E-GOVERNANCE POLICY

RPS College of Engineering and Technology believes in efficient and transparent functioning of the college. The college understands the importance of integration of ICT to enhance the overall administration. E-Governance is not only participatory but also accountable and transparent for the smooth functioning of the administration. E-Governance can facilitate in speedy information, dissemination, improving administrative efficiency and public services in all the aspects of education. Our college has resolved to use Campus Pro and Koha Software.

OBJECTIVE:

1. Implementing e-governance in various aspects of the college.
2. Improving the efficiency of our operations.
3. Promoting accountability and transparency.
4. Achieving paperless college administration.
5. Facilitating online internal and external communication among the college’s various entities.
6. Making information readily available.
7. Making the global visibility of the college.

The implementation of the policy will help the college in following respective ways:

It is in order to provide straightforward and efficient governance system within the university e-governance is used in the following areas:

The strategy is divided into different areas of service for ease of use. These operational areas are illustrative and the college reserves the right to incorporate the e-governance in areas not specified here.

WEBSITE: The college website needs to be updated to reflect the recent changes. The website shall serve as a reflection of the college’s operations, with information about all activities, important updates and other information readily accessible to visitors.

ADMISSION DETAILS: The admission details including student admit year, branch, register number and type can be easily recorded. The data can also be retrieved easily. Maintaining of records can become less cumbersome.

ADMINISTRATION DETAILS: The Koha software and Campus Pro App allows for easy recording and maintenance of details like preparation of academic calendar, section division, creating e-certificates, maintaining diary, fee type, creating user logins for students, faculties and parents/guardians etc.
ACADEMICS: The College would use the Campus Pro for systematic maintenance of data and details regarding academics. These include details like creating theory and lab time tables, assigning faculty, posting attendance and lesson plans, sessional marks, feedbacks from students & parents, posting study materials, project documents and leave application forms etc.

TRANSPORT: The e-governance is adapted to maintain transport details like routes, halts, insurance premiums and other overheads. It also helps in compiling details regarding students using college transportation facility.

LIBRARY: KOHA Software helps in simplifying the procedure and saves time in library maintenance. Books renewal dates, rules for issue, renewals, recording new arrivals, projects, department books and many more can be achieved efficiently in shorter span of time.

EXAMINATIONS: The e-governance simplifies the examination cell maintenance procedures and saves time. It is cost effective as well. Many details regarding examinations like names of internals, externals, individual subject marks, calculating mid averages can be fed in the Campus Pro App of the College.

ACCOUNTS: The e-governance can help the accounts department to record and preserve the details like fee payments, cash on hand, expenditure report and tracking payments and student due fee report etc. In addition to the above, it can be used to maintain the fee records and hostel fee details as well.
Campus Placement 2021-22

Management & Staff of RPS GOI
Heartily Congratulates
Students who got selected by

MBA (III Sem.)
MBA (III Sem.)
MBA (III Sem.)
MBA (III Sem.)

PACKAGE ₹3 LPA

indiamart

Vishal Verma
MBA (III Sem.)
Nitin Kumar
MBA (III Sem.)
No.: Receipt No.J68918/2021-22

Dated 24-Mar-22

DElNET- Developing Library Network
Jawaharlal Nehru University Campus
Nelson Mandela Road, Vasant Kunj
New Delhi-110070
State Name: Delhi, Code: 07

Receipt

Received with thanks from: RAO PAHLAD SINGH COLLEGE OF ENGINEERING & TECHNOLOGY
SATNALI ROAD, BALANA, MOHINDERGARH-123029, HARYANA
(DELNET MEM. NO. IM-9083)

The sum of: Indian Rupees Nineteen Thousand Four Hundred Seventy Only

By: RAO PAHLAD SINGH COLLEGE OF ENGINEERING &; HDFC Bank (India)
Inter Bank Transfer

Remarks: AMOUNT RECEIVED TOWARDS ADMISSION FEE & ANNUAL INSTITUTIONAL MEMBERSHIP FEES FOR THE PERIOD 24.03.2022 TO 23.03.2023

