



From: Principal & Secretary

+91 3213 255282

saratcentenary@gmail.com

sccollegednk.ac.in

Dhaniakhali, Hooghly, 712302

# Sarat Centenary College

Dhaniakhali, Hooghly

Founded: 1976

Recognised Under UGC 2F&12B

WB Govt. Aided

Affiliated to The University of Burdwan

## 3RD CYCLE NAAC ACCREDITATION PROCESS-2024

### CRITERIA: 6 – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### Key Indicator: 6.2 – Strategy Development and Deployment

#### Metric: 6.2.2 – Annual E-Governance Report



[DR SANDIP KUMAR BASAK]  
Principal, Sarat Centenary College  
Principal & Secretary,  
Sarat Centenary College  
P.O.- Dhaniakhali, Dist.- Hooghly



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## Annual E-governance Report

Sarat Centenary College has been using an e-governance system for its academic and administrative functions since the 2012-13 academic year. This system enhances and secures various activities in areas such as administration, finance and accounts, student admission and support, and examinations. E-governance is crucial for the effective dissemination, maintenance, and preservation of information related to these activities. By implementing e-governance, the college has achieved smoother operations and significant improvements in speed, transparency, productivity, and reliability. It has also boosted efficiency across all administrative, financial, student support, and examination processes. Additionally, e-governance has facilitated work culture restoration and the decentralization of information to all stakeholders and interested parties.

### E-Governance in Administration

The college communicates all official and relevant information through various channels, including email, the website, the official NSS Facebook page, and the official YouTube channel.

The college office is fully digitized, featuring computers, printers, scanners, and internet access.

The campus is equipped with Wi-Fi.

The staff room includes a desktop computers. When necessary, the college provides laptops to both teaching and non-teaching staff to ensure smooth operation of teaching, learning, and other official tasks.

The college has ICT-enabled classrooms and a seminar hall, with several classrooms equipped with projectors and internet access.

The entire campus is monitored by CCTV cameras.

College has the Bio-metric facilities for staff attendance.



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## E-Governance in Finance and Accounts

All financial transactions, including account receipts, payments, daily and monthly cash collections, and salary certificate copies, are handled through software and digital methods. The college utilizes the management system provided by MSS to oversee and manage various financial activities. The Public Financial Management System (PFMS) facilitates smooth financial operations within the college. Additionally, significant purchases for the college are conducted through an e-tendering process.

## E-Governance in Student Admission and Support

The college shares all relevant information and notices with students via SMS, WhatsApp groups, and the official YouTube channel. University registration, examination form submissions, and fee collections are all handled online for student convenience. With technical support from MSS, the college has established an online admission process that includes online form submissions, merit list generation, online admissions, counselling, and fee collections to streamline the process. The admission procedure is fully automated and managed through the college website, with any admission-related issues addressed via the official college email.

The college library operates digitally, offering student support facilities for easy book lending and returns. It features a central library equipped with modern amenities for both students and staff. User-friendly software such as Online Public Access Catalogue (OPAC), N-LIST, and Koha provides access to a wide range of online resources, and the library regularly updates its book and resource inventory. During the COVID-19 pandemic, the college supported students by providing e-contents through Google Classrooms and the college website.



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## E-Governance in Examination

Various departments at the college administer internal exams using Google Forms and other online methods as needed. The processes for filling out exam forms, collecting fees, allocating marks, and sharing university results, among other examination-related tasks, are all handled online.

Students can pay their exam fees and complete their exam forms through an online portal provided by the college. They can also generate and download their admit cards from the university's online portal. Any issues related to examinations are addressed via email.

During the pandemic, exams, submission of answer scripts, and assessments were conducted online. Additionally, the process of uploading marks to the university portal has been streamlined through an online system.



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From : Secretary / Principal

Phone : 255-282 S. T. D. - 03213

Fax : +91-3213-257747

## SARAT CENTENARY COLLEGE

P. O. - DHANIAKHALI, HOOGHLY WEST BENGAL  
FOUNDED - 1976



Accredited by NAAC

E-Mail Address: principal\_scollegednk@rediffmail.com



No. S.C.C./ 2013/102/12

Date: - 19-03-2013

To

MSS  
31, G.T. Road,  
Dhaldighi  
Burdwan  
Ph-9434163775

**Sub:** Purchase /Work order for Supply/Installation of CAMS  
2.0 and Pay Packet 2.0 software (MSSQL)

**Ref No:** 191/c/M-12

Sir,

With reference to above quotation, you are selected for the supply/installation for MSSQL Database CAMS... as per specification mentioned in your quotation.

You are, therefore, requested to do the said supply/installation work within 22.03.2013, other wise College will fall in trouble which can not be compensated by any means, moreover the College will suffer with financial loss.

As per terms and conditions made with you often verbally supply or installation of the device by your supervision is mandatory. Please do the needful.

