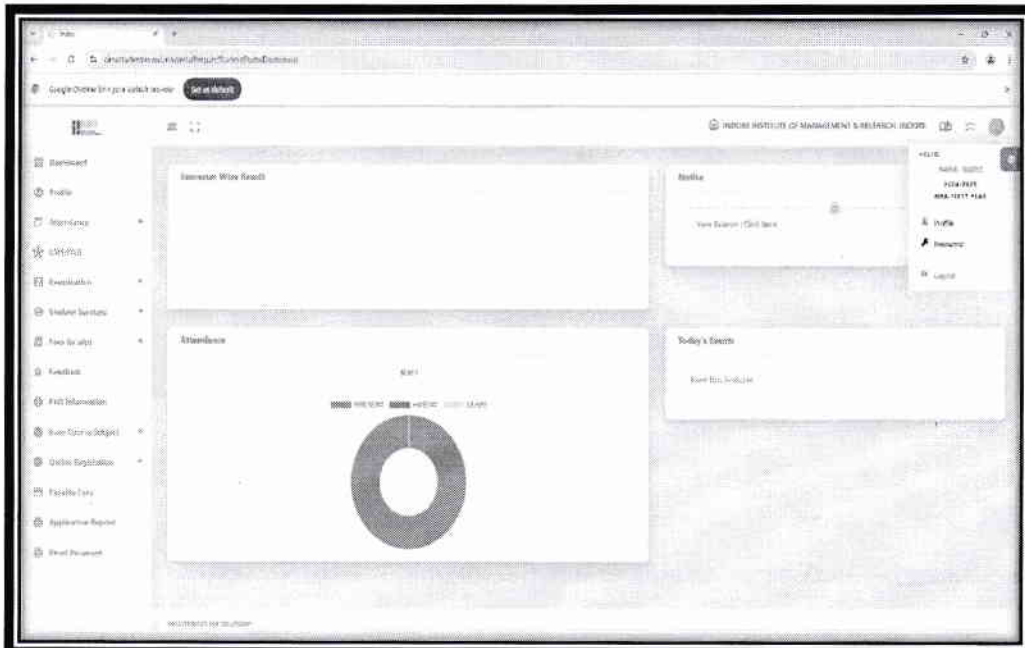


3.11. Students Reports





3.12. Student Desk





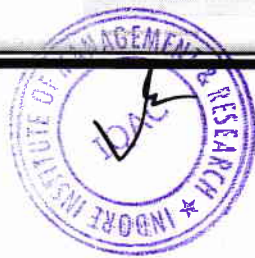
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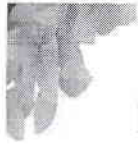
3.13. Student Attendance Module

Subject Name	Teacher Name	Total Lecture	Present Lecture	Absent Lecture	Percentage	Extra Lecture	Attendance Details
English	REKHA SHINDE	15	15	0	100%	0	View Sheet
FOUNDATIONS AND PRACTICE OF MANAGEMENT	Amritha	21	19	2	90%	0	View Sheet
QUANTITATIVE TECHNIQUES	Arka Sharma	20	18	2	90%	0	View Sheet
INDUSTRIAL FOUNDATIONS	Ushas Sharma	10	10	0	100%	0	View Sheet
FUNDAMENTALS OF MANAGEMENT	Shweta Chavla	10	10	0	100%	0	View Sheet
GENERAL MANAGEMENT	Arka Sharma	1	1	0	100%	0	View Sheet
BUSINESS ENVIRONMENT	Shruti Jain	20	18	2	90%	0	View Sheet
ORGANIZATIONAL BEHAVIOUR	Arka Sharma	20	18	2	90%	0	View Sheet
BUSINESS COMMUNICATION	Arka Sharma	2	2	0	100%	0	View Sheet
INDUSTRIAL ADMINISTRATION	Arka Sharma	10	10	0	100%	0	View Sheet