**₹ 19,470.00/-

**Subject to Realisation

Principal
R.P.S. College of Engg. & Tech
Balana Mohindergarh (HR.)
DELNET
Developing Library Network
J.N.U. Campus, Nelson Mandela Road
Vasant Kunj, New Delhi 110070, India
Tel: 91-11-26742222, 26741266
91-9810329992 (Mobile)
E-mail: sangs@delnet.ernet.nic.in,
sangskaul2003@yahoo.co.in
Web: www.delnet.in
March 24, 2022

Sub: Membership of DELNET

Dear Dr. Yadav,

We are glad to inform you that the “Rao Pahlad Singh College of Engineering & Technology, Mohindergarh, Haryana” has been admitted as an Institutional Member of DELNET. The membership number is IM-9083. I am herewith enclosing the receipt no. 68919 dated 24/3/2022 for Rs 19,470/- received through NEFT dated 22/3/2022 towards the Admission Fee & Annual Institutional Membership Fee for the period 24-3-2022 to 23-3-2023 along with a duly signed copy of the MOU for your office records. I would like to mention that the next annual membership renewal will be due by March 23, 2023.

You are requested to access DELNET databases through the World Wide Web using the following procedure:

Web Address: http://www.delnet.in

Click to “New Discovery Portal”, you are requested to use following login & password to access the new discovery portal of DELNET.

Login : hrpscet
Password : rps0803

Kindly note your Inter Library Loan (ILL for Books) Password is “hrpscetlib” to be used while registering a request. You are also welcome to send us the bibliographical references at sangs@delnet.ernet.nic.in, sangskaul2003@yahoo.co.in for the resources needed by you. We will try our best to locate these resources. We will try our best to locate these resources. We would further like to inform you that Usage Report can be generated through “USAGE STATISTICS” link which appears at the top side of the landing page of the discovery portal. Kindly use the password as 9083***1992 to download the pdf, containing usage report of your college.

I would like to mention that DELNET provides access to more than 3.7 crore catalogue records of books, journals, articles, etc. through Discovery Portal and also more than one crore and fifty lakh full-text e-books, e-journals & e-articles through Knowledge Gainer Portal. DELNET also provides Delphi software free of charge for library automation purposes. DELNET Guest House facility at New Delhi can also be availed by member-institutions on payment basis.

I hope that the students and faculty of your college will get benefited by using the DELNET databases and services. I would also like to inform you that DELNET shall be glad to organise an one hour webinar on DELNET Networked Resources and Services at a mutually convenient date and time for the faculty, students and researchers of “Rao Pahlad Singh College of Engineering & Technology, Mohindergarh, Haryana”. It will help in the effective utilisation of DELNET resources and services.

Do kindly let us know if you require any further assistance.

With kind regards,

Yours sincerely,

Sangeeta Kaul

Dr. Mahesh K. Yadav
Principal
Rao Pahlad Singh College of Engineering & Technology
Satnali Road, Balana,
Mohindergarh-123029
Haryana

C: Mr. Rajesh Kumar, Librarian
Rao Pahlad Singh College of Engineering & Technology, Mohindergarh, Haryana

(Receipt, MOU & Certificate are enclosed)
# Tax Invoice

**Invoice No.**
DEL/2021-22/3502

**Dated**
24-Mar-22

**Mode/Terms of Payment**

**Buyer's Order No.**
IM-9083 dt. 24-Mar-22

**Terms of Delivery**
Dated

---

**Delivered To:**
AO PAHLAD SINGH COLLEGE OF ENGINEERING & TECHNOLOGY, SATNALI ROAD, BALANA, MOHINDERGARH-123029, HARYANA, (DELNET MEM, NO. IM-9083)

**Place of Supply:** Haryana

**State Name:** Haryana, Code: 06

---

**Particulars** | **HSN/SAC** | **GST** | **Rate** | **per** | **Amount**
--- | --- | --- | --- | --- | ---
Admission Fees | 998431 | 18% | 18% | 5,000.00
IM FEE 2022-2023 | 998431 | 18% | 18% | 11,500.00