Thanking you,

Truly yours,

(Dr. Dhiman Kumar Sau)  
Principal & Secretary

Principal & Secretary,  
Sarat Centenary College  
P.O.- Dhaniakhali, Dist.-Hooghly





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## MISS

☎ 09434163775  
Ph. (0342) 2566999

Ref No -  
Date :

### TAX INVOICE

To  
The Principal  
Sarat Centenary College,  
Dhaniakhali, Hooghly  
Hooghly

VAT NO:- 19797502024  
CST NO: 19797502024

Tax Invoice No - 157/2013-2013

Sl. No.	Description of Items	Qty	Rate (Rs.)	Amount (Rs.)
1.	Student Admission	1 Unit	10000.00	10000.00
2.	Frees Collection	1 Unit	10000.00	10000.00
3.	Account (Full) upto audit include employees P.F. Calculation	1 Unit	20000.00	20000.00
Sub. Total Rs.				40000.00
VAT @ 4% Rs.(R/O)				1600.00
Grand Total Rs.				41600.00
Total Rupees forty one thousand six hundred only				

*Pay as per invoice*

Khandu  
20/3/13

Receiver



*[Handwritten signature]*



For MSS  
22-03-13

"Talk of the Town" 4th Floor  
31 G.T. Road, Daldighi, Burdwan.



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## MONEY RECEIPT

Sl. No.

**MSS**

Dated: 30/3/13

"TALK OF THE TOWN" 4th FLOOR  
31 G.T. ROAD, DHALDIGHI, BURDWAN.

Received with thanks from M/S. *Sarat Centenary college*

by Cash / Cheque/Draft No. *679284 on SBI* Dated *30/3/13*

Drawn on *SBI* Branch *Dhaniakhali*

the sum of Rupees *fourty one thousand 8 and six hundred rupees only?*

in as advance / full / part / on A/C payment of our Bill No. .... Dated.

Rs. *41600/00*

**MSS**

*Sudhoshan Datta*  
Proprietor

**MSS**

FOR **MSS**  
*Sudhoshan Datta*  
Proprietor



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## MONEY RECEIPT

### MSS

SL. NO.

88/1, G.T. ROAD, EAST END, SRIPALLY,  
BURDWAN-713103, W.B.

Received with thanks from M/S Sarat Centenary College

By Cash / Cheque / Draft No. 000040 Dated: 04.10.2021

Drawn on 09.10.2021 Branch HDFC

The sum of Rupees ninety five thousand rupees only

In as advance / full / part / on A/C payment of our Bill No. 39/2021-22 Dated 25/09/2021

Rs.

95,000/-



Malay Prathiba  
For MSS

*Online Admission  
Software  
P-115  
9/10/21*

Dated:





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www.mssburdwan.c  
mssanti@gmail.com  
Contact: +91- 9434163775

## INVOICE

Invoice No. 39/2021-22

Date: 25/09/2021

GSTN - 19CKOPK7479M1ZZ

To,  
The Principal / Teacher-In-Charge,  
Sarat Centenary College  
Dhaniakhali, Hooghly

From:  
MSS  
88/1, G.T. ROAD, EAST (END),  
SRIPALLY,  
BURDWAN-713103, WB

SL. No	Item	Amount (In Rupees)
1.	Software "e-COLLEGE" Online College Administration Manage System	45,000.00
2.	<u>Web Server and Data Server according to your requirement for (April-2019 to March 2020)</u>	50,000.00
TOTAL		RS. 95,000.00
TOTAL AMOUNT PAYABLE		RS. 95,000.00

(Rupees Ninty Five Thousand Only).



Malay Pratihar  
For MSS

MSS  
88/1, G.T. ROAD, EAST END, SRIPALLY,  
BURDWAN-713103, WB  
CONTACT: 9434163775

HDR# 32188

9/10/21

@h-000090  
(HDFC)

-Memo- 5016010532188  
(HDFC)



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*Handwritten signature*

# MSS

*21/03/23  
Exp web server Rent  
P-441*

www.mssburdwan.com  
msssanti@gmail.com  
Contact: +91- 9434163775

## INVOICE

Invoice No. 105/2022-23

Date: 23.03.2023

To: The Principal / Teacher-In-Charge, <b>Sarat Centenary College</b> Dhaniakhali, Hooghly West Bengal - 712302	From: MSS 88/1, G.T. ROAD, EAST END, SRIPALLY, BURDWAN-713103, WB
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SL. No	Item	Amount (In Rupees)
1.	Annual Maintenance Charge of CAMS.(3.0) ERP SOFTWARE for the year 2021-2022 <i>2020-2021 Malay Pratihar</i>	20,000.00
	A.ONLINE STUDENT'S MANAGEMENT. B.ONLINE FEES COLLECTION. C.OFFLINE FEES COLLECTION. D.ACCOUNTS. E.INVENTORY MANAGEMENT. F.OTHERS.	48,000.00
2.	Web Server and Data Server according to your requirement @ RS. 4000.00 per month Approx. 12 Month = 12 X 4000.00 = RS. 48000.00 (Approx.)	
3.	Domain Renewal Charge(camsscollege.in)	1,000.00
<b>TOTAL</b>		<b>RS. 69,000.00</b>

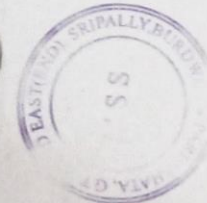
*Amount to pay as per invoice*

**TOTAL AMOUNT PAYABLE**

**RS. 69,000.00**

(Rupees Sixty nine Thousand Only)

*S. H. Anand  
Principal & Secretary  
Sarat Centenary College  
Dhaniakhali, Hooghly*



*Malay Pratihar*

*Malay Pratihar*  
Malay Pratihar  
For MSS

MSS  
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BURDWAN-713103, WB  
CONTACT: 9434163775