3.16. Student Library Module

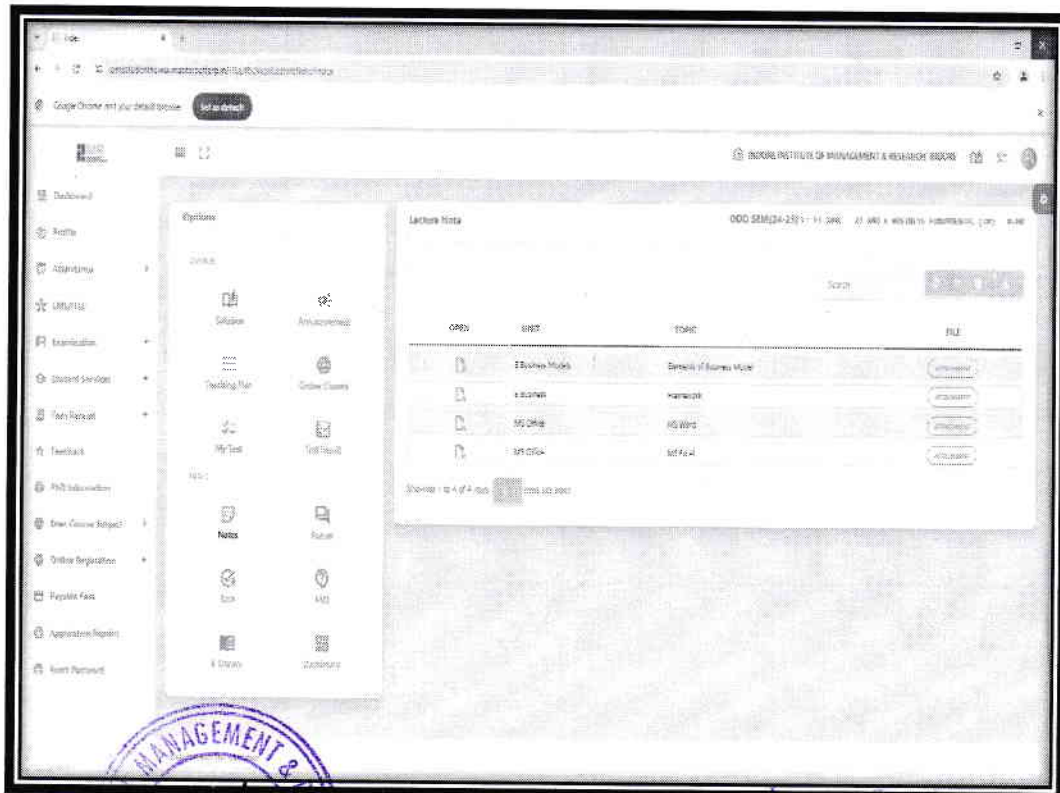
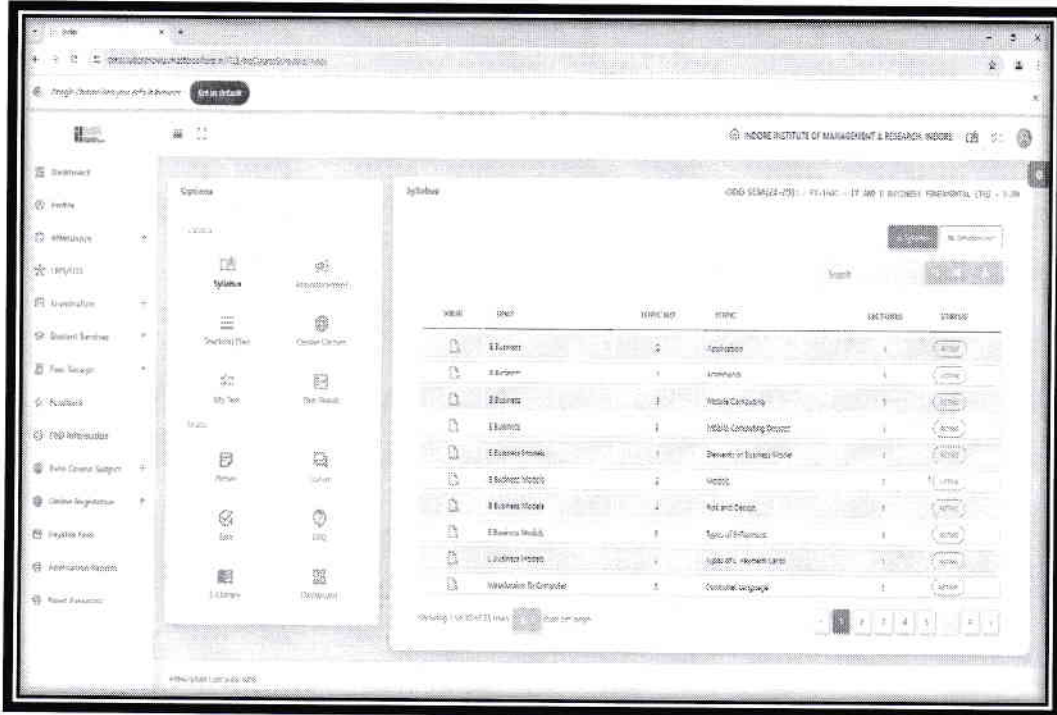
The screenshot shows the 'Library' section of the student portal. It includes a search bar labeled 'Search Library' and a list of books under 'Reference Books'. The sidebar on the left contains navigation options such as Dashboard, Home, Attendance, LIBRARY, Evaluation, Student Review, Fees Receipt, Feedback, PMS Information, Exam Center Search, Online Registration, Payable Fee, and Application Deposit.





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3.17. Students Digital Diary





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3.18. Faculty Desk

The screenshot shows the Faculty Desk interface. On the left is a navigation menu with options like Home, Student Database, Attendance, My To Do Details, etc. The main area displays the user's profile for 'Shreshth Chandra' and various statistics: Students (615), Male (300), Other Students (0), Employers (82), and Female (315). There is also a 'Recent Activity' section with a list of events and a 'My To Do Details' table.

Date	Description	Action

The screenshot shows the 'Coursewise Student Strength' dashboard. It features a horizontal bar chart with four bars representing different courses. The x-axis represents the number of students, and the y-axis lists the courses. Below the chart, there is a section for 'Genderwise Student Strength'.