**IGST PAYABLE**

**Total**

---

**Amount Chargeable (in words):** Indian Rupees Nineteen Thousand Four Hundred Seventy Only

---

**HSN/SAC** | **Taxable Value** | **Integrated Tax** | **Total** | **Tax Amount**
--- | --- | --- | --- | ---
998431 | 16,500.00 | 18% | 2,970.00 | 2,970.00

**Total**

16,500.00 | 2,970.00 | 2,970.00

---

**Tax Amount (in words):** Indian Rupees Two Thousand Nine Hundred Seventy Only

---

**DELNET's Bank Details**
A/c Holder's Name : DELNET
Bank Name : Central Bank of India
A/c No. : 1055410992 (Saving Bank)
Branch & IFS Code : Khan Market Branch & CBS10280310

**Authorised Signature**

---

**DELNET-Developing Library Network**
JNU Campus, Nelson Mandela Road, Vasant Kunj, New Delhi-110070

---

**Principal**
R.P.S. College of Engg. & Tech
Balana Mohindergarh (HR.)
Certificate of Membership

This certifies that

Rao Pahlad Singh College of Engineering & Technology Mohindergarh

has been admitted as an Institutional Member of

DELNET – Developing Library Network

and is entitled to all benefits and privileges pertaining thereto.

Membership Number IM – 9083 has been granted this 24th day of March 2022 and next renewal is due on March 23, 2023

Date of Issue: March 24, 2022

Dr. Sangeeta Kaul
Director
DELNET, New Delhi
DELNET/MEM/IM-9083/hrRPSCE/2022

Sub: Membership of DELNET

Dear Dr. Yadav,

We are glad to inform you that the "Rao Pahlad Singh College of Engineering & Technology, Mohindergarh, Haryana" has been admitted as an Institutional Member of DELNET. The membership number is IM-9083. I am herewith enclosing the receipt no. 68919 dated 24/3/2022 for ₹19,470/- received through NEFT dated 22/3/2022 towards the Admission Fee & Annual Institutional Membership Fee for the period 24-3-2022 to 23-3-2023 along with a duly signed copy of the MOU for your office records. I would like to mention that the next annual membership renewal will be due by March 23, 2023.

You are requested to access DELNET databases through the World Wide Web using the following procedure:

Web Address: http://www.delnet.in

Click to "New Discovery Portal", you are requested to use following login & password to access the new discovery portal of DELNET.

Login: hrpscet
Password: rps9083

Kindly note your Inter Library Loan (ILL for Books) Password is "hrpscetlib" to be used while registering a request. You are also welcome to send us the bibliographical references at sangs@delnet.ren.nic.in, sangskaul2003@yahoo.co.in for the resources needed by you. We will try our best to locate these resources. We will try our best to locate these resources. We would further like to inform you that Usage Report can be generated through "USAGE STATISTICS" link which appears at the top side of the landing page of the discovery portal. Kindly use the password at 9083***1992 to download the pdf containing usage report of your college.

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I hope that the students and faculty of your college will get benefited by using the DELNET databases and services. I would also like to inform you that DELNET shall be glad to organise an one hour webinar on DELNET Networked Resources and Services at a mutually convenient date and time for the faculty, students and researchers of "Rao Pahlad Singh College of Engineering & Technology, Mohindergarh, Haryana". It will help in the effective utilisation of DELNET resources and services.

Do kindly let us know if you require any further assistance.

With kind regards,

Yours sincerely,

Sangeeta Kaul

Dr. Mahesh K. Yadav
Principal
Rao Pahlad Singh College of Engineering & Technology
Satnall Road, Balana.
Mohindergarh-123029
Haryana

Co: Mr. Rajesh Kumar, Librarian
Rao Pahlad Singh College of Engineering & Technology, Mohindergarh, Haryana
(Receipt, MOU & Certificate are enclosed)
Checking out to ASHISH KUMAR (21ME01)

Cannot check out!

- Overdues: Patron has ITEMS OVERDUE. See highlighted items below.
- Fees & Charges: Patron has Outstanding fees & charges of 90.80. Checkouts are BLOCKED because fine balance is OVER THE LIMIT. Make payment or Pay all fines.