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Upload a File

Browse File

Supported file formats: [CHECK NEW](#)

is Active

EDIT	TOPIC	FILE	UNIT NAME	DATE OF UPLOADING	DATE OF DEANHOOD APPROVAL	CLASS TIME	SUBMITTED BY	STATUS
<input type="checkbox"/>	Computer Output Device	1 Attachment	Computer Peripherals				Shreshth Chhabra	Active
<input type="checkbox"/>	Storage Devices	1 Attachment	Storage Devices and Computer Software				Shreshth Chhabra	Active
<input type="checkbox"/>	Computer made	1 Attachment	Computer Peripherals			00:00	Shreshth Chhabra	Active
<input type="checkbox"/>	Keyboard	1 Attachment	Introduction to Information Technology			00:00	Shreshth Chhabra	Active
<input type="checkbox"/>	Application of IT	1 Attachment	Introduction to Information Technology				Shreshth Chhabra	Active
<input type="checkbox"/>	Computer Input Device	1 Attachment	Computer Peripherals	15/11/2024		00:00	Shreshth Chhabra	Active
<input type="checkbox"/>	Introduction to IT	1 Attachment	Introduction to Information Technology			00:00	Shreshth Chhabra	Active
<input type="checkbox"/>	Peripherals	1 Attachment	Introduction to Information Technology			00:00	Shreshth Chhabra	Active
<input type="checkbox"/>	IT in every day life	1 Attachment	Introduction to Information Technology				Shreshth Chhabra	Active





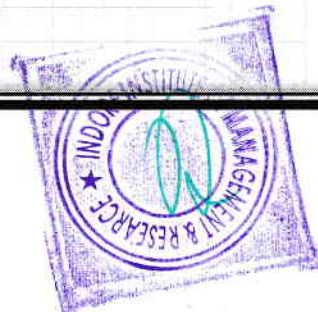
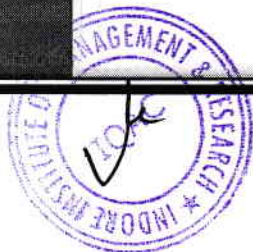
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4. EXAMINATION:

4.1. Attendance of Students:

EXAM ID	ROLL NUMBER	STUDENT NAME	COURSE NAME	ATTENDANCE STATUS
002204		SURE VARSHNEY + B	BBA - FIRST YEAR	✓
002205		POOJAN PATEL + B	BBA - FIRST YEAR	✓
002206		PRANSHU KASAL + B	BBA - FIRST YEAR	✓
002207		PAWAN KUMAR + B	BBA - FIRST YEAR	✓
002208		NAVNEET S. SHARMA + B	BBA - FIRST YEAR	✓
002209		YASH + BBA + U	BBA - FIRST YEAR	✓
002210		POOJAN DUDHIA + B	BBA - FIRST YEAR	✓

Category	Count
OBJECTS	261
STUDENTS	636
ASSIGNMENT	13
ANNOUNCEMENT	13
DEFERRED	38
LECTURE NOTE	731





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4.2. Update Attendance:

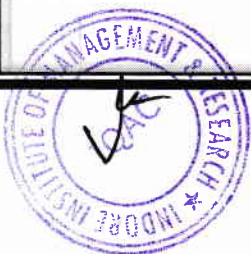
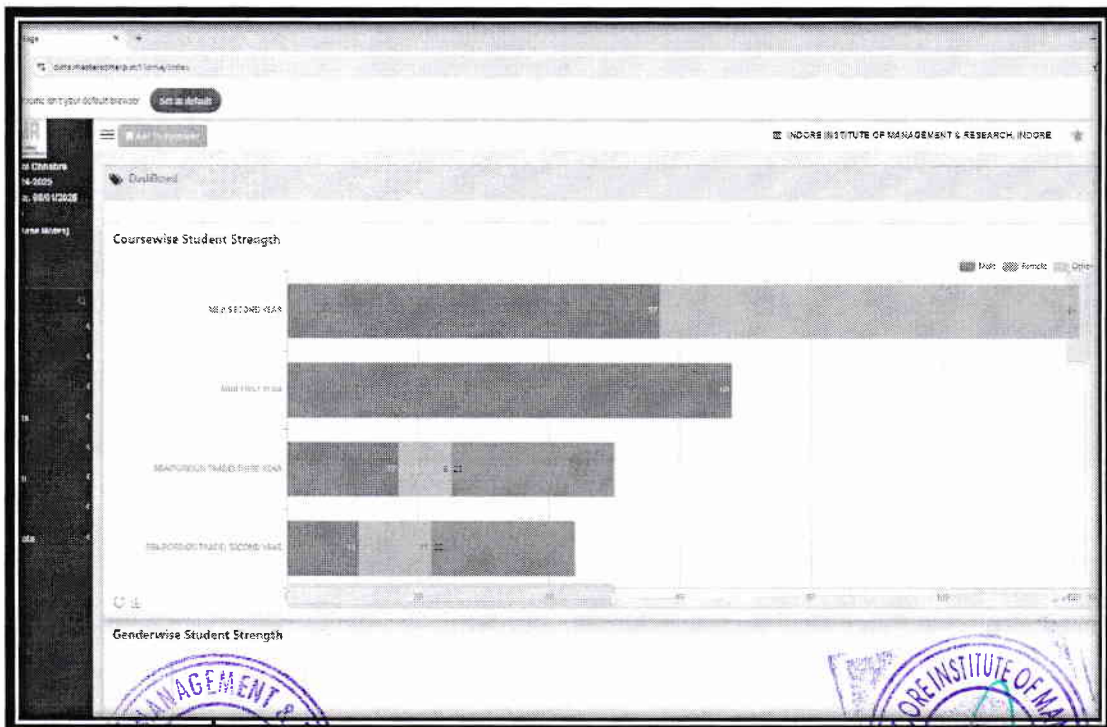
The screenshot shows the 'Attendance' management interface. The form includes the following fields:

- Attendance Session: UGD 05H (24-25)
- Attendance date: 04/01/2025
- Class Type: REGULAR LECTURE
- Subject Name: LECTURE-3 > M22GM-111M4-HY1-CO047-Introduction to Knowledge > UG-BA- FIRST YEAR >

Below the form is a table with the following data:

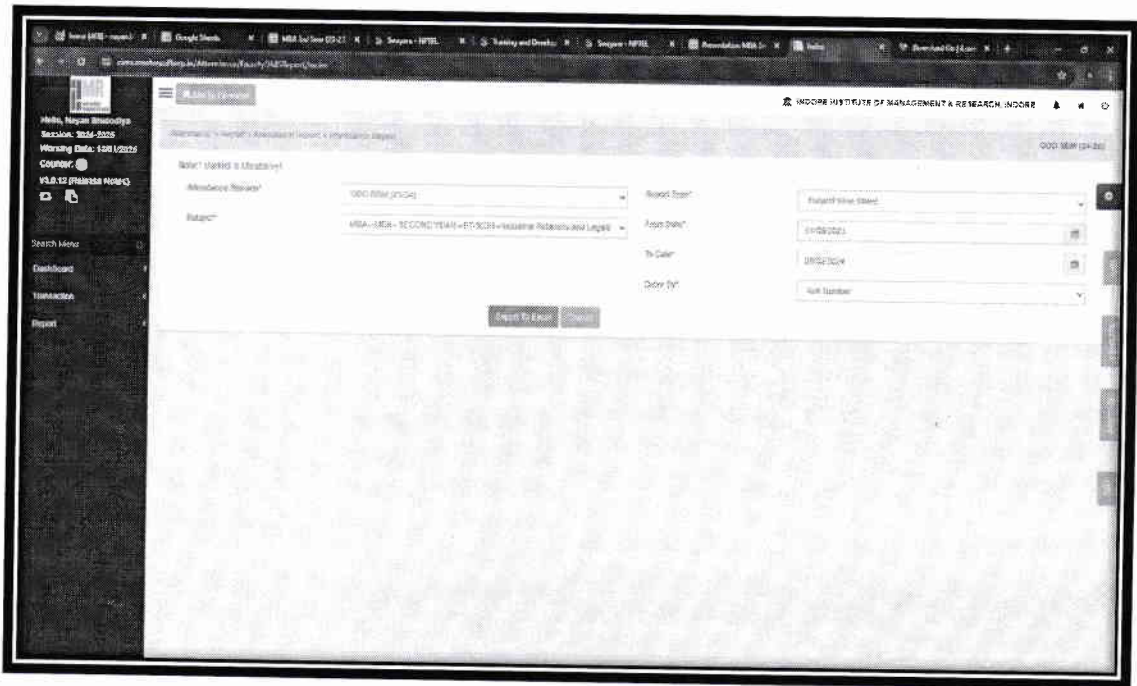
STUDENT ID	ROLL NUMBER	STUDENT NAME	COURSE NAME	ATTENDANCE STATUS
5022110		SHREYA PANDEY > B	DBA- FIRST YEAR	P
5022112		PRAGATI THAKUR > B	BBA- FIRST YEAR	P
5022121		PRITYANSH KAMAL > B	DBA- FIRST YEAR	P
5083620		YASHANKOLNERKAR > B	BBA- FIRST YEAR	P
5023633		MANDANI BHARWANSHI > B	BBA- FIRST YEAR	P
5083628		PALAK RAJA > B	BBA- FIRST YEAR	P
6083679		PRITYANSH DUGGAD > B	BBA- FIRST YEAR	P