Messages:
Add a new message

3 Checkouts | 0 holds | Restrictions

Show checkouts

Always show checkouts immediately

Activate Windows
Go to Settings to activate Windows.
# TAX INVOICE

**Invoice No:** IPL-32-22-0921  
**PO No:**  
**SO No:** IPL-S0-2022-01214  
**Place of Supply:** Mahendragarh, M.P.  
**Customer Name:** Rao Pahlad Singh Group of Institutions  
**Billing Address:** Mahendragarh Road, Mahendragarh, M.P.  
**GSTIN:** 29AAGCT4996Q1Z8  
**Phone:** 91-80-40387777  
**Fax:** 91-80-40387600  
**Email:** rpsbalana@gmail.com  
**Inv. Date:** 12-12-2021  
**PO Date:** 12-12-2021  
**SO Date:** 23-12-2021  
**Payment Terms:** Received

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<td>Koha AMC</td>
<td>Koha Annual Maintenance Charges</td>
<td>998313</td>
<td>1.0</td>
<td>₹30,000.00</td>
<td>₹30,000.00</td>
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<td>₹30,000.00</td>
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**Grand Total:** ₹35,400.00

In Words: INR Thirty Five thousand, Four Hundred only.

**Bank Details:**  
A/C Name: Informatics Publishing Ltd, Bank & Branch: Canara Bank, South End Road Branch, Bangalore, A/C Number: 111783570099983, IFSC Code: CNRB0001173.

**Payment Receipt Details:**  
NEFT Co: MDFC7611726-RAO Pahlad Singh Degree College-Informatics Publishing Limited-N3502117335659205 FOR RS. 35,400.00 Date: 14/12/2021

[Signature]

Principal  
R.P.S College of Engg. & Tech.  
Balana Mohindergarh (HR.)
Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.
Quotation

PL-0TN-2020-21-01257

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<th>Customer Name &amp; Group of Institutions</th>
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<tr>
<td>Customer Address: Balana, Satniall Road, Mahendragarh, Haryana, State Code: 06, PIN: 123029, India</td>
<td>Kind Attention: Dr Mahesh K Yadav</td>
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<table>
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Total: ₹30,000.00

In Words: INR Thirty Five Thousand, Four Hundred only.

Terms & Conditions:

Kindly confirm your acceptance of T&C with P.O. (Purchase Order). No comment on the matter will be treated as acceptance of T&C.

Confidentiality: This proposal has been prepared for your sole, exclusive use and should not be made available to any party outside the concerned stakeholders group without the written consent of Informatics

Principal
RPS College of Engg. & Tech
Mohindergarh (HR)
Tax Invoice

Invoice No: SINV-TAX-18-19-01322
Invoice Date: 28-02-2019

PO No. 50-2019-20593
PO Date: 26-02-2019

Place of Supply: 14304/06
Payment Terms: Received

Customer Name: Rupesh Pahadi Singh Group of Institutions
Billing Address: Balana, Satnall Road, Mahendragarh, Haryana, 123029, India
Email: rpsbalana@gmail.com

End User: Customer GSTN: UNK

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<th>Sr</th>
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<td>Kohn Annual Maintenance Charges (AMC)</td>
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Total: 30,000.00

GST @ 18%: 5,400.00
Grand Total: 35,400.00
Rounded Total: 35,400.00

In Words: INR Thirty Five Thousand, Four Hundred only.

Bank Details:
A/c Name: Informatics Publishing Ltd., Bank & Branch: Canara Bank, South End Road Branch, Bangalore, A/c Number: 1175257009900, IFSC Code: CNRB0001123

Declaration:
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Informatics Publishing Limited

Authorized Signature: [Signature]

Principal: [Signature]
RPS College of Engg. & Technolo
Balana Mohindergarh (HR.)
Ref: Kohe/N/2018-19/033

Rao Pahel Singh Group of Institutions
Bilana, Sainull Road, Mahendragarh
Haryana-122020
Haryana
Kind Attn: Mr. Ram Chander Jorasia-Library In Charge

Dear Sir,

Greetings from Informatics!

We thank you for your Koha AMC order and payment.

As desired please find enclosed our tax invoice (No,C202-18-19-0422) towards subscription to Koha AMC for your kind perusal.

Thank you and assuming you of our best services.

Sincerely

For Informatics Publishing Limited

[Signature]

Authorised Signatory
Tax Invoice

<table>
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<tr>
<th>Description of Goods</th>
<th>HSN/SAC</th>
<th>QTY</th>
<th>Rate/Item</th>
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Bank Details: Taxable Value

Bank Transfer NEFT/RTGS Details

A/c Name: Informatics Publishing Limited
Bank Name: Canara Bank, South End Road Br.
A/c No.: 1737250000085
IFSC Code: CNRB000I173

Amount Charges (In Words): Rupees Thirty Five thousand four hundred only

Terms & Conditions: Enclosed

Declaration:

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Authorized Signatory
Terms & Conditions - Koha - AMC

Kindly confirm your acceptance of T&C with P.O. (Purchase Order). Any comment on the matter will be treated as acceptance of T&C.

1. SUPPORT
a) Annual Maintenance Contract (AMC) is initially for one year, AMC can be extended for further years at renewal prices in three years. One year support includes unlimited telephone/email support.

b) To review current text repositories of the software Koha, it is mandatory to visit Koha community to review the documentation at following link https://koha-community.net/documentation/

c) To report a technical problem/issue, the institution should register the same through email at support@informatica.in. Information will be shared as per any technical issue with 24 hours of email request. Informatics will provide support and strive to resolve technical issue at the earliest. Time span may vary depending upon the complexity of technical issue.

d) Informatics support timing is from Monday to Friday, 8:00 AM to 5:00 PM on all Company working days. An email registering a new complaint received after 5:00 PM shall be taken up for resolution on the next working day. (Tuesday as per Informatics Publishing Ltd. policy).

e) In case of Koha installation on local server, Informatics will provide link to download backup data. Data backup management will be Institutions responsibility.

f) Any complaint resolution with respect to computer hardware, network, Internet etc. will be Institution's responsibility.

g) During the tenure of AMC, Koha software will be upgraded to next available stable version.

h) Customization carried out by Informatics Koha team, for previous version and the ones needed to enable already active functionalities (created by Institutions) will be carried forward at no additional cost in the upgraded version.

i) We will maintain the existing databases of Koha to next stable version at no additional cost during the period of AMC.

j) Charges of AMC is subject to increase in consecutive years.

k) Any customization included in AMC contract is required, the cost is INR 15,000/Tonne/Day. Informatics Publishing recommends minimum 2 days of training.

l) All the fees provided separately for information uploaded in Koha, should have clear and validated data and should be in one of the following file formats: EML, CSV, Excel, MS-Access.

m) Community version of the software will be provided. But if the institution requires any customization / configuration which amounts to new development, it will be confirmed and created only after evaluation and will be charged extra as per company policy.

n) Other language data migration will be possible only in case of UTF8 fonts. Otherwise, the Institution will have to create and provide it.

2. CONTRACTUAL

1.1. Payment terms:

a) Terms of AMC (Annual Maintenance Contract) takeover/renewal: 100% advance along with the order.

b) Payment should be in the form of a demand draft / wire transfer favoring INFORMATICS PUBLISHING LIMITED. Our bank details are:

Bank & Branch: CANARA BANK Pvt., South End Road, Basavanagudi, Bangalore, 560 004
Account no: 1172001000002, Account Type: Current Account, IFSC Code: CNBB0001172

1.2. GST will be applicable at the time of your releasing the payment.

GST Number:29AACCT4890G12, PAN Number: AACCT4890G

1.3. Agreement: Any agreement will be signed by Informatics on mutually agreed terms and conditions.

OTHERS:

a) Integration and customization for a third party application will incur extra charge as per company policy (Unless a tender is in combination of Koha and other third party application/ Or if categorically stated otherwise).

b) Unless already categorically stated otherwise in writing, email visit of Koha technical team member will be at extra charge, as per company policy.