4.3. Dashboard Course Student Strength Record:

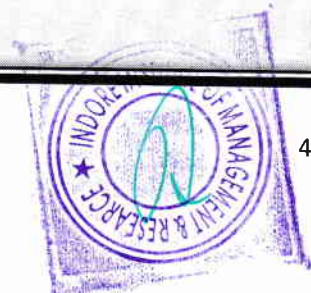
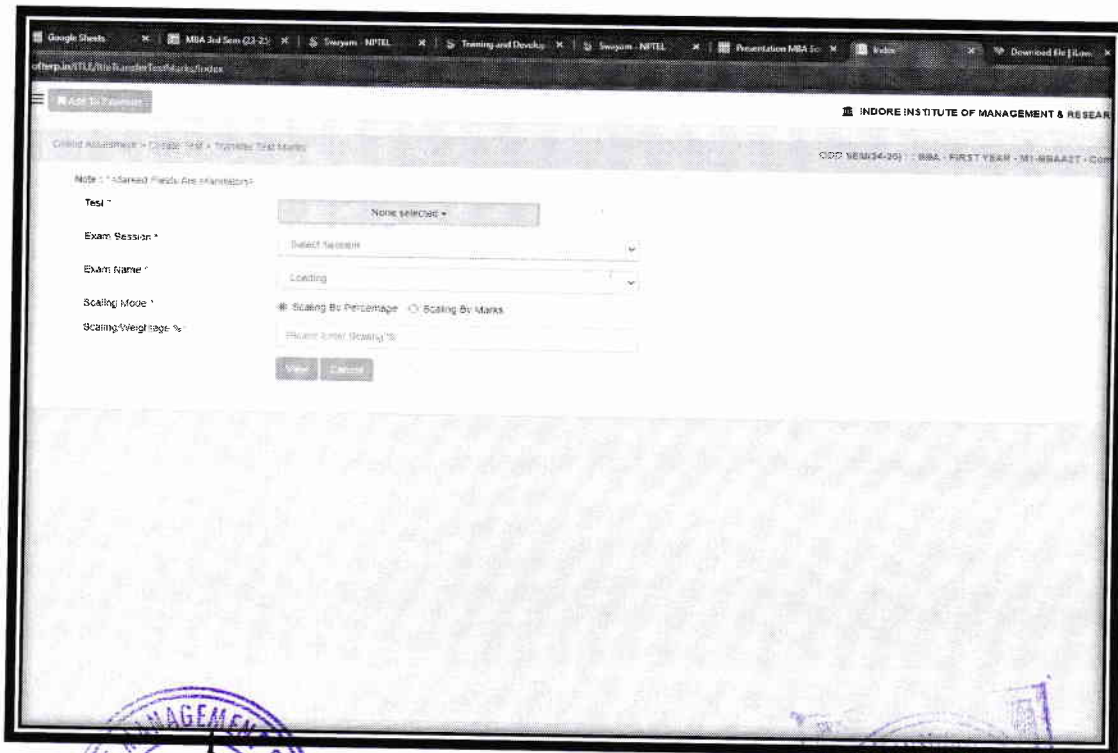




4.4. Students Attendance Report:



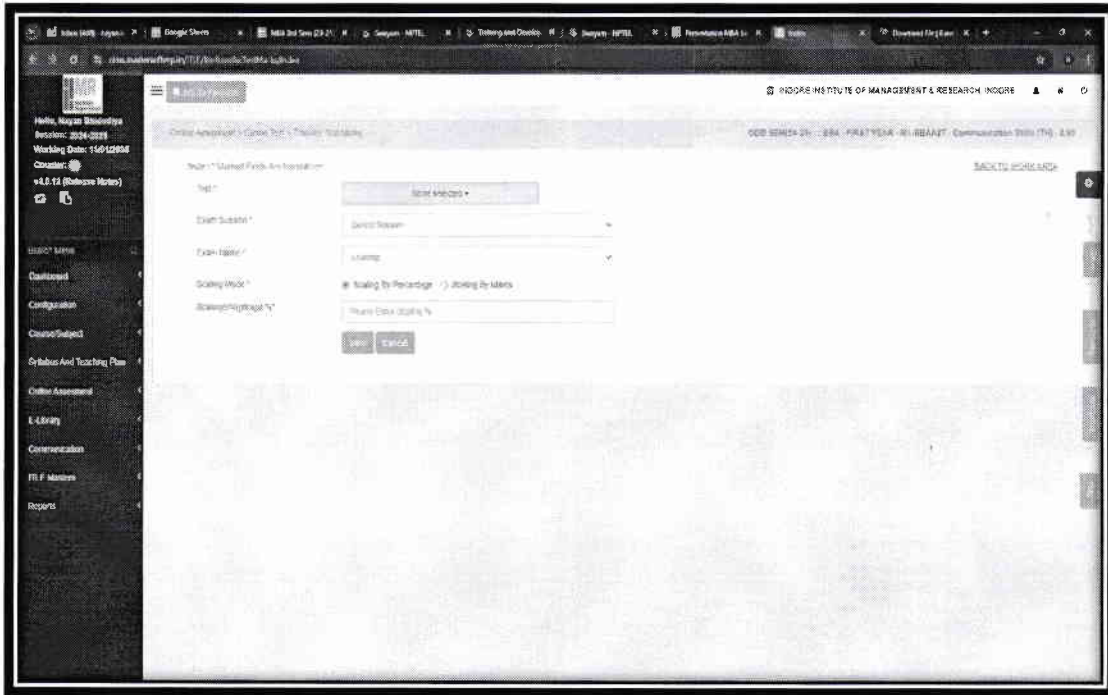
4.5. Transfer Test Marks:



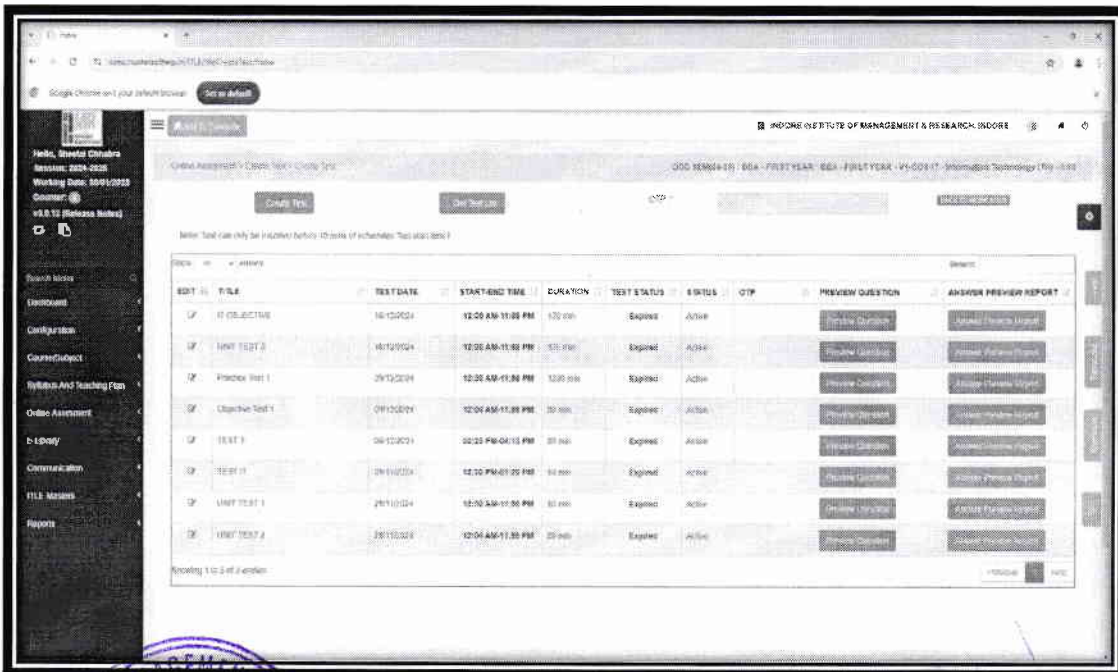


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4.6. Create Test Marks:



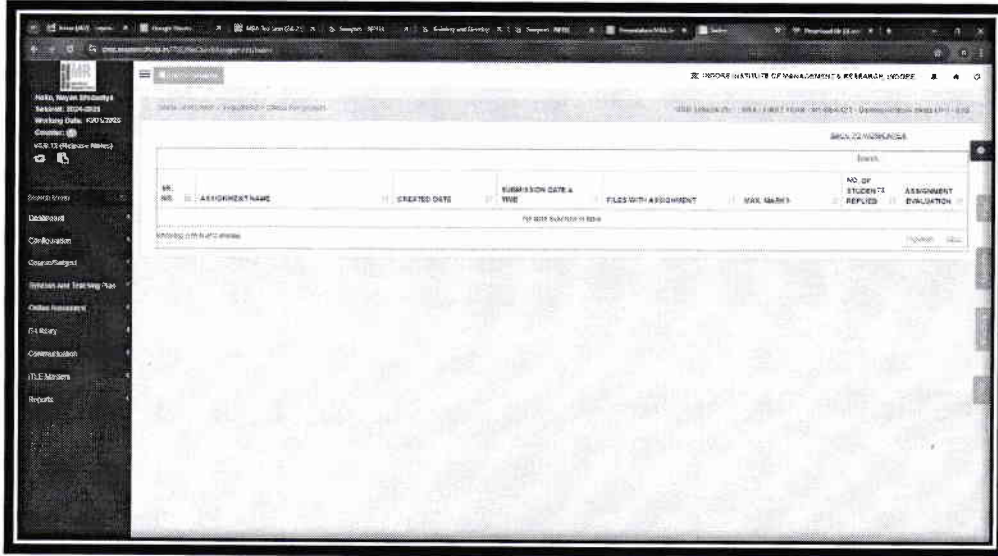
4.7. Create Test:



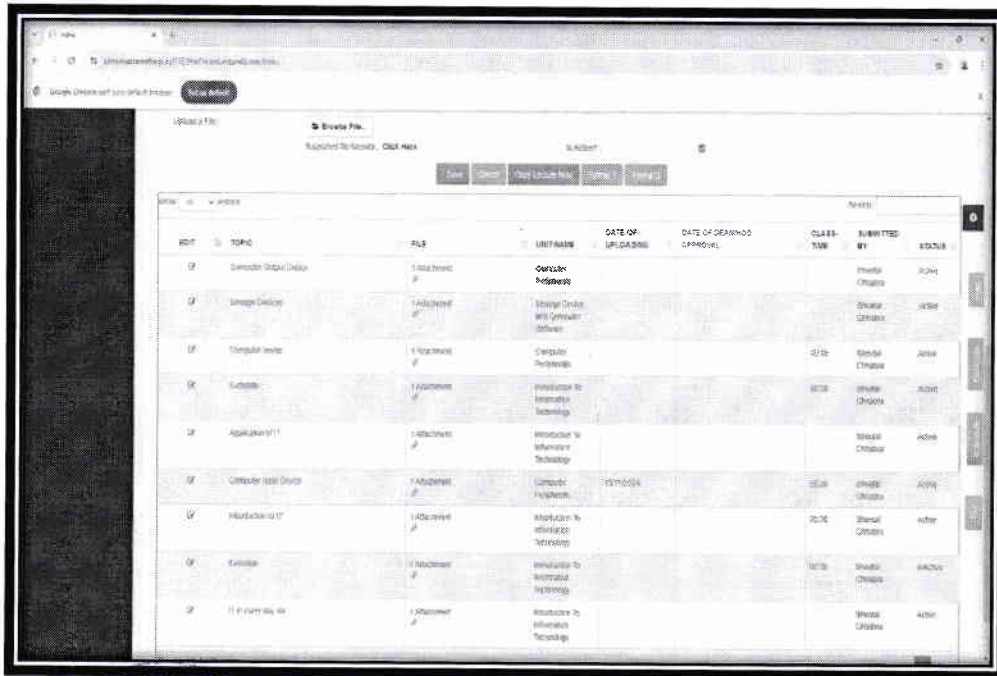


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4.8. Check Assignment:



4.9. Lecture Notes:



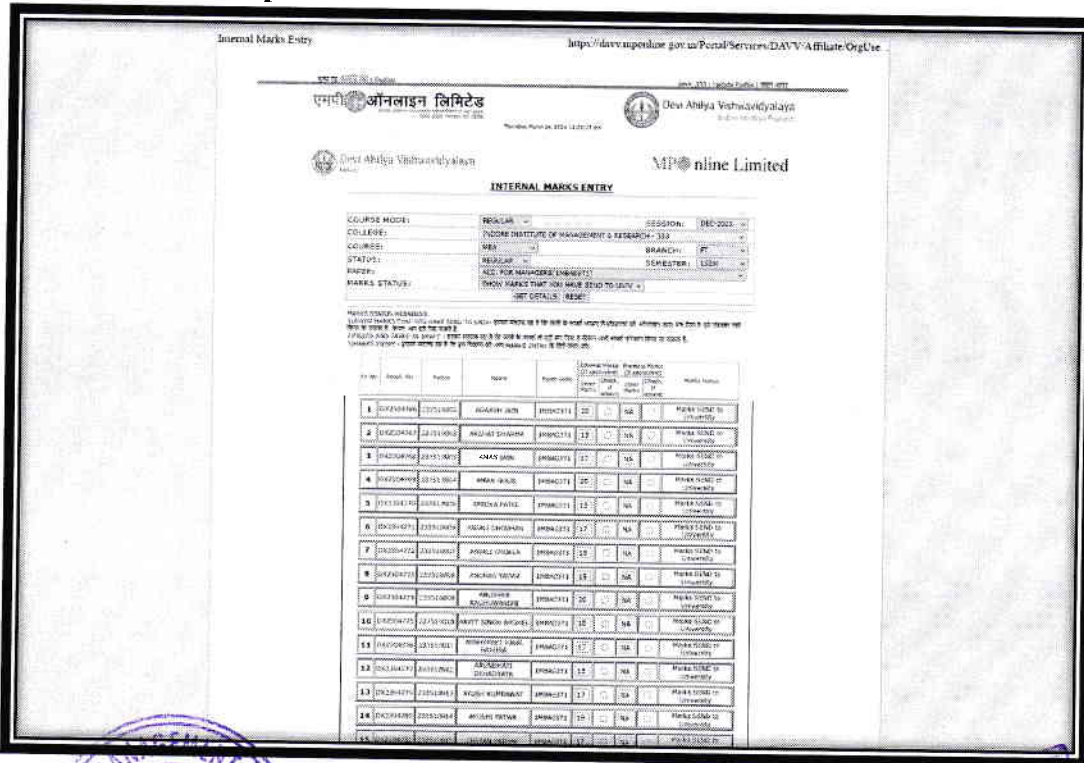


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4.10. Create E Library:



4.11. Final Marks Upload:





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6. Screen Shots of User Interface

The screenshot displays the user interface for Anuradha Pathak. The top navigation bar includes the IMR logo and the text "INDORE INSTITUTE OF MANAGEMENT & RESEARCH, INDORE".