For Informatics Publishing Limited

Authorized Signatory

R.P.S College of Engg. & Tech
Balana Mohindergarh (HR.)
Informatics Publishing Limited
No. 194, R.V. Road, Basavanagudi,
P.B.No.400, Bangalore - 560.004
Karnataka
State code: 29
CIN : U72200KA2000PLC040165
GSTIN/UIN: 29AACCT4396Q4Z8

Tax Invoice

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</table>

Recipient:
Rao Pahal Singh Group of Institutions
Balana, Satluj Road, Mahendragarh,
Haryana-123029
Haryana

Consignee:
Rao Pahal Singh Group of Institutions
Balana, Satluj Road, Mahendragarh,
Haryana-123029
Haryana

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<tr>
<th>#</th>
<th>Description of Goods</th>
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<th>Rate/Item</th>
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<th>Amount</th>
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<td>Koha AMC For One Year</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Bank Details:
Taxable Value
Add: CGST @ 9%
Add: SGST @ 9%
Add: IGST@ 18%
Total Tax Amount

Total Invoice Value
35,400

Amount: Charges are (in words): Rupees Thirty-five thousand four hundred only

Terms & Conditions: Enclosed

Declaration:
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

For Informatics Publishing Limited

Principal:
R.P.S. College of Engg. & Tech
Balana Mohindergarh (HR.)
DELNET/IM-9083/hrRPS CET/MEM/2023

Dear Mr. Rajesh Kumar,

We acknowledge with thanks the receipt of ₹13,570 (₹ Thirteen Thousand Five Hundred Seventy only) received through NEFT dated 15.4.2023 made towards the DELNET Annual Institutional Membership Fee for the period 24.3.2023 to 23.3.2024. The receipt no. 74532 dated 17.4.2023 is enclosed for the office records.

You are requested to access DELNET databases through the World Wide Web using the following procedure:

Web Address: http://www.delnet.in

Click to “New Discovery Portal”, you are requested to use following login & password to access the new discovery portal of DELNET.

Login: hrpscetlib
Password: 123

Kindly note your Inter Library Loan (ILL for Books) Password is “hrpscetlib” to be used while registering a request. You are also welcome to send us the bibliographical references at sangs@delnet.ernet.in, sangskaul2003@yahoo.co.in for the resources needed by you. We will try our best to locate these resources. We would also like to inform you that DELNET has launched WEBVIEW Youtube channel which contains a large number of video recordings of Webinars organised by DELNET including sessions on DELNET resources and services. The link is available at the Discovery Portal. We would further like to inform you that Usage Report can be generated through “USAGE STATISTICS” link which appears at the top side of the landing page of the discovery portal. Kindly use the password as ‘9083***1992’ to download the pdf, containing usage report of your institution.

I would like to mention that DELNET provides access to more than three crore catalogue records of books, journals, articles, etc. through Discovery Portal and also more than one crore and fifty lakh full-text e-books, e-journals & e-articles through Knowledge Gainer Portal. We are pleased to inform you that DELNET has also recently launched ViSiOn Portal which contains Video Recordings of Lectures on varied subjects. We request you to kindly contribute the video lectures of the Faculty Members of your Institution. Kindly contact us for further assistance. DELNET also provides Delplus software free of charge for library automation purpose. DELNET Guest House facility at New Delhi can also be availed by member-libraries on payment basis.

We would also like to mention that DELNET offers DrillBit software for plagiarism detection for an annual subscription of ₹48,000 (inclusive of GST) for 300 documents checking.

I would also like to inform you that DELNET shall be glad to organise a one hour webinar on DELNET Networked Resources and Services at a mutually convenient date and time for the students, faculty, researchers and scholars of “Rao Pahlad Singh College of Engineering & Technology, Mohindergarh, Haryana”. It will help in the effective utilisation of DELNET resources and services.

I am enclosing a poster on DELNET and a Certificate of Membership. Please kindly let us know if you wish to get any books on ILL or the journal articles.

With kind regards,

Yours sincerely,

Sangeeta Kaul

Mr. Rajesh Kumar
Librarian
Rao Pahlad Singh College of Engineering & Technology
Satnali Road, Balana, Mohindergarh-123029
Haryana

Encl: (1) Receipt no. 74532 dated 17.4.2023 of ₹13,570
(2) Tax Invoice
(3) DELNET Poster
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Received with thanks from: RAO PAHLAD SINGH COLLEGE OF ENGINEERING & TECHNOLOGY
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The sum of

Indian Rupees Thirteen Thousand Five Hundred Seventy Only

By

RAO PAHLAD SINGH COLLEGE OF ENGINEERING & HDFC Bank (India)
ECS

Remarks

AMOUNT RECEIVED TOWARDS ANNUAL INSTITUTIONAL MEMBERSHIP FEES FOR THE PERIOD 24.03.2023 TO 23.03.2024

**Rs. 13,570.00/-

**Subject to Realisation

Dated 17-Apr-23

Principal

R.P.S. College of Engg. & Tech
Balana Mohindergarh (HR.)
RAO PAHLAD SINGH COLLEGE OF ENGINEERING
AND TECHNOLOGY
BALANA, MAHENDERGARH (HARYANA)-123029

ANNUAL E-GOVERNANCE REPORTS
FOR LAST FIVE YEARS
(2018-19 to 2022-23)
ANNUAL E-GOVERNANCE REPORT

ACADEMIC YEAR 2018-19

Rao Pahlad Singh College of Engineering and Technology, Balana drafted a policy for implementation of E-Governance in various administration and academic activities of the college from the academic year 2018-19 to accelerate college functioning and development in terms of speed, efficiency and reliability.

Implementation of E-governance in the areas of operation

It has been decided to automate all the various operations of the college in an integrated manner in order to enable transparency clarity in different functionalities of the institutions pertaining to teaching learning (Academics), Administration, Examinations, Finance and accounting, Admissions and HR wings.

In this direction a few vendors of ERP software are called and quotations are invited as per recommendation of the management of the college followed by the directions of the Governing Council suitable ERP has been deployed 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 stakeholders.

Academic and Examinations

For the ERP solutions, college has initiated its services with Campus Pro Ed Tech Private Ltd. After trial test of the software, various modules are given for all the areas of operation.

All the assessment marks have to be uploaded in the software which simplifies the work by expanding the analyzing capacity and faster feedbacks. Controller of examination needs to supervise the entire process of examination under the guidance of the Principal of the college through e-governance.

1. Master Management
2. Staff Management
3. User Management
4. Student Management
5. Fee Management
6. Time Table
7. Academic Activities
   - Syllabus
   - Class/Teaching Plan
8. Student Attendance

Rao Pahlad Singh College of Engineering and Technology
Balana Mohindergarh (HR)
9. Student Evaluation and Assessment  
10. Examination  
11. Material Upload  
12. Student Feedback  
13. Training and Placement Activity  
14. Staff Attendance and Leave  

**Administration:** ERP aims at immediate availability of data in required formats that ease the work of staff and management and increase in transparency and accountability in administration. Facilities should be provided for online leave management of the employees, internal communication between employees etc. Students also must be able to obtain maximum services like hostel leave approval, bonafide certificates in online mode.  

**Accounts:** RPS Campus Pro (ERP software) and Tally software are being used for maintaining finance and accounts. 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 on timely basis. Office shall continue with Tally solutions for finance management.  

**Website:** The website of the college needs to be revamped taking into account the new changes. The website should act as a mirror of the college activities, information about all activities, important notices etc should be made easily available to the outsiders. For this purpose, a separate service provider/ web designer can be identified. Along with it, training should be given to the existing staff who will undertake the responsibility of website administration and updation at the college level. The college website updations and maintenance services are continued with Campus Pro Ed Tech Private Ltd.  

E- Governance report for the Academic Year 2018-19 is submitted to the Governing Council.  

The Governing Council has verified and accepted the report.  

[Signature]  
Principal  

[Stamp]  
Principal  
R.P.S. College of Engg. & Tech  
Balana Mohindergarh (HR.)
ANN M E-GOVERNANCE REPORT

ACADEMIC YEAR 2019-20

1. To further strengthen the usage of ERP software, annual maintenance has been carried out by Campus Pro Ed Tech Private Ltd.

2. SMS features has been put into maximum use to stay connected with the parents, students and staffs for the purpose of intimating absentees, academic performance, holidays and other required information. For bulk SMS to students and staffs, Service from Campus Pro Ed Tech Private Ltd. is used.

3. New/ updated version of Tally was updated in college office for Accounting and Finance.

4. All the Assessment Marks were uploaded in the ERP software which simplified the work by expanding the analyzing capacity and faster feedbacks.

5. Website is put into full use as a vital information source to all stakeholders and all important communications/ circulars/ notices are made available in the website to ensure reaching of information to the needy any time anywhere.

6. Google Meet, Zoom and Microsoft Teams applications were used to conduct online classes and organizing different events and activities.
ANNUAL E-GOVERNANCE REPORT

ACADEMIC YEAR 2020-21

1. Continuation of existing ERP with Campus Pro Ed Tech Private Ltd. All faculty members have been oriented with ERP and have started implementing the same for the current academic year.

2. For bulk SMS to students and staffs, services from Campus Pro Ed Tech Private Ltd. has continued.

3. New version of Tally was updated in the college office for Accounting and Finance.

4. All the Assessment Marks were uploaded in the RPS CAMPUS PRO (ERP) software which again simplified the work by expanding the analyzing capacity and faster feedback.

5. The college website updates and maintenance services are continued with Campus Pro Ed Tech Private Ltd.

6. Library E-Resources (through KOHA software) was used to access the required e-books and e-journals through the college software.

7. Separate WhatsApp groups have been created for individual classes to communicate with students.

8. Google Meet, Zoom and Microsoft Teams applications were used to conduct online classes and organizing different events and activities.

*Principal*

R.P.S. College of Engg. & Tech.
Balana, Mohindergarh (HR.)

*IQAC*
ANNUAL E-GOVERNANCE REPORT

ACADEMIC YEAR 2021-22

1. Continuation of existing ERP with Campus Pro Ed Tech Private Ltd. All faculty members have been oriented with ERP and have started implementing the same for the current academic year.

2. For bulk SMS to students and staffs, services from Campus Pro Ed Tech Private Ltd. has continued.

3. New version of Tally was updated in the college office for Accounting and finance.

4. All the Assessment Marks were uploaded in the RPS CAMPUS PRO (ERP) software which again simplified the work by expanding the analyzing capacity and faster feedback.

5. The college website updations and maintenance services are continued with Campus Pro Ed Tech Private Ltd. for increasing the visibility and branding of the college.

6. Library E-Resources (through KOHA software) was used to access the required e-books and e-journals through the college software.

7. Rao Pahlad Singh College of Engineering and Technology registered as NDLI club member under the National Digital Library of India. All Staffs and students were also registered under NDLI to access e-resources for advanced knowledge.

8. Separate WhatsApp groups have been created for individual classes to communicate with students.
ANNUAL E-GOVERNANCE REPORT

ACADEMIC YEAR 2022-23

1. Continuation of existing ERP with Campus Pro Ed Tech Private Ltd. All faculty members have been oriented with ERP and have started implementing the same for the current academic year.

2. For bulk SMS to students and staffs, services from Campus Pro Ed Tech Private Ltd. has continued.

3. New version of Tally was updated in the college office for Accounting and finance.

4. All the Assessment Marks were uploaded in the RPS CAMPUS PRO (ERP) software which again simplified the work by expanding the analyzing capacity and faster feedback.

5. The college website updations and maintenance services are continued with Campus Pro Ed Tech Private Ltd. for increasing the visibility and branding of the college.

6. Library E-Resources (through KOHA software) was used to access the required e-books and e-journals through the college software.

7. Rao Pahlad Singh College of Engineering and Technology continued its membership for NDLI club under the National Digital Library of India. All the registered Staffs and students accessed e-resources for advanced knowledge.

8. Continued Separate WhatsApp groups have been created for individual classes to communicate with students.

Principal
R.P.S College of Engg. & Tech
Balana Mohindergarh (HR.)

IQAC