Dashboard Statistics:

- STUDENTS: 911
- EMPLOYEES: 45
- MALE: 477
- FEMALE: 434
- OTHER STUDENTS: 0

User Profile:

- Name: Anuradha Pathak
- Last Login: 06/01/2023 10:09:02
- Login ID: Anuradha34844@SEWS.COM

My To Do Details:

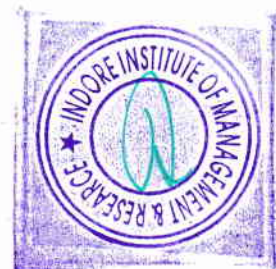
Date	Description	Action

Recent Activity:

- 07/11/2022-15:20:36-111 118 251 26 HOLIDAY ENTRY-INSERT
- 07/11/2022-15:19:42-111 118 251 26 HOLIDAY ENTRY-INSERT
- 05/11/2022-13:41:04-111 118 251 26 Subject Teacher Allotment-INSERT
- 05/11/2022-11:53:13-111 118 251 26 Subject Teacher Allotment-INSERT
- 05/11/2022-11:50:20-111 118 251 26 Subject Definition-UPDATE
- 02/11/2022-12:35:48-111 118 251 26 STUDENT SUBJECT-UPDATE
- 12/10/2022-10:20:47-111 118 251 26 Subject Teacher Allotment-INSERT
- 12/10/2022-11:11:12-111 118 26

Left Sidebar Menu:

- AUTHORIZATION
- ACADEMIC
- ATTENDANCE
- HOSTEL
- STORE
- EXAMINATION
- PAYROLL
- ESTABLISHMENT
- BUS MANAGEMENT





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7. Policy Document on e-Governance

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Indore Institute of Management and Research (IIMR)

Institutional Policy
 Indore Institute of Management & Research
 On

E-Governance

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E-Governance Policy

Indore Institute of Management and Research, Indore has designed E- Governance Policy, with primary purpose of implementing E-governance in various interactions and services of the institution. This policy will help in achieving efficiency in all the various operation of the instructions in an integrated manner in order to enable transparency, clarity in different functionalities of the instructions.

Objectives:

1. Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
2. To promote transparency and accountability in all the functions of the college.
3. To achieve and create a paperless environment in the college.
4. To provide easy and quick access to information.
5. To make campus Wi-Fi enabled.
6. To make our Classrooms ICT Enabled having Desktops, Projectors, etc.
7. To establish a fully automated Library.

Policy:

1. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
2. Institution to embrace e-governance for the seamless access of data for better decision making at various levels of the organization.
3. To have integrated, user friendly Enterprise resource planning (ERP) solutions to automate various modules like teaching learning, administration, Examinations, Finance and accounting, library and admission.



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Standard Operating Procedure (SOP):

Various vendors/service providers are identified and called for demonstration with quotation, comparative statement with unique features have made and the basis of recommendation of the Technical committee of the intuitions followed by the directions of the Governing Council suitable ERP, Website development and maintenance, SMS Services, Digital Marketing partners are shortlisted and put into the appropriate use, required training has been given for teaching and non-teaching fraternity of the college with a view to get the optimal benefits from the software and strangle connect with stake holders.

E-Governance Domains:

1. Website & Social Media:

- The website of the college to be continuously updated taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices etc. should be made easily available. Important information & achievements will be posted in the Social Media
- A Website / Social Media Committee to be formed for the administration of the college website / Social media. The Committee will look after the process of updating, maintaining and working of the website on a regular basis and provide content for social media. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website.

2. Student Admission:

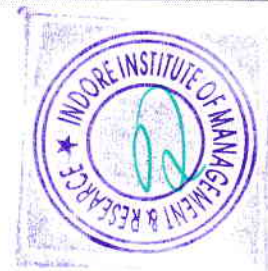
- An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the DAVV University. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. Complete Admission process is managed by DTE for MBA program and E-Pravesh Portal for undergraduate programs thus e-



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governance policy of the respective bodies need to be adopted in this regard. At college level Admission Portal to be used to manage the admissions enquiry and visit in the college.

3. Academics:

- Institution to manage student academics using a suitable ERP Solution with Real time communication.
- E-Governance will reflect in recording attendance, feedback, lesson plan, posting note, assignment and etc.

4. Accounts:

- The office continues to maintain its account on Tally. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet is generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College also uses multiple software which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts, TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Almost Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

5. Library:

- The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers while

[Handwritten signature]



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subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

- Complete atomization of library process to include new arrival, entry, issue, return, renewal, and reference, e-journals, and projects reports.

6. 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.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- **CCTV:** Excellent and modernized coverage of the IIS1 campus that includes places like corridors, class rooms, labs and canteen which helps the administration to monitor all the issues at the maximum level.
- To provide a hassle free, convenient and smooth process, 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.

7. Examination:

- The Examination process is regulated by the DAVV University and thus e-governance policy of the University to be adopted in this regard. As per the directions of the University, it is mandatory to handle various part of examination in online manner on their prescribed portal like examination forms, uploading the marks etc.

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8. Transport:

CCTV and GPS facility must be installed for student's safety and administrative officer or transport officer monitor the bus through GPS app.


9. ICT Tools:

Hardware Infrastructure

- The College to ensure that it has 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 and scanners 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.